2018 Niagara Prosperity Initiative

The Niagara Prosperity Initiative (NPI) was established by Niagara Region in 2008, and provides an annual investment of $1.5 million to support poverty reduction and prevention activities.

Proposals are invited from the community for innovative and effective solutions to addressing poverty in Niagara. NPI seeks to build strong neighbourhoods to ease the enduring impacts, stigma and stress associated with living in poverty. Stronger and healthier communities will provide individuals with social supports and access to the broader factors that affect health.

The application will be available online at www.niagaraprosperityinitiative.ca from February 5 – March 2, 2018.

1. In 2007 the report "A Legacy of Poverty; Addressing Cycles of Poverty & the Impact on Child Health in Niagara Region" was released and has provided the framework for NPI investment. In October 2011, an updated report was released: "Building a New Legacy: Increasing Prosperity for Niagara Residents by Improving the Quality of Neighbourhood Life". Using recommendations from the two reports and input from the community, four funding streams were identified for 2018. **Identify which stream your project will address:**

   - **Housing:** Projects that are not already receiving funds from the Niagara Region and are in keeping with the following Objectives/Actions of Niagara's 10-Year Housing and Homelessness Action Plan (HHAP):
     - Improve access to *street outreach services*, especially for people who need mental health supports and homeless youth populations
     - Enhance life skills training and mentoring as a way to encourage self-reliance and improved housing stability
     - Enhance services that help prevent homelessness
     - Enhance housing accessibility for people living with disabilities

   - **Health:**
     - Mental health
     - Addictions
     - Dental
     - Sustainable access to healthy food
     - Access to medical supports

   - **Employment:** Social Enterprise projects that create employment and increase employability.
     - Existing social enterprises are eligible to apply and must describe current successes and explain how funds will create more jobs for people experiencing poverty
     - New social enterprises are eligible to apply and are strongly encouraged to complete the Social Enterprise Business Model Canvas and submit it by email to Natalie.Chaumont@unitedwayniagara.org. Instructions on how to use the Canvas can be found here: Using the Business Model Canvas for Social Enterprise Design.

   - **Neighbourhood/Community Hub**
     - Multi-sector engagement in neighbourhood planning including projects that create leaders with lived experience skilled in self- advocacy and creating collective action in their communities
     - Addressing gaps in community infrastructure through the development of hubs (virtual, mobile or physical location)

2. **Provide a brief project summary.** This summary will be used publicly should the project be approved. *(500 characters)*

3. **Describe the outcomes and activities of your project:**

    a. **Describe the primary outcomes you want to achieve.** An outcome is an effect your project produces on people you serve. It is a change that occurred **because** of the project. It is different than an output which will detail the work of the project but does not address the value or impact of the project to participants. Outcomes define changes that have taken place **because** of the project, they are time-limited and measurable. For this question, describe the primary outcomes you expect because of this project. *(250 characters)*

    b. **Describe the activities of your project.** Include how the project will address the stream identified in question 1 and include details such as the project's goals, measurable objectives, target population and frequency of programming. Be specific. If your project is a social enterprise, include your value proposition. *(1500 characters)*

4. **How did you determine there was a need for this particular project?** Provide evidence of the need and how it was identified. Where possible, cite relevant local community data and data sources. *(500 characters)*

5. Evidence-informed practice involves using various types of research when making decisions about policy and practice. **What evidence are you using to develop and implement the project?** Cite relevant sources. *(500 characters)*

6. **Explain how the program was designed to include input from people who would benefit from this project.** How will participants be declared eligible to participate? *(500 characters)*

7. **Describe your experience in delivering a similar project and explain why your agency is suitable to deliver this particular project.** *(500 characters)*

8. Niagara Prosperity Initiative does not require a project to be financially sustainable after funding has ended. For long-term initiatives, however, there is an expectation that agencies are working towards finding sustainability.

    Sustainability can be measured by:
    - the continuation of a project beyond NPI funding or,
    - the sustainable impact a project has on its participants / community

    How will the project continue to make an impact for participants / community after the funding has ended? Does the project leverage other funds? If this project has previously received funding from any source, identify the source and how this request will assist in moving the overall project forward. *(500 characters)*

9. **Which neighbourhood(s) and indicator(s) will the project target?**
    Available resources are limited and must be used strategically. By focusing on neighbourhoods that require attention and addressing evidence-based needs, NPI can ensure that available resources are making the greatest impact on those most in need. To assist in developing plans for action, the Niagara Story Map was created using municipal and neighbourhood information and seven indicators to identify areas that require attention.

    You must use the Niagara Story Map to identify the neighbourhood(s) and indicator(s) in need of attention that the project will target. Project focus should be at a neighbourhood level and any exceptions must be discussed prior to submission.

a. **Using the Story Map, identify the municipality and the neighbourhood(s) the project will target.**
b. **Using the Story Map, select which indicator(s) in need of attention the project will address. Explain how your project will address the selected indicator.** *(250 characters)*

Indicators

- Low Income Measure (LIM)
- Household Income Under $20,000 After Tax
- Working Poverty
- Income Inequality
- Unemployment
- Tenants Paying 30% or more Income on Rent
- No High school Diploma (Age 25 - 64)

10. **Complete the following milestones timeline.** Proposals may be approved for up to two years (May 2018 – April 2020). Two-year proposals must demonstrate how the project will evolve into the second year and not simply duplicate the first year. Projects that are currently being funded can reapply for funding to continue their project. Reviewers will look at how the current initiative is working and how the new request will assist in moving the project forward.

    With the understanding that projects require some flexibility in their timeline, please include details about the proposal's milestones. Use specific, measurable, achievable and relevant milestones. This section can be used to explain different stages of the project, number and type of activities for participants, planned evaluations and check-ins to ensure project success. Proposals must also demonstrate how they will evaluate a project's effectiveness, mitigate risk, and adjust, when needed, to ensure optimal performance.

    Final reports are due at the end of each year. The second year of a project is contingent on the satisfactory review of a first year-end report. Projects must begin during 2018.

    You do not need to fill in each month, only fill as required. These milestones will be used in activity reporting. *(250 characters per month)*

11. **List the anticipated outputs of the project in the following categories.** Enter only numerical values except where a description is required.
    - Number of unique people served by category (children, youth, adults, seniors)– count each individual only once
    - Number of jobs where:
        - NPI funds the position filled by people experiencing poverty. The position will end once funding ends
        - NPI funds helped the agency to source sustainable funding to create a job filled by people experiencing poverty. The position will continue once NPI funding ends
        - Participants in the NPI funded program overcame barriers and secured employment. This position will continue once NPI funding ends and does not have to be within your organization
    - Projected total revenue generated by project
    - Number and description of units of service by category (Transportation, Income / Employment, health, Shelter, Education, Other)

12. **Name and describe how you will form relevant partnerships with organizations in the neighbourhood to foster sustainable and collaborative approaches to increasing prosperity**.
    It is expected that those submitting proposals will work collaboratively with other agencies and groups to achieve mutual outcomes and reduce duplication. Do not include partnerships that are not relevant to this project.
    Each partner listed below must complete and sign a Partnership Agreement Form. Each agreement form must provide a brief summary of the project and identify the role the partner will play. If the partnership includes a fee for service, it is important to explain below how the relationship is collaborative and not simply a transfer of payment.
    Once the partner has completed and signed the Partnership Agreement Form, you will need to upload it to the online application.

13. **Budget:** Applicants must show they have the capacity for responsible and effective financial management. Along with your application you will be required to submit your most recent financial statements. Financial statements that have been audited or reviewed by a third party are preferable. When these are not available, you will need to submit a statement of financial position and a statement of operations along with your application.

    Whenever possible, and if appropriate for your organization, we encourage you to use a living wage when requesting staff costs. A living wage is currently a voluntary commitment that can be made by employers to compensate directly-employed and contract employed workers. The living wage sets a higher test - it reflects what earners in a family need to be paid based on the actual costs of living and being included in a specific community. In 2017, Niagara Poverty Reduction Network released the brief "Calculating the Living Wage for Niagara Region" which establishes the living wage for Niagara residents. Additional information can be found by visiting: https://www.wipeoutpoverty.ca/living-wage or http://www.ontariolivingwage.ca/ .

    Budget categories:

- Project Delivery Personnel
- Purchases given directly to clients such as gift cards, vouchers, transportation passes
- Capital costs
- Goods and services for project delivery
- Professional fees
- Administration costs – up to 10%

14. **In-kind contributions are goods or services donated to an organization.** They can be extremely valuable to a project and reflect an organization's commitment and meaningful collaboration and involvement of partners. It is the applicant's responsibility to ensure the reported value for all items are reasonable.

15. **Additional**

- Links to sources as part of evidence to support the proposal *(500 characters)*
- Additional Information *(500 characters)*
- List of acronyms and definitions

Evaluation Criteria	
3%	Q2. Project Summary
10%	Q3. Project activities and outcomes (3% + 7%)
10%	Q4. How did you determine there was a need for this particular project?
10%	Q5. What evidence are you using to develop and implement the project?
7%	Q6. Explain how the program was design to include input from people who would benefit from this project?
5%	Q7. Describe your experience in delivering a similar project and explain why your agency is suitable to deliver this particular project.
5%	Q8. How will the project continue to make an impact for participants / community after the funding has ended? Does the project leverage other funds?
10%	Q9. Which Neighbourhood(s) and indicator(s) will the project target? (5% + 5%)
10%	Q10. Complete the following milestones timeline.
5%	Q11. List the anticipated outputs of the project in the following categories.
10%	Q12. Name and describe how you will form relevant partnerships with organizations in the neighbourhood to foster sustainable and collaborative approaches to increasing prosperity.
10%	Q13. Budget
5%	Q14. In-Kind
100%	**TOTAL**

PROPOSAL PROCESS

1. **Applications are due 5pm on Friday, March 2, 2018.** Once you have submitted your application, an email to confirm that your application has been received will be sent to the signing authority and project contact(s). If the confirmation is not received, please contact Natalie Chaumont, NPI Program Manager.

2. To be eligible for funding, an agency or organization must:
   a. Be a non-profit organization under the Income Tax Act with documented financial activity that can be audited if needed. Under the Income Tax Act, a non-profit organization is an association organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit (e.g., a club, society, or association). The organization will generally be exempt from tax if no part of its income is payable to, or available for, the personal benefit of a proprietor, member, or shareholder.
   b. Be open to all people regardless of race, religion, or ethnicity except where authorized under Ontario Human Rights legislation.
   c. Request funding that will not be used to repay a pre-existing debt.
   d. Not be a municipality.

3. Organizations must register to access the application by contacting Natalie Chaumont, NPI Program Manager. Once you access your account you will be required to complete your organization's profile by clicking on the username in the top right corner. Organizations may only have one account.

4. Each project requires a separate application submission. One organization may have many projects.

5. Attachments other than the Partnership Agreement Form and financial statements will not be accepted with the exception of Employment – Social Enterprise projects. Social Enterprise projects are encouraged to email a Social Enterprise Business Model Canvas prior to submitting their application.

6. It is important to save your application regularly using the save button at the bottom of each page. Do not exit the application or internet browser before saving the page or all changes will be lost.

7. Several questions are marked with an asterisk (*) because they are required. If "See Omissions" appears in the Application Dashboard next to your application, it means there are required questions unanswered. Clicking "See Omissions" will tell you which required questions have not been answered. "Submit" will not appear until all required questions have been answered.

8. **Applicants must speak with Natalie Chaumont by Friday, February 23rd, 2018 to discuss their project prior to submitting an application**. The date of the discussion must be recorded in the application.

9. In order to expedite the application review process and ensure only the most relevant information is submitted, character limits have been placed on many questions. You cannot enter text beyond the limits. If you use acronyms throughout your application, make sure to enter the acronym and its definition in the acronym section under the additional tab.

10. The Application Review Committee will receive an Agency Compliance Checklist for applicants who have previously received NPI funding. The Agency Compliance Checklist provides the Review Committee with information about the applicant's previous performance related to outputs, outcomes, budgeting and meeting reporting requirements.

11. Additional information may be required by the Review Committee during the assessment period. This information may be gathered by email and / or organization representatives may be required to meet with the Review Committee to discuss the proposal. If required to meet, questions will be submitted to your organization in advance. It is in the applicant's best interest to respond to the Review Committee's questions as quickly as possible.

12. United Way Niagara Falls and Greater Fort Erie will not be liable nor reimburse any applicant for costs incurred in the preparation of proposals, attendance at meetings/related travel costs, or any other services that may be requested as part of the proposal evaluation process.

13. The applicant must disclose to the United Way Niagara Falls and Greater Fort Erie any conflict of interest.

14. The United Way Niagara Falls and Greater Fort Erie will comply with the Municipal Freedom of Information and Protection of Privacy Act. Proposal details will be viewed by the NPI Review Committee, Niagara Region Community Services NPI management staff, and NPI Evaluators. Applicants will be advised of any requests from outside parties to view applications. This includes other funders such as Ontario Trillium Foundation, Niagara Community Foundation and United Way.

15. After the approved applicants are announced, any unsuccessful applicant may request a debriefing session to discuss their proposal, explain the evaluation process and why the proposal was not selected. Only the submissions of unsuccessful applicants will be reviewed.

16. All proposals/applications become the property of the United Way Niagara Falls and Greater Fort Erie.

17. Names of successful applications and summary information of the project will be made public.

18. Reports will be required quarterly and will include: Activity Report, Financial Report with supporting documentation and testimonials (Most Significant Change stories). For one-year projects, final reports are to be submitted 30 days after project end. For two-year projects, a first year-end report is required 10 months after the project begins to assess if the project is approved to continue into the second year. A final report will then be required 30 days after project end. The final report includes a quarterly quantitative report as well as a qualitative report.

If you have any questions please contact:
Natalie Chaumont, Program Manager, Niagara Prosperity Initiative
United Way Niagara Falls and Greater Fort Erie
email: Natalie.Chaumont@unitedwayniagara.org or phone: 905-354-9342 ext. 101

✓	**PROPOSAL CHECKLIST**
☐	Did we talk to Natalie (905-354-9342 ext. 101) prior to writing the application?
☐	Did we answer all applicable questions in the application?
☐	Did we follow the directions provided by the funder?
☐	Is the budget reasonable given the scope of the project?
☐	My budget does not include any miscellaneous expenses.
☐	Administrative expenses such as bookkeeping, utilities and rent are not included in the budget except for the allowable amount up to 10% of your budget.
☐	I have researched and received quotes for costs where appropriate.
☐	Does my application use clear language that can be understood by someone outside of the non-profit sector?
☐	Did we have someone proofread the application?
☐	Is my application concise, specific and free from unnecessary jargon?
☐	Does my application provide evidence that supports a need for this project?
☐	Did we provide enough relevant information about the project within the application?
☐	Did we upload Partnership Agreement Forms to confirm the partnership listed in the application?
☐	Is the spelling and grammar correct?
☐	Have we included all acronyms in the acronym section?
☐	Are all names and contact information correct?
☐	Did we provide the name of someone who will be available during the application review to answer questions?