The 519 Grants Policy

Date: May 15, 2022

1. Preamble

Mandate: The 519 is committed to the health, happiness and full participation of Two Spirit, Lesbian, Gay, Bisexual, Trans and Queer (2SLGBTQ) communities. A City of Toronto agency with an innovative model of Service, Space and Leadership, we strive to make a real difference in people's lives, while working to promote equity and justice for 2SLGBTQ communities.

The 519 recognizes that as an established City of Toronto agency, with deep roots in the communities we work with, that real equity and justice work must frame all aspects of our organization and its operations, including access to programs, services as well as resources that improve the social, health, economic, equity, justice outcomes and well-being of the 2SLGBTQ communities we work with.

The 519 is committed, through its Grant Programs, mandate and policies, to:

- leverage the creativity, expertise and passion of community organizations, groups and individuals to contribute to advancing our shared mandate and strategic priorities;
- advance and improve the lives of 2S, queer, trans and non-binary people of all ages;
- advance and support our anti-racism, equity and justice work;
- build a more just and inclusive society including addressing anti-Black racism and Indigenous reconciliation;
- seek opportunities that foster community and neighbourhood engagement and capacity building to foster community resilience and self-determination; and
- provide direct short-term financial assistance that supports individuals we work with who face social, economic, health and mental health inequities.

Commitment

The 519 is committed to ensuring that our Grants fully integrate an intersectional approach and advances our commitment to Indigenous reconciliation and confronting Anti-Black racism as informed by our communities, partners, staff and the City of Toronto’s Reconciliation and Confronting Anti-Black Racism and Indigenous Reconciliation Action Plans as well as our Board-approved Strategic Action plans and equity/justice commitments including our Trans Engagement Strategy.

The 519 recognizes and respects the unique status and cultural diversity among Indigenous communities in Toronto. It is further understood that within any or all of The 519’s Grants,
there may exist unique considerations for Two-Spirit Indigenous applicants including but not limited to: resources for culture, Elders, language, land-based activities, ceremonies, traditional foods, clothing, items, medicines and other respective identity and cultural needs/customs.

The 519 recognizes and is engaged in advancing the objectives in line with the City’s Action Plan to Confront Anti-Black Racism and will seek to support and leverage the talents, knowledge, experiences, and capacities of our Black Collective, Black people and Black organizations as partners in strengthening the quality of life and elevating the excellence of Black Torontonians and the City at large.

Further, The 519’s Trans Engagement Strategy embeds an intentional framework across The 519’s programs, services and engagement with trans communities. The strategy seeks to fundamentally address the issues that continue to marginalize trans communities, support positive change, and contribute to improving the quality of life and full participation of trans communities.

2. Purpose

The purpose of this policy is to:

- provide a clear process for the establishment, issuance and administration of community grants (including internally restricted community benefit funds and micro-grants) by The 519;
- provide clear eligibility criteria for applicants;
- clarify authorities; and
- confer the delegated authority to issue funds within the terms and conditions set out in this policy to the Executive Director.

3. Scope

This policy applies to all 519 Grant Programs created under section 83 of the City of Toronto Act, 2006.

4. Definitions

“The 519 Board of Management” means the Board of Management for 519 Church Street Community Centre as established under the City of Toronto Act, 2006, Chapter 25, Community and Recreation Centres, of the former City of Toronto municipal code, and the City of Toronto Association of Community Centre Relationship Framework.

“Executive Director” means The 519’s agency head responsible for the operations of The 519 and includes the Executive Director’s designate or successor;
"Equity-deserving groups" include women, racialized groups, people with disabilities, immigrants and refugees, undocumented individuals, 2SLGBTQ people, Indigenous peoples, people of low income, and other groups The 519 identifies as historically underrepresented.

“Grant” means grants authorized under section 83 of the City of Toronto Act, 2006;

“Grants Program” means a program that allocates Grants to organizations, and/or individuals where applicable, to meet objectives aligned with The 519 Board of Management strategic priorities and organizational mandate. Grant Programs may take the form of internally-restricted funds, micro-grants or other forms approved by The 519 Board of Management;

"Indigenous-led entities" are broadly defined as entities with a mandate to work with Indigenous communities, operate under Indigenous governance models, have executive and senior management who identify as Indigenous, are primarily staffed by Indigenous community members and/or follow an Indigenous service model.

"Black-led organizations" are broadly defined as organizations and or community led groups with a mandate to work with Black communities, have executive and senior management who identify as Black, are primarily staffed by Black community members.

"MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act which governs the 519’s obligations related to the collection, storage and release of information.

"Partisan Political Activity" means an activity which directly or indirectly opposes or supports a specific political party, a candidate for election or an elected official.

5. Establishment of Grants Programs and Authorities

The 519 Board of Management is responsible to approve the establishment of Grant Programs subject to availability of funds. This may occur through the Annual Budget process or at any point during the year. Typically, the establishment of Grant requirements are developed and may be informed by community, staff input and/or funder/donor requirements.

The Executive Director in consultation with relevant informants will provide recommendations on the establishment and requirements for Grant Programs to ensure compliance with this policy and all other legal and charitable obligations. The development of the Grant Programs will include meaningful opportunities to advance The 519’s commitment to Indigenous reconciliation, confronting Anti-Black racism and the Trans Engagement Strategy. Grant Programs will be submitted to The 519 Board of Management for approval.
Once the Grant Program is approved by The 519 Board of Management, the Board delegates the authority and responsibility to the Executive Director to administer and manage the Grant Program in accordance with this policy and the grant requirements.

Without restricting the ability of The 519 Board of Management to approve different forms of Grant Programs, the following requirements apply to Grant Programs which are Internally-Restricted Funds or Micro-Grants:

5.1 Internally Restricted Funds
- Funds have been set aside and restricted by The 519 Board of Management and or other funders, and donors that are within the control of The 519.

5.2 Micro-grants
- Funds are grants and funds of smaller amounts under The 519's control.

6. Eligibility for Grants
For the purpose of this policy there are two different groups of applicants that may apply for a Grant under this policy:

- Incorporated non-profit organizations; and
- Community led unincorporated groups, acting on a non-profit basis or Individuals

6.1 Incorporated not-for-profit-profit organizations

| Incorporated not-for-profit organizations (referred to as an organization in this chart) |
| Definition: An incorporated not-for-profit organization. |

| Eligibility Criteria: |
| the organization’s project objectives under the grant program must be aligned with The 519’s mandate and Board approved strategic priorities and they are applying for the Grant from The 519; |
| the organization shall: |
| o be located within the boundaries of the City of Toronto; or |
| o provide services that benefit 2SLGBTQ communities primarily in Toronto but can extend to provincial and national initiatives; or |
| o be an urban off-reserve Indigenous-led entity located in the City of Toronto which may also provide culturally-based programming outside the boundaries of the City of Toronto; or |
| o be an urban off-reserve Indigenous-led entity that provides services directly benefiting urban 2S Indigenous communities in Toronto and beyond; |
### Incorporated not-for-profit organizations (referred to as an organization in this chart)
Definition: An incorporated not-for-profit organization.

**Eligibility Criteria:**

- the organization must submit a completed application form and confirm that all information provided in the application form and related attachments is true, correct and complete, as verified by an authorized official of the organization;
- the organization shall provide information which demonstrates that it does not, in the absence of the Grant, have the financial resources and administrative infrastructure necessary to undertake the activity for which the Grant is requested;
- the organization shall have legal not-for-profit status or be an urban off-reserve Indigenous-led entity;
- the organization shall not be or have been indebted to The 519 or be in default of the terms and conditions of any agreement (including any previous grant agreement) with any City division, agency, board or commission, in the opinion of the Executive Director;
- the organization or project proposal cannot be in conflict with the objectives of The 519 and/or the City of Toronto;
- the organization shall comply with any other requirements that are identified as mandatory in the Grant Program; and
- applicants that fail to meet any of the above requirements shall be deemed ineligible unless the Executive Director with authority over the Grant waives the condition.

### 6.2 Community led unincorporated groups, acting on a non-profit basis or Individuals

**Community led unincorporated groups, acting on a non-profit basis (referred to as a group in this chart)**

Definition: An unincorporated group / association or individual working together to advance a shared interest to improve the quality of life for 2SLGBTQ communities (including improving social outcomes, recreation, educational, etc.) including specifically targeted populations (such as seniors, youth, black, racialized, trans, Indigenous communities, etc). Typically, these entities are operated by volunteers.

**Eligibility Criteria:**

- the group's/individual's proposed project objectives under the Grant Program must be aligned with The 519’s mandate and Board-approved strategic priorities including working to benefit 2SLGBTQ communities;
- the group/individual shall:
  - be located within the boundaries of the City of Toronto, or
• propose services that benefit 2SLGBTQ communities primarily in Toronto but can extend to provincial and national initiatives; or
• be an urban off-reserve Indigenous-led entity located in the City of Toronto which may also provide culturally-based programming outside the boundaries of the City of Toronto.

• it is further understood that within any and all Grant Programs, there may exist unique considerations for applications from Indigenous-led entities that fall outside of common budgetary guidelines;
• the group/individual shall provide information which demonstrates that it does not, in the absence of the Grant, have the financial resources necessary to undertake the activity for which the Grant is requested;
• a group/individual must operate as a non-profit and identify one or more individuals who will be responsible for the group's operational and legal obligations (including entering into any necessary agreement(s) with The 519);
• a group shall be structured in a way where there are clear lines of acceptable decision-making and mechanisms in place to ensure accountability and the ability to complete the proposed project;
• the group/individual shall be solely responsible for any tax consequences/obligations of receiving the Grant;
• individuals must be or agree to become a member of The 519 (this does not apply to groups)
• the individual, group or any member of the group shall not be or have been indebted to The 519 or be in default of the terms and conditions of any agreement (including any previous grant agreement) with any City division, agency, board or commission, in the opinion of the Executive Director;
• The individual, group or any member of the group cannot be in a position of conflict of interest with The 519 and/or the City of Toronto;
• the individual/group must submit a completed application form and confirm that all information provided in the application form and related attachments is true, correct and complete, as verified by two members of the group including the corporation(s) and/or individual(s) who have been identified as being responsible for the group's operational and legal obligations;
• the individual/group shall comply with any other requirements that are identified as mandatory in the guidelines pertaining to a Grant Program and the agreement with the 519;
• to ensure accessibility for a broad number of people, the individual/group agrees that there may be provisions established within each Grant Program that limit the number of times an individual/group may be awarded a Grant;
• individuals/groups that fail to meet any of the above requirements shall be deemed ineligible unless the Executive Director with authority over the Grant, waives the condition.
7. Application Process

The Executive Director shall ensure that an application form, guidelines and outreach strategy to inform potential applicants are developed for each Grant Program. The guidelines shall set out all eligibility criteria and requirements for the Grant and shall include all relevant information on how to complete an application form and how applications shall be evaluated and approved. The guidelines shall be in accordance with this policy.

Any organization or individual seeking funds from a Grant must complete an application.

Complaints and appeals are managed in accordance with The 519’s Complaints policy.

Where a Grant Program of The 519 is funded in whole or in part by a grant from another order of government, The 519 shall be the only entity applying for and managing the grant funds from the other order of government, and the Grant Program between The 519 and applicant shall operate wholly within this policy.

8. Decision-Making Processes

For each Grant program, The 519 will develop a process to make award decisions based on the principles within this policy. These processes will be based on the nature of the Grant and may involve the following persons as key informant decision-makers:

1. representatives from community partner organizations and/or community members;
2. employee panel working groups; and/or
3. key lead staff / management of The 519.

In certain circumstances, community member participation will be compensated through honorariums if approved by the Board.

9. Authority to Deny Grants

Applications made under this policy may be denied by the decision-makers, in their sole discretion, if the application and/or negotiated agreements do not meet the required criteria in the Grant program under this policy. The decision-makers may also, in their sole discretion, deny those applications that meet all required criteria, if the demand for Grants is greater than the funding available for allocation, or the decision maker is of the opinion, in their sole discretion, that it is in the best interests of The 519 that the application be denied.

Appeal requests can be made in accordance with The 519’s Complaints policy.

Without limiting the foregoing, non-Indigenous entities applying for Two Spirit Indigenous-specific Grant Programs or who are acting as program/service delivery agents for Indigenous
specific initiatives may be denied a Grant unless they demonstrate a clear and confirmed Indigenous partnership, in the sole discretion of the decision-maker, in order to protect the integrity of Indigenous rights to self-determination. For applicants applying for Indigenous programs, services or initiatives, preference will be granted, where possible, to Indigenous-led organizations.

10. Agreements

Prior to receiving a Grant, successful applicants shall be required to enter into an agreement with The 519. Subject to the nature of the Grant, the agreement will outline the terms and conditions for receiving the Grant. Depending on the size and scope of the Grant and funder obligations, these terms and conditions will include some or all of the following matters:

- Limits and restrictions on the use of the Grant;
- Any applicable milestones or deliverables;
- Reporting requirements to The 519 on the use of the Grant, deliverables and outcomes achieved;
- Roles, responsibilities and accountability considerations;
- Funding dispersals including authorities and process to request funds;
- An audit to verify information and to ensure compliance with the Grant agreement;
- Insurance provisions;
- The circumstances in which The 519 is entitled to reduce funding or cancel a Grant;
- The requirement to obtain 519 approval for any change to the proposed project (once funding is approved);
- Information-sharing agreements including consideration of The 519’s obligations under MFIPPA;
- Acknowledgement of The 519 with use of The 519 logo and/or the conditions for use of said logo in electronic and print media as part of a visible campaign in line with The 519 brand framework;
- Agreement to comply with all applicable laws, regulations and by-laws and with all applicable policies and guidelines; and
- The requirement to complete and sign the Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy form.

11. Partisan Political Activity

Grant recipients shall not use a Grant for the purpose of engaging in a Partisan Political Activity. In the event there is a dispute whether an activity is a Partisan Political Activity, the Executive Director shall make a determination and the determination of the Executive Director shall be final.

Through its funding, The 519 creates opportunities for communities to play a role in shaping public policy as a way to support an active and engaged community that is working toward
improving the outcomes for 2SLGBTQ communities. However, these investments cannot include an endorsement of any particular political party or policy perspective held by Grant recipients.

12. Delegated Authority

The Executive Director may allocate funds approved by The 519 Board of Management under this policy provided all requirements of The 519’s Grants Policy have been met and the Grant Program complies with any other terms and conditions required by The 519 Board of Management. Furthermore, delegated authority is understood to include authority to renew existing Grant agreements and apply incremental increases to the Grant such as cost of living, without going back to The 519 Board of Management, provided that any additional funding is within the approved budget.

If a Grant made to an organization, community led group, or individual is not used in whole or in part by said entity within prescribed timelines, the Executive Director may reallocate the unused portion of the Grant or funds to another eligible entity provided that all requirements of The 519’s Grants Policy have been met; there is authority to do so under any funder agreement; and the decision complies with any other terms and conditions required by The 519 Board of Management. In the event that Grant funds cannot be transferred they will be returned to The 519.

13. Reporting Requirements

The Executive Director reports at a broad level to The 519 Board of Management on Grants awarded through this policy on an annual basis.

14. Complaints/Inquiries:

Policies - The519 and inquiries about the Grant Program shall be managed in accordance with the 519’s complaints and appeals policy.

Appendix A: Grant Program Principles

Appendix B: Grant Program Threshold and Reporting Procedures
Appendix A: The 519 Grant Principles

As stewards of public funds (including government, private and corporate funds under the control of The 519), The 519 is committed to positive and meaningful results through working with community organizations, residents, community partners and other grant makers city-wide to meet the objectives laid out in this policy.

The purpose of this document is to provide a broad context and minimum requirements for The 519 Grant Programs. The purpose, relationships, and processes are based on principles that reflect the most effective and respectful ways of working together. In particular, we will strive to integrate the Teachings of the Seven Grandfathers: Wisdom, Love, Respect, Bravery, Honesty, Humility, Truth as well as transparency, openness, accountability, equity, diversity, and inclusion.

These principles also include special recognition and consideration of First Nations, Inuit and Métis rights as they are distinctively recognized and affirmed in Section 35 of the Canadian Constitution.

Transparency

- **Transparency Definition:** The 519 Grant programs will operationalize transparency by functioning in a way where actions are clear, evident and easy-to-see and understand.

- **Communication:** Grant opportunities will communicate key information including priorities, key dates and eligibility criteria through relevant communication channels and community partnership relationships to ensure accessibility. On an annual basis the Executive Director will communicate to the Board key results such as the number of applications received in the previous year as well as the number of grants allocated, average grant amount and the range of the grant amounts allocated.

- **Decision-making process:** The process by which funding decisions are made will clearly outline the various decision-making steps and be communicated to all applicants, including the criteria used to assess applications. Decision-makers will make funding recommendations based on which applicants are eligible and best meet assessment criteria specific to the particular Grant Program, including equity criteria, where applicable.

- **Fair Outcome:** When defined in the Grant program process requirements, The 519 will work in partnership with community organizations, subject-matter experts and/or individuals with relevant lived experience to assist in the Grants award selection processes.
• Decision-makers will be selected on the basis of expertise and to reflect the diversity of Toronto. The 519 employees and selection panel members will respect and comply with the Conflict of Interest and Confidentiality Policy, Toronto Municipal Code, Chapter 192, and indicate where they have a conflict of interest with an applicant. Those with a declared conflict of interest will not participate in the assessment, the discussion of those particular applications and/or will not participate in the selection panel.

A high degree of inter-relationality exists within Indigenous groups and communities located within the city due to the size and demographic composition of Indigenous groups. In the context of Indigenous applicants and Indigenous selection committee members, it is understood that the indirect conflict of interest policy must be reviewed distinctively.

• Clear Funding Agreements: Written agreements (defined by the nature of the grant) between The 519 and grant recipients will outline the Grant conditions such as expected results, timelines, reporting requirements, evaluation criteria, payment schedule, clear provision for use of funds and/or program changes, risk assessment and monitoring, dispute resolution, contract termination and the obligations of both parties.

Openness

• Openness Definition: Openness is an overarching concept that is characterized by a willingness to adapt, be responsive and be community oriented.

• Staff support: The 519 will ensure that relevant employee telephone and email contact information is available to assist applicants.

• Accessibility: Information about Grant Programs will be provided in accordance with the Accessibility for Ontarians with Disability Act (AODA), at a minimum. Grant makers will provide grant recipients with the Provincial Guidelines for Accessible Events where appropriate.

Accountability

• Accountability Definition: The 519 employees involved in the processes and decision-making are responsible for their actions and decisions and demonstrate commitment to working ethically and efficiently in managing The 519 resources.

• Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy: The 519 will operate in compliance with the Policy and require grant recipients to review and sign the Policy form. The 519 will not fund applicants that discriminate or whose actions limit the legal rights of people, in any way. For example, The 519 will not fund
activities that are contrary to the Toronto Action Plan to Confront Anti-Black Racism (2018), and/or City of Toronto Reconciliation Action Plan (2021).

• **Intellectual Property:** Products developed by grant recipients, such as videos, toolkits, and other resources will remain their intellectual property; however, The 519 may require that the products developed are available for public benefit.

• **Continuous Improvement:** The 519 commits to the continuous improvement of our Grant and fund programs, whether through formal program evaluation or other means, to ensure that Grant Programs are meeting the intended community objectives.

• **Advancing equity:** The 519 will use an equity lens in considering how funding allocations are tied to communities and their needs, particularly for equity-seeking, Indigenous and Black led groups and organizations. Also, work to remove barriers and seek guidance from the *Truth and Reconciliation Commission of Canada's: Calls to Action (2015)* and the Toronto Action Plan to Confront Anti-Black Racism (2018), among other resources to support the processes.

The 519 will treat First Nations, Inuit and Métis Indigenous urban applicants with unique considerations in accordance with the *Truth and Reconciliation Commission of Canada: Calls to Action*, and the *United Nations Declaration of the Rights of Indigenous Peoples(2007)*. Grant making in the context of The 519, for Two Spirit Indigenous initiatives, must support the unique social determinants of well-being, cultures, identities, languages, histories and land considerations within an urban off-reserve context.
Appendix B: Grant Program Threshold and Reporting Procedures

1. On an annual basis the Executive Director will report and seek authority from the Board through the annual Operating budget process on the establishment and administration of all known Grant programs.

2. In the event there are new emerging Grants program opportunities in-year (after budget approval) above $50K, the Executive Director will prepare a report to the Board for consideration and approval if agreed. In the event, a Board meeting is not scheduled and a more-timely decision is required, the Board delegates the authority to the Executive Committee of the Board to decide whether or not to approve the new Grant program opportunity ($50K+) based on advice from the Executive Director. The Executive Committee will report back at the following Board meeting on their decision.

3. Grant awards above $50K, for a single organization require board approval before being awarded.

4. All other new emerging Grant programs below $50K, will be included in the quarterly reporting outlined below.

5. The Executive Director will report out to the Board on a quarterly basis that summarizes the Grants awarded. The frequency of these reports will be reviewed regularly to determine if quarterly is the right frequency.

6. Changes to the threshold and procedures in this appendix can be made at any time, based on Board approval and does not require the review of the Grants policy.