



## Humber Polytechnic Community Impact Fund

### Application Guidelines

The Humber Polytechnic Community Impact Fund supports social responsibility by enhancing lives through learning opportunities, expanding access to education, training, and employment, and strengthening community organizations with similar goals. It funds projects that align with the following key priorities:

- Increasing exposure and access to various pathways into education, training, and employment.
- Addressing barriers that limit access to education, training, and employment, particularly for equity-deserving communities.
- Building organizational capacity to help communities reach their full potential.

Projects funded through this initiative create opportunities for Humber's academic faculties and administrative departments to collaborate with community partners, fostering stronger relationships and mutual support. All efforts should be guided by Humber's Vision of 2030 and Beyond: [Building Brilliance](#), which will serve as a guiding framework for all initiatives.

This vision brings the community to Humber and extends Humber's impact into the community.

The priority of these initiatives is to enhance the lives of equity deserving groups including but not limited to local children, youth, Indigenous 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. It is recommended that projects include Humber students in delivering project activities. 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 element of the projects supported by this fund***, aimed at helping communities build on their strengths and empowering individuals to reach their full potential. These projects will collaborate with community members and organizations to address identified needs.

Guiding principles to consider: focus on keeping projects simple and involving a wide range of community members in the planning process from the start.

### Equity Deserving Groups

Preference will be given to projects and initiatives that increase access to educational pathways to equity deserving groups (including but not limited to):

- Black
- Indigenous
- People of Colour/Racialized Residents
- 2SLGBTQIA
- Women
- Low Income
- Newcomers
- Individuals with varying abilities/disabilities
- Increasing access for residents experiencing barriers participating in community and academic events (for ex. domestic abuse victims, food - bank patrons, etc....)
- Intersectional experiences and identities

Projects with a research component should consult Humber's Research and Innovation department before submitting a proposal. New primary research not yet started is ineligible for funding this period, but secondary research or ongoing projects may qualify. Contact [research@humber.ca](mailto:research@humber.ca) for more information.

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

\*Funds are limited and Humber directs its community investment towards activities that are consistent with its strategic priorities and that are likely to have a broad impact.\*

Applications will be evaluated on the following criteria's:

- Request meets identified need/gap existing within community
- Community partners involved
- Local community involvement in co-designing project
- Outreach Strategy
- Integration of Humber Faculty and Students in project delivery
- Efficient utilization of program budget for maximum project impact

**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 only, for this project.

### **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.

Please also provide a summary of the community need your project is addressing.

### **Target Group/Community for Initiative**

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

### **Project and Partner Information**

#### **Lead Partner**

The Lead Partner will be responsible for all reporting and financial management of the partnership, including receipt of all funding. It is recommended that the lead partner be a Humber Faculty/Department.

#### **Requestor**

Name and full mailing address, including phone number/Humber Faculty/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 faculty/departments budget lines.

Please describe the programs and services that the community agency and/or faculty/department provides.

The community agency is to provide their mission statement, and a detailed description of all services provided. The faculty or department must provide a summary of the programs and services it offers at Humber, and, if relevant, in partnership with the community.

#### **Partnership with Humber and the Community**

All applications must clearly identify collaborating partners. If Humber Faculty/Department is submitting the application, you must clearly identify community partner(s) you are collaborating with.

If a community organization is submitting the application, you must clearly identify, which Humber Faculty/Department you are collaborating with.

#### **Community Partner(s)**

Please list all community partners/Humber faculty/department involved in this event including contact names, telephone number and e-mail address. If relevant, any key community partners that are charitable organizations must provide their Revenue Canada Charitable Number.

#### **Roles and Responsibilities of Each Partner**

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

## Financial Details

### Total Budget

Please provide the full cost of this project. A budget template is available on <https://humber.ca/community/partner-with-us/partnership-fund.html>

Complete the budget template detailing the breakdown of all costs associated with this project, including income and expenses attributed to all other funders (if applicable).

### 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.

### Eligible Expenses

- Staff wages for this project (new hire)
- Insurance
- Food and refreshments
- Craft supplies
- Green consumables: paper plates, bamboo and/or wood utensils, plastic cups, garbage/recycling/compost bags
- Additional garbage bag tags
- Recreation equipment such as Balls, Hockey sticks, nets, bicycles, etc. (The equipment must remain with and be stored by the Registered Group)
- Facility rentals and permits (facilities are subject to availability)
- Equipment rental (equipment is subject to availability)
- IT related costs (e.g. software, streaming platforms, etc.)
- Audio/visual costs
- Marketing and promotions
- Entertainment & speakers
- Security, policing and First Aid costs
- Rentals (chairs, tables, tents, sound system)
- Decorations that are reusable, recyclable, or compostable

### Ineligible Expenses

- Promotion of a political party or election candidate
- Projects occurring on private residences
- Fundraising projects
- Commercial ventures
- Granting programs
- Deficit reduction funding and/or accumulated deficits.
- Travel and accommodation
- Conference or membership fees

- Activities that begin before the applications approval or ends after the current calendar year
- Expenses accruing prior to the current granting cycle
- Major capital expenditures (such as the purchase of land, buildings, building renovations, machinery and vehicles)

### **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 project activities and outputs, including when and where they take place, what will happen, and what is being created, accomplished, or delivered as a result of the partnership.

Provide a detailed breakdown of the number of clients served, their demographics (showing how they reflect the community), and how participation in the project will impact them and improve their lives. If applicable, explain how the community and/or organization will benefit or increase capacity. Describe how you will measure these improvements and know when changes have occurred. Include copies of any assessments, surveys, or tools you will use to track these outcomes.

### **Promotion Plan**

Please include information about how you plan to promote this initiative. How will you ensure that you are reaching your target group? i.e. selection process

### **How does this project relate to, or further Humber's vision of [Building Brilliance](https://humber.ca/building-brilliance.html)?**

Please refer to <https://humber.ca/building-brilliance.html> for a complete copy of Humber's vision to 2030 and beyond. 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?

### **Prior Experience**

Provide details as to why you are the correct organizations/faculties/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?

### **Name of Official Signatory**

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. For applications submitted by Humber Faculty/Department, the Dean/Director will be the Official Signing Officer

### **Points of Consideration**

Some thoughts to keep in mind when choosing your 'measurable indicators':

- Indicators should, to the extent possible, provide the most direct evidence of the condition or result they are measuring.
- Is this indicator important to most people? Will this indicator produce the intended outcome of the initiative
  - i.e. increasing exposure and access to various pathways into education, training, and employment

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***Please scan the completed application and budget into one single pdf and submit a separate .pdf document of any supporting documents to [nabeel.rahman@humber.ca](mailto:nabeel.rahman@humber.ca)***