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**Toronto’s Vital Signs Grants**

**2021**

**Video Application Guidelines**

Video applications must be submitted through the online portal [here](https://www.grantrequest.com/Login.aspx?ReturnUrl=%2fapplication.aspx%3fSA%3dSNA%26FID%3d35017%26sid%3d6097&SA=SNA&FID=35017&sid=6097).

If you choose the video submission format, you will need to record your video, upload it to an online video sharing platform to provide a hyperlink, and add the link to your application. You will ALSO need to complete the other sections (contact info, organization information, etc.) in writing, through the form in the online portal.

All applications will be reviewed by a selection committee made up of leaders in Toronto’s non-profit sector, grassroots and community leaders.

**VIDEO APPLICATION TIPS**

Your video will not be judged for production, but does need to answer the application questions. Here are some tips:

* Plan and practice what you would like to say
* Make sure your video is clear and audible
* Watch your video and edit as you see fit

**DURATION**

Video submission can be up to a MAXIMUM of 10 minutes.

**ASSESSMENT CRITERIA**

Evaluation of your video/multimedia submission will focus on the content rather than the production quality.

**WRITTEN CONTENT**

Along with submitting your video, you will need to complete the online application form with the following information in this order:

**UPLOADING YOUR VIDEO**

To share your video with us, upload your video to YouTube or another online video sharing platform (you can select to have the video “unlisted” and only viewable by anyone with the specific link). Next, paste the link to the video into “Attachment” Section of the online portal.

To upload your video on YouTube, follow the steps below:

1. Sign in to YouTube.
2. Click on **Upload video** at the top left of the page. 
3. Before you start uploading the video, choose “Unlisted” [video privacy setting](https://support.google.com/youtube/answer/157177) from the drop-down menu.
4. Select the video you'd like to upload from your computer. You can also import a video from Google Photos.
5. As the video is uploading, you can edit both the basic information and the advanced settings of the video. You can have a title up to 100 characters and a brief description.  Once the upload is complete, Click Next.
6. Set the video privacy setting to Unlisted, click **Save.**
7. Copy the link to the video provided. Paste the link into Video Application Section in the online portal

**Privacy settings:**

* Public videos and playlists can be seen by and shared with anyone.
* Private videos and playlists can only be seen by you and the users you choose.
* Unlisted videos and playlists can be seen and shared by anyone with the link.

**\*Required**

**SECTION A - ORGANIZATION INFORMATION**

\*Name of applying organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Address of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Organization’s website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*What is your organization’s mission statement?

|  |
| --- |
|  |

Organization’s charitable registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Total current annual operating budget for the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*How long has the organization been in existence? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please enter the URL of your organization's profile on the CRA website.

***For example, Toronto Foundation's profile can be found***[***here***](https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyRprtngPrd?q.srchNm=)***.***

***If you are applying with a trustee and don't have a charitable number, please enter a single X.***

***Please Note: Section B of the application is where you will enter the information if you are applying with a trustee.***



Most Recent Financial Statements

***For registered charities, applications must be accompanied by the organization's most recent audited and signed financial statements (within the last 18 months).  
Please click UPLOAD after you've chosen the file.***

[Choose file](javascript:void(0)) \*.\*

[Upload](javascript:void(0))

**ORGANIZATION EXECUTIVE CONTACT:**

\*First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

\*Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

\*Title/Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ONGOING CONTACT FOR THE GRANT (if successful):**

Same as organization primary contact

\*First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

\*Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Do you have any social media handles?

Yes No

Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instagram: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LinkedIn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twitter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Social Media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B – TrusteeSHIP Information**

***If your organization is applying with a trustee who is a registered charity, please complete this section.***

Name of Trustee Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Trustee Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name of Trustee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address of Trustee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number of Trustee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please enter the URL of your trustee's profile on the CRA website.

***For example, Toronto Foundation's profile can be found***[***here***](https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyRprtngPrd?q.srchNm=)



Trusteeship Agreement

***Please click UPLOAD after you've chosen the file.***

[Choose file](javascript:void(0)) \*.pdf, \*.doc, \*.docx

[Upload](javascript:void(0))

Trustee's Audited Financial Statements

***Applications must be accompanied by the organization’s most recent audited and signed financial statements (within the last 18 months).  
Please click UPLOAD after you've chosen the file.***

[Choose file](javascript:void(0)) \*.\*

[Upload](javascript:void(0))

**SECTION C – LOCATION AND DEMOGRAPHICS**

What geographical area is primarily served by your organization. Please check all that apply:

Scarborough

North York

Etobicoke

East York

York

Central/Downtown Toronto

If your work is neighbourhood specific, please list the Toronto neighbourhoods you work in below. If your work is city-wide, just enter ‘City-wide’.

***To look up your neighbourhood(s), please visit the City of Toronto’s Neighbourhood Profiles site*** [***here***](https://www.toronto.ca/city-government/data-research-maps/neighbourhoods-communities/neighbourhood-profiles/?accordion=what-are-the-changes-to-neighbourhoods)***:***

What age group does your organization primarily serve:

|  |  |
| --- | --- |
|  | All Ages |
|  | Infants (0-2) |
|  | Children (3-11) |
|  | Youth (12-18) |
|  | Young Adults (18-29) |
|  | Adults (30-64) |
|  | Seniors (65+) |

What is your organization's primary population served for this upcoming year?

Please check all that apply.

|  |  |
| --- | --- |
|  | Black |
|  | Faith-based |
|  | General population |
|  | Homeless |
|  | Indigenous |
|  | LGBTTIQQ2SA |
|  | Low Income |
|  | Men |
|  | Newcomers |
|  | People with disabilities (this includes physical, visible and invisible disabilities) |
|  | Racialized |
|  | Refugees |
|  | Women |
|  | Other |

Are there any secondary populations served by your organization?

(Please select up to 2)

|  |  |
| --- | --- |
|  | Black |
|  | Faith-based |
|  | General population |
|  | Homeless |
|  | Indigenous |
|  | LGBTTIQQ2SA |
|  | Low Income |
|  | Men |
|  | Newcomers |
|  | People with disabilities (this includes physical, visible and invisible disabilities) |
|  | Racialized |
|  | Refugees |
|  | Women |
|  | Other |

What Toronto's Vital Signs Issue Area is the main focus of your organization this coming year?

|  |  |
| --- | --- |
|  | Arts and Culture |
|  | Environment |
|  | Getting Around |
|  | Health and Wellness |
|  | Housing |
|  | Income and Wealth |
|  | Leadership, Civic Engagement, and Belonging |
|  | Learning |
|  | Safety |
|  | Work |

If your organization has a secondary Issue Area focus, please select it from the list below:

|  |  |
| --- | --- |
|  | Arts and Culture |
|  | Environment |
|  | Getting Around |
|  | Health and Wellness |
|  | Housing |
|  | Income and Wealth |
|  | Leadership, Civic Engagement, and Belonging |
|  | Learning |
|  | Safety |
|  | Work |

**SECTION D – TVSG VIDEO APPLICATION QUESTIONS**

1. **Funding Request Amount**

Please indicate your funding request

* *Organizations with annual operating budgets less than $1 million can apply for $10,000.*
* *Organizations with annual operating budgets between $1 million and $3milion can apply for $25,000*

1. **Toronto’s Vital Signs ALIGNMENT:**

What issue, statistic, quote, story, or gap in the TVS report struck a nerve with you? How does it reflect the priorities of the people your organization works with and supports?

1. **VISION:**

Over the next two to three years, briefly describe what change (either locally or systemic) you want for the people and communities you work with. What role do you and your organization play in this?   
*(Give one specific example if possible)*

1. **LEADERSHIP:**

What inspired your organization to start working on these issues or with this community? What keeps you motivated to continue this work?

1. **HOW YOU WORK:**

What are the most important skills, methods, and approaches you and your organization use to realize your vision for change?   
*(Best practices within your sector or sub-sector, collaboration, partnerships, shared learnings, community involvement, etc)*

1. **EQUITY:**

How do you ensure the people you work with have access to opportunities, networks, resources, supports, and decision-making power within your organization?   
 *(Processes, procedures, policies, engagement, etc.)*

1. **IMPACT:**

What is one thing you have planned over the next year that will help you realize the change that you seek?   
***(The funding from this grant is NOT tied to the initiative, project, or event outlined below - it is just to give us a sense of the type of work you do.)***