

# NEIGHBOURHOOD GRANTS PROGRAM

**INFORMATION  
AND  
FINANCIAL FORMS  
- MARCH 2019 -**

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Congratulations on being selected for a Neighbourhood Grant from the City of Toronto! Here is what you need to get started.

### **HELP FROM SPT**

All grant recipients get support for their work from Social Planning Toronto (SPT), who is partnering with the City of Toronto on the Neighbourhood Grants Program.

SPT is distributing the funding to all the resident-led groups. SPT is also providing training and other supports for the grantees and mentors.

### **GETTING STARTED**

The first step in getting your grant is to set up the payment process with SPT. There are forms that all resident-led groups must submit to set that up, they are:

1. A Trusteeship Agreement (that sets out the rules for getting your grant)
2. A Delegation of Signing Authority Form (that tells us who can sign for money)
3. An Anti-Harassment and Discrimination declaration (that says you will follow city policies)

Every grant recipient must complete all of these forms and give SPT copies of these signed forms, as soon as possible. They can be provided to us in person at the orientation sessions, emailed, mailed, or dropped off at the SPT office between Monday and Friday, 9am – 4:30pm.

### **PAYMENTS**

You can choose to get your grant money in two ways. You can spend money on your project out-of-pocket and then get the money back when you submit the receipts for what you spent. Or you can get the grant funding in advance, so you don't have to spend any of your own money. Those advances will still need to be justified by receipts.

Whichever way you want to get your funding, cheques can be mailed, delivered or made available for pick-up at the front desk.

## WHO DOES WHAT?



# City of Toronto Neighbourhood Grants Program 2019

## **CITY OF TORONTO**

**Community Development Officers (CDO)** - CDOs work with Neighbourhood Planning Tables. A list of CDO's and Neighbourhood Planning Table meetings will be shared with you.

**Agency Review Officer (ARO)** - Carolyn Doyle | 416-392-9343 | Carolyn.Doyle@toronto.ca  
Approves budget changes and reviews project reports.

## **COORDINATING PARTNER: SOCIAL PLANNING TORONTO (SPT)**

**Training and Support** - Shahina Sayani | 416-887-6103 | grants@socialplanningtoronto.org  
Priya Hawkins, NGrants Ambassador, East | 647-828-5180 | phawkins@socialplanningtoronto.org  
Sarah Ali, NGrants Ambassador, West | 416-970-4704 | sali@socialplanningtoronto.org

Training sessions and support will be provided for you to plan your events, including picking up receipts and bringing your cheques to you.

**Financials** - Mohamed Ismail , Financial Manager | 416-351-0095 ext 222 |  
mismail@socialplanningtoronto.org

All signed documents and financial requests are to be submitted to SPT at the orientation sessions, dropped off at the SPT front desk Monday-Friday between 9am and 5pm, sent by email to grants@socialplanningtoronto.org or with the NGrants Ambassadors. The Social Planning Toronto address is 2 Carlton Street, Suite 1001, Toronto, ON. M5B 1J3.

## Form One: Trusteeship Agreement

The Trusteeship agreements set out the rules for getting the grant and confirms that you will work within those rules. It has been used by all grant recipients, but it is long and full of legal terms, we have written this summary so you know what each section says. Each of the sections in the Trusteeship Agreements is very briefly explained below. Details will also be provided at the orientation sessions.

**Section 1** says that SPT will hold funds and give them out as needed

**Section 2** says that SPT doesn't manage the project or monitor how is it going. SPT only holds and gives out funds

**Section 3** says that SPT can withhold funds if there is a problem with the request

**Section 4** says that SPT will give you someone to call to talk to about issues with financials

**Section 5(a)** assures SPT that you are obeying all the laws that apply to your project, including tax laws and employment laws

**Section 5(b,c)** tells you the two ways you can access your grant funds. You will use the "Cash Advance" form supplied by SPT to request an installment of your grant funds. You will use the "Reimbursement" to get back any funds that you paid from your own money

You must submit receipts for what you bought within 10 days of completing your event(s). If you spend your own money, you can get it back when you provide receipts and confirm that you spent the funds according to the grant guidelines

**Section 5(d)** says that you will make sure you give SPT all the documents required by this agreement

**Section 5(e)** states that if you are organization who has an account with Canada Revenue Agency (CRA), you may be asked to provide proof that you are following employment laws. As a Neighbourhood Grants recipient you are confirming that you will follow City of Toronto requirements, including following the eligibility and ineligibility expenses guidelines

**Section 5(f)** says that you need an insurance policy for your activity

**Section 5(g)** says that the planning committee or steering committee has to tell SPT who they allow to sign for funds. That can be done by completing the "Delegation of Signing Authority" form supplied by SPT

**Section 5(h)** says you can't spend more than your funding, and if you have funds left, you must return them

**Section 5(i)** says that it's your job to make sure you have done what the City of Toronto funded you to do

**Section 5(j,k)** says that you won't break any rules or misuse any funds

**Section 5(l,m)** says that you can't do fundraising in SPT's name or claim to be a partner with SPT without SPT's permission

**Section 5(n)** says that you will let SPT know when you are done

**Section 6** says that you understood this before you signed it

**Section 7** says that we have to treat each other fairly

**Section 8** says if we have disagreements, we can go to mediation

**Section 9** says that this agreement is subject to the laws of Ontario

**The person signing this form should be any member of the group, whose name is listed in the grant application.**

## **Form Two: Delegation of Signing Authority**

### **What is this form for?**

This form tells SPT who is allowed to sign for money from your grant. You can choose members of your group, your mentor, or anyone you trust with your grant money, but SPT will need to know who they are.

If SPT gets a form or request for money from someone that is not listed in the top chart on this form, it will not release funds.

### **What is the “Group Name and Address”**

This is the group that got the grant. Please use the name you used in the grant application. Use an address that we could mail documents to for your group, if needed. This could be the address of a group member, mentor or an organization that is supporting you.

### **Top Chart**

These are the people you want to be able to request money and receive money from SPT – they should be the people you would trust to spend money on behalf of your group.

### **Bottom Chart**

These are the members of your group. Their names are listed in your grant application. **At least 3 members of your group must sign this section** to tell us that they give permission to the to the individuals listed in the top chart to request or manage money.

If a group member is listed in the top chart, they should also be listed in the bottom chart.

## Form Three: Cheque Request Form

### **What is this form for?**

This is the form you give us to request your funding, so you can begin to spend money on your event or activity.

### **What is the “Group Name” and “Your Name” and “Your Phone Number”**

This is the name of the resident-led group that got the grant. Please use the name you used in the grant application. The person’s name must match one of the names listed in the top chart on the Delegation of Signing Authority form. We would like to have their phone number in case we need to contact them about the cheque.

### **Please issue a cheque payable to:**

This is where you tell us who we give the money to. Please include the name and address of the person receiving the cheque.

### **Amount Requested:**

Tell us how much you are requesting. This amount will be the full (approved) grant amount.

### **How would you like to receive the cheque?**

Check one of the options so we know how you would like to receive the cheque.

**The originals of all your receipts will be required within 10 days of the end of your event(s).**

**We advise you to take a picture of each receipt or make a photocopy and keep them for seven years.**

**Please check the guidelines on what are eligible and ineligible expenses, as provided by the City of Toronto, before you start spending the funds.**

## **Form Four: Reimbursement**

### **What is this form for?**

This is the form you use if you want to be paid back (refunded) for funds you have spent out of your own money, and have the receipts to show you spent it.

### **What is the “Group Name and Address”?**

This is the group that got the grant. Please use the name you used in the grant application. Use an address that we could mail documents to for your group, if needed. This could be the address of a group member, mentor or an organization that is supporting you.

### **Date service/product provided:**

When did you spend the money?

### **Service(s)/product(s) provided:**

Give us a list of what you spent the money on.

### **Amount of payment:**

How much did each item cost?

### **Original receipt(s) attached?**

Were you able to get a receipt for this purchase? If not, you will need to ask the person you paid to sign a payment form.

### **Payment Information:**

Give us the name, address and total amount of money to be paid to the person(s) who spent their own money on the project. The person’s name must match one of the names listed in the top chart on the Delegation of Signing Authority form.

### **How would you like to receive the cheque?**

Check one of the options so we know how you would like to receive the cheque.

## **Form Five: Receipt for Tokens and Gift Cards**

### **What is this form for?**

Sometimes you give out things that are almost like cash, which people can use to buy things they need – tokens and gift cards are the most common examples. You need to fill out this form to show that they were given out properly.

### **What is the “Group Name” and “Date of Event” ?**

This is the group that got the grant. Please use the name you used in the grant application. Let us know the date(s) of your event or activity.

### **What goes into the rest of the form?**

For each person that gets tokens or gift cards they have to sign for them, showing how many tokens they got or what the value of gift cards was.

**NOTE:** Gift cards are not to be provided to your group members or their family members, and must be given out for things the grant allows.

## **Form Six: Payment Receipt Form**

### **What is this form for?**

This form is like a receipt. You would use it when you pay someone for a service or a product, and don't get a receipt. You can also use this form for honorarium payments.

### **Insert Group Name**

Delete this and put in the name of your group.

### **Service(s)/Product(s) provided**

Check mark the service or product you are paying for. Feel free to change these or add more!

### **Date:**

Add the date you are paying the person.

### **Amount:**

Add the amount you are paying in cash.

### **The payment was provided in cash to:**

This section lists the contact information for the person that was paid. Please tell us their name and phone number, in case we need to confirm the payment. We also need their signature. Please be sure to include both the person's name written out AND their signature.

### **Payment Authorization**

This last section must be filled out by someone who is listed in the Delegation of Signing Authority form. By signing the form, this person is confirming that they are spending according to the approved budget for their Neighbourhood grant, and that they are not paying anyone they should not be paying. For example, you cannot use the grant funds to pay for services by a family member.

**Please check the guidelines on what are eligible and ineligible expenses before you start spending the funds.**

[Special thanks to Neighbourhood grantee, Heinz Klein, for creating and sharing this template!](#)

## Payment Schedule

Here is a schedule to help you plan out when to send us your forms to request money and when the cheques will be ready for pick up, mail or delivery:

<b>Deadline to Submit a Cheque Request</b>	<b>Day/Time Your Cheque Will Be Ready</b>
Friday	Tuesday at 10am
Tuesday	Thursday at 10am

In order to request a cheque, please use a cash advance form or a reimbursement form.

On these forms, let us know how you would like to us to give you the cheque. There are three options. We can put cheques in the mail, make them available for pick up at SPT's front desk on Monday to Friday, between 9am and 4:30pm, or have our NGrants Ambassadors deliver them to you.

## NEIGHBOURHOOD GRANTS PROGRAM – PHASE FOUR

Name of Group: \_\_\_\_\_

### Check List

These are the forms you will need to give us before we can release the funding:

- An **Anti-Harassment and Discrimination Declaration / Political Activities** form from the City of Toronto
- A **Trusteeship Agreement** from Social Planning Toronto
- A **Delegation of Signing Authority** form from Social Planning Toronto

If you were asked to revise your budget, or choose to revise your budget, we will need to have an approved:

- **Project Change Form** approved by the Agency Review Officer

When you are ready for the funding, you will need to send us a cash advance form so we can develop a cheque for you:

- **Cash Advance / Cheque Request** Form from Social Planning Toronto

These are the forms you use when you spend the money:

- **Receipt for Tokens and Gift Cards** Form from Social Planning Toronto
- **Payment Receipt** Form from Social Planning Toronto

This is the form you use if you spend your own money and need to get it back:

- **Reimbursement** Form from Social Planning Toronto

**Please remember to send your confirmed event details or a flyer to [grants@socialplanningtoronto.org](mailto:grants@socialplanningtoronto.org)**