

## **HCF's Participatory Granting Pilot FAQs – Updated Monday, March 25**

This document will be updated weekly on Mondays until Monday, March 25, 2024. Please check back for updates.

FAQs are organized into the following categories:

1. General questions, definitions and eligibility
2. Completing the application
3. Grant size, budget and eligible costs
4. Applying with a fiscal sponsor

### **1. General questions, definitions, and eligibility**

#### **New, March 25:**

**Q. The word count for Section 3, Question #3 is 500, however the application is only letting me enter up to 300 words. Can I enter additional text?**

A. This is a result of an error in the form, which has now been fixed. However, to access a 500 word count field for that question, you will need to start a new application form. **If choosing this option, please save any content in a separate document to be transferred to the new application – your content WILL NOT save or populate in the new application.**

Alternatively, you can continue with your current application form, and submit an answer of up to 500 words as an attachment in the documents section (under additional attachments). If you have already submitted your application already, and would like to modify your response to this question based on the 500 word count, please email Elizabeth at [e.webb@hamiltoncommunityfoundation.ca](mailto:e.webb@hamiltoncommunityfoundation.ca)

**Q. Who are the priority equity-deserving communities (EDCs) for the Participatory Granting Pilot?**

A. The equity-deserving communities identified as priority for this participatory granting project are communities that have experienced chronic under-funding by philanthropic institutions. They are:

- 2SLGBTQ+
- Indigenous

- Black
- Deaf and disability
- Racialized
- Women, girls and gender diverse

**Q. What does EDC-led mean?**

**A.** EDC-led organizations demonstrate the following three characteristics: (1) the majority of leadership, board and staff reflect the EDC population(s) served; (2) a specific mandate to serve the EDC population(s); and (3) a mission and activities that are informed by the EDC's experience and knowledge.

**Q. What is participatory granting?**

**A.** Participatory granting refers to a range of practices through which a grantmaker shifts decision-making about distribution of funds to those most impacted.

**Q. What does Capacity-building refer to for the Participatory Granting Pilot.**

**A.** Whatever is needed to bring an organization to the next level of operational, programmatic, financial, or organizational maturity. See full description and examples in the "Funding purpose and priorities" in the guidelines for examples.

**Q. Do the Community Panel members have a good sense of the needs of folks in community?**

**A.** Yes. The members were invited based on criteria developed our community consultation. Panels have deep experience working in the charitable/community services sector, understanding of funding processes and organizational capacity needs, strong community connections and lived experience across the EDC priority groups.

**Q. When will funds be received by organizations in the Granting Circle?**

**A.** We anticipate grants will be disbursed in mid May, 2024.

**Q. Can groups and associations that are not registered as non-profits apply with a fiscal sponsor?**

A. Yes. Associations and groups are eligible for this funding if they have a registered charity as a sponsor.

**Q. What type of accountability is tied to participation in the Granting Circle?**

A. Organizations in Granting Circle can expect to:

- Participate in two half day sessions in April 2024
- Participate in the convenings over the course of the year to share learnings and re-connect
- Work with the project evaluators to provide feedback and information
- Participate in years 2 and 3 of the pilot
- Report back, as defined by the Community Panel and Granting Circle, to each other and to HCF on impact of funding.

**Q. Can groups and associations that are not registered as non-profits apply with a fiscal sponsor?**

A. Yes. Associations and groups are eligible for this funding if they have a registered charity as a sponsor.

**Q. Are for-profit organizations eligible for this funding?**

A. No. Eligibility is limited to charities, and non-profit organizations, groups and associations.

**New, March 18**

**Q. What happens after an EOI is submitted? Will a full application be required?**

A. Once the EOI is submitted, the Community Panel will review all eligible EOIs and select 8-10 organizations to form the Granting Circle. No additional applications are required, however organizations should come to the Granting Circle prepared to share their detailed capacity-building needs, budget and their specific ask for funding. More information will be provided to members of the Granting Circle before they convene.

**Q. If an organization were delivering a program for neurodiverse individuals, would this fit under the Deaf and Disability priority group?**

A. Yes, neurodiversity can be included in this category, however, the focus for this funding is on the organization, not the program. So, for example, in this case, an organization that is Deaf and Disability-led delivering this programming would be

eligible, but an organization that is not Deaf and Disability-led would not be. The same applies across all priority groups.

## **2. Completing the application**

### **Q. What is the deadline for completing the application if we choose to do Section 3 of the application by video or interview?**

A. The deadline for applications in all formats is March 26, 2024 at 5:00 pm. However, if you chose to complete Section 3 of the application by interview, you must advise HCF by March 14<sup>th</sup>, 2024 so that an interview before the deadline can be arranged.

### **Q. Who will be in the interview if we chose that method? Can we have more than one person join the interview?**

A. HCF will have two people in the interview, either two staff or one staff and a Community Panel member. The interview will be recorded so that all Panel Members are able to hear the responses. Organizations are welcome to have more than one member/staff participate in the interview.

### **Q. Can we use multiple formats to complete section 3 of the EOI? (e.g. Answer questions 1 and 2 in writing, and questions 3,4,5 by video).**

A. No. Please choose only one method of responding to section 3.

### **Q. Is there any benefit or advantage to completing section 3 in a certain way (i.e. in writing, by video or by interview).**

A. No. There is no benefit to any method from the perspective of the Panel. Please chose the method through which you feel you'll be best able to effectively answer the questions.

### **Q. Is it necessary to select a priority area when completing the application?**

A. No. The priority areas (e.g. "Nurturing People") are provide as guidance and examples (not exhaustive) of the range of capacity-building activities that would align with this funding opportunity.

**Q. If we choose to complete section 3 of the EOI by interview, how long is the interview?**

A. The interview will be up to 25 minutes, and will follow the same structure as section three in the EOI.

### **3. Grant size, budget and eligible costs**

**Q. Can the funding be used to hire staff or engage consultants?**

A. Yes. Staff and consultant costs will be eligible as long as they align with your organization's specific capacity building needs.

**Q. What will the size of grants be?**

A. It depends. \$500,000 total is available for this granting round. All organizations that are selected for and participate in the Granting Circle will receive a minimum grant of \$10,000, which leaves \$400,000 to be distributed among 8-10 organizations in the granting circle.

**Q. Can organizations share resources, for example hire consultants to work with more than one organization, to be more economical?**

A. Organizations need to submit individual EOIs, but through the Granting Circle collaboration around shared needs may be possible. All discussions around distribution of funds are meant to happen in the facilitated Granting Circle, so that everyone involved can take part, contribute and benefit.

**Q. The pilot runs for three years. Will successful organizations receive a three-year grant?**

A. No. Grants are made year by year. However, organizations in the granting circle will regroup in years 2 and 3 to distribute each year's funds.

**Q. Is a budget required for the EOI submission?**

A. No. The EOI requires information about your organization's capacity-building needs. Organizations selected for the Granting Circle, however, will need to be prepared with a sense of costs for the capacity-building activities they would like funded in order to participate effectively.

### **4. Applying with a fiscal sponsors**

**Q. We are using a fiscal sponsor. Are we required to upload their operating budget?**

A. No. Only the Board of Directors list and Financial Statements of the fiscal sponsor are required as uploads. If your application form indicates that the fiscal sponsor's operating budget is required to submit, please contact Elizabeth at [e.webb@hamiltoncommunityfoundation.ca](mailto:e.webb@hamiltoncommunityfoundation.ca). You ARE required to upload your organization's operating budget.

**Q. Does a fiscal sponsor need to be EDC-led?**

A. No, only the applicant organization needs to meet the eligibility criteria.

**Q. Can we continue using our existing fiscal sponsor (used for other HCF grants)?**

A. Yes, but the agreement provided must cover this funding opportunity.

New, March 18

**Q. Can you help us find a fiscal sponsor?**

A. No, we cannot refer you to a fiscal sponsor, but we can point you to resources, a sample agreement and answer any questions we have about fiscal sponsorship.

**Q. How do you assess fit of a fiscal sponsor.**

A. HCF will not assess fit with your fiscal sponsor. We will verify that your sponsor is a registered charity, and that you have an agreement in place. The agreement should clearly outline the relationship, and that the grantee's work aligns with the mission and mandate of the fiscal sponsor.