

Neighbourhood Matching Grant

Residents take the lead, and the City supports them along the way. That's the vision behind Love My Hood, Kitchener's approach to making great neighbourhoods.

In partnership with the Kitchener-Waterloo Community Foundation (KWCF) and Your Neighbourhood Credit Union (YNCU), the City of Kitchener offers a one-time Neighbourhood Matching Grant (NMG) to support resident-led neighbourhood and placemaking initiatives.

City staff is here to help and will work behind the scenes to make it easy for you to make things happen in your neighbourhood. Have questions or need help with your application? Please contact city staff at lovemyhood@kitchener.ca.

*** This information is available in accessible formats upon request. ***
Please call 519-741-2200 ext. 7083 or TTY 1-866-969-9994 for assistance.

1. PURPOSE

The Neighbourhood Matching Grant is intended to:

- Renew or revitalize neighbourhood public and green spaces, contributing to neighbourhood beautification and celebration
- Foster neighbourhood pride and sense of belonging
- Build stronger relationships between neighbours and neighbourhood groups
- Improve safety, accessibility and/or mobility
- Entrust residents to become more actively involved in their neighbourhoods through working together as neighbours

2. WHO CAN APPLY

Both formal and informal neighbourhood-based community groups in Kitchener are eligible to apply, whether the group is newly formed for the purpose of a specific project, or a pre-existing group undertaking a project.

Applicants must demonstrate that their group:

- Involved neighbourhood residents in the planning of the project
- Is composed of a significant number of committed people who live and/or work in the neighbourhood
- Gathered their neighbourhood's support for the project, including, at minimum, notifying all residents within 120 m of the project site

- Has a project budget outlining how they propose to match the NMG funding with community resources (in-kind or in-cash)
- Has a bank account with at least two people named as 'signatories'
- Agrees to report back upon completion of the project, including an accounting of all revenues, expenses and proof of purchases.

3. PROJECT CRITERIA

Applicants must demonstrate that their project:

- Will occur within Kitchener city limits, geographically defined within a neighbourhood on accessible public land (for example, land owned by the City of Kitchener). Events, however, may take place on land that is accessible to the public, but not necessarily owned by the City.
- Is a one-time neighbourhood project not intended for a City-wide audience/purpose.
- Is inclusive, encouraging diverse neighbourhood involvement and participation of residents, community members and volunteers in the project planning and process.
- Contributes to neighbourhood identity.

Capital projects are eligible for this grant.

4. FUNDING REQUESTS

- a) Applicants may request amounts up to \$15,000, with the exception of projects that are event-based, which have a maximum of \$2,000. A maximum amount of \$85,000 for all Neighbourhood Matching Grants is available per year.
- b) For larger grant amounts, funds may be distributed in installments.
- c) The applicant's matching contribution must be appropriate to the needs of the proposed project, and may include:
 - Cash donations
 - Volunteer labour/time (valued at \$20 per hour)
 - Donated professional or contractor services, including services from artists & arts organizations (valued at the reasonable retail value of the product/service)
 - Donated materials and supplies (valued at retail prices)
 - Borrowed equipment (valued at the cost necessary if it were to be rented)
- d) The total value of the group's entire contribution to the project must equal or exceed the dollar amount requested. While the match can include contributions from partnerships, including businesses and community organizations, a portion of the match must come from the applicant group itself.
- e) Funds from other City of Kitchener, KWCF or YNCU sources cannot be counted as match.

- f) The City's matching contribution may include a combination of in-kind services (e.g. rental of space, city services, installation costs, etc.), and cash.
- g) Groups that do not complete their project as proposed will be required to return the funds. Of course, plans and timelines may be adjusted if you experience challenges, but please communicate with city staff.

5. HOW TO APPLY

Applications are accepted anytime throughout the year. The grant selection committee reviews applications four times per year on the third Thursday in February, May, August and September. The total available grant funding is allocated equally amongst the quarterly review dates and any unspent funds can be carried over to the next review date.

There are two ways to submit your application:

1. Submit an online application form at lovelyhood.ca, or
2. Submit an application in writing or by email to
Neighbourhood Development Office
City of Kitchener, 200 King Street West, 7th Floor, PO Box 1118
Kitchener ON N2G 4G7
lovelyhood@kitchener.ca

Your application should include:

- Organizational structure of the applicant group
- Key contact names, including a statement identifying the individual who will lead the project and ensure that the funds granted will be used solely for the purposes identified
- Project description, including how it reaches the goals of the grant outlined in section 1 (Purpose)
- Details of the project demonstrating that it meets the criteria set out in sections 2 (Who can Apply) and 3 (Project Criteria)
- Your plan to complete your project and proposed schedule (up to a 12 month time-frame)
- Budget, including any anticipated revenues, in kind contributions, and expenses

6. SELECTION PROCESS

- All grant requests will be reviewed and evaluated by the NMG committee. The committee consists of a maximum of six members, including representatives from the community and City of Kitchener staff.
- Groups will be notified of the outcome of their application as soon as possible, but typically within 4 to 6 weeks of application submission. This will give city staff time to navigate city hall on your behalf and determine the next steps to make approved projects a reality.

- Applicants will be assigned a single point of contact at the city to assist with any processes or approvals to complete their project.
- Each NMG applicant and project is unique, and these guidelines cannot address every possible project scenario. If more information is needed, city staff will work with applicants to gather the information the NMG committee needs to make an informed decision.
- To ensure an equitable distribution of grants, priority is given to new or emerging neighbourhood groups who will benefit the most from funding support. Applications for new projects from previously-funded groups will be considered, but no group will receive more than one grant per calendar year.
- Groups receiving funds are advised that the grant being given is not to be regarded as a commitment to future grant assistance.

7. THINGS TO CONSIDER

If approved for a grant, city staff will help you along the way and will navigate city hall on your behalf. As we review your application, we may identify potential approvals or conditions that may be necessary, including:

- **Neighbourhood support:** It is important to make sure that your neighbours support your project, including, at minimum, notifying all residents within 120 m of the project site. Depending on the type of project, you may need to take additional steps to demonstrate neighbourhood support. City staff can help you understand what steps are most appropriate, and how to involve your neighbours in a way that is fair, open and inclusive.
- **Roles and responsibilities:** To ensure your project can be enjoyed safely for many years to come, an agreement between your group and the city will be developed. It will clearly define roles, responsibilities and conditions related to the project, such as:
 - Any safety measures that can be put in place to ensure the safety of all users and participants
 - Adequate liability insurance, depending on the nature of the project
 - Maintenance responsibilities, shared between the applicant and the City, determined on a case-by-case basis
 - The City of Kitchener will assume ownership of any capital projects installed on public property
- **Acknowledgements:** Applicants are expected to acknowledge the contributions of the City of Kitchener, Kitchener Waterloo Community Foundation and Your Neighbourhood Credit Union on all promotional materials, and are encouraged to use #lovemyhood on social media. Recognition in the form of a plaque or other medium is expected for long-term capital projects.
- **Feedback:** Applicants are required to report back on the impact of their project and lessons learned and provide a financial accounting of all revenues and expenses (including receipts) upon completion of the project/event. For convenience, an evaluation form will be provided. A group's eligibility for future grants may be impacted if the evaluation is not completed.

The City of Kitchener, Kitchener Waterloo Community Foundation and Your Neighbourhood Credit Union are extremely grateful that you are taking the initiative to make your neighbourhood even better!