

**Humber College Community and Partnership Fund**

**Application Guidelines**

Projects funded through this initiative provide the opportunity for academic schools and administrative departments to further cultivate relationships with partners and stakeholders – bringing the community to Humber and Humber into the community in support of Humber’s new Strategic plan.

The priority of these initiatives is to enhance the lives of local children, youth, Aboriginal peoples, newcomers and other groups who would benefit from projects that enrich learning and increase exposure and access to a variety of pathways into education, training and/or employment and/or build organizational capacity of community agencies who share this same focus. Project participants would typically only be able to participate in these activities when provided free of charge or for a minimal fee.

***Community Development is a core piece of the projects supported by this fund*** and is the process of helping communities build on their strengths to support individuals towards their full potential. These projects will work in partnership with local people and organizations to meet identified needs. Some guiding principles to consider: keep projects simple and involve as many community people as possible in all planning from the start.

Any proposed project that intends to include a research component should be discussed prior to developing the proposal to facilitate connecting with the Humber Research Department for advice.

All projects must be accessible, AODA compliant and inclusive of a broad spectrum of communities.

***Please note****:* New applicants to the fund will be given funding priority over projects that have been funded more than once, should funds become limited.

**Name of Project or Initiative**

Please provide us with a name for your project or initiative.

**Amount Requested**

This refers to the funds requested of Humber College only, for this project.

Please provide information in relation to funds received by Humber College in the past.

**General Overview of Project/Program**

Please a brief description of your project/program ensuring that it is no more that 5 to 10 sentences in length. This will give us an idea of the general concept under consideration.

**Requestor**

Name and full mailing address, including phone number/Humber College School/Department and contact name, including phone number and e-mail

**Dean/Director Approval:**

Dean/Director approval required if funds remain internal and are to be redirected into school/departments budget lines.

**Lead Partner (Humber School/Department)**

The Lead Partner (Humber school/department representative) will be responsible for all reporting and financial management of the partnership, including receipt of all funding.

**Community Partner(s)**

Please list all community partners involved in this project including contact names, full mailing address, telephone number and e-mail address.

Any community partners that are charitable organizations must provide their Revenue Canada Charitable Number and include copies of their \*letters patent/articles of incorporation, current list of Board Directors, most recent audited financial statements and most recent Annual Report.

**Please describe the programs and services that the community agency and/or school/department provides:**

The community agency is to provide their mission statement and a detailed description of all services provided. The school/department must provide a summary of the programs and services it delivers at Humber and, if applicable, in conjunction with the community.

**Are there any other funders involved in this project or initiative?**

Please provide details of any and all other funders who have been approached to help offset the costs of this project, both confirmed and unconfirmed. Describe what components of the project other funders will be responsible for funding.

**Total Budget**

Please provide the full cost of this project.

Attach a detailed breakdown of all costs associated with this project, including income and expenses attributed to all other funders.

**Detailed Description of Project**

Provide a detailed description of all inputs/resources that will be used to run/deliver this program/project. Include staff resources, volunteer resources, equipment, space, materials, etc.

Provide a detailed breakdown of the activities/outputs that will occur during the program/project. When these activities will take place, where they will take place, what is happening, what has been created, accomplished or delivered as a result of this partnership.

Include a detailed breakdown of the number of clients served, any demographic information (i.e how people to be served are reflective of the community), how clients will be impacted by participation in this project, how their lives will improve. If relevant, also include how the community will benefit, and/or how the community agency will be impacted or enhance organizational capacity. Also describe how you will measure this improvement and how you will know these changes have taken affect. Include a copy of any assessment, survey or other tools you will use to help you make this determination.

**Target Group/Community for Initiative**

Please describe the main target group you are hoping to attract to this project. Describe how you will ensure that you are reaching this group/community and your assessment criteria.

**Roles and Responsibilities of Each Partner**

Please identify the respective roles and responsibilities of each partner involved in this project.

**Prior Experience:**

Provide details as to why you are the correct organizations/schools/department to undertake this project. What prior or related experience can you draw on to ensure this project will be successful? What prior or related successes can you demonstrate?

**How does this project relate to, or further the 2013-2018 Strategic Plan of Humber College?**

Please refer to <http://www.humber.ca/sites/www.humber.ca/files/humber-college_strategic-plan_2013_2018.pdf> for a complete copy of Humber’s strategic plan. Identify how this project supports this plan and its intended strategic priorities.

**How will you ensure this project is sustainable once funding has ended?**

As we cannot guarantee continued funding, what steps will you be taking to ensure that the project will continue past this fiscal year. Who will you be approaching to do what, how will you trim costs, etc? Is there a long-term vision in relation to funding?

**Name of official Signatory of Community Agency**

The Official Signing officer is the designated signing officer as per the community agency’s by-laws or articles of incorporation – usually the Board President, Executive Committee Members and/or Senior Administrator.

***Please scan the completed application and budget into one single pdf and submit a separate .pdf document of any supporting documents to*** ***lynn.vanlieshout@humber.ca***

\*Letters patent – charity’s governing documents which detail their purpose/mission. This is a standard request of non-profit/charitable organizations in order to verify their charitable status.