

**Humber College Community and Partnership Fund**

**Event Application Guidelines**

Events 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 events 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. Event 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 events supported by this fund*** and is the process of helping a community strengthen itself and develop towards its full potential. In our events, we want to work in partnership with local people and organizations to meet identified needs.

All events 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.

**Event Summary Details:**

*Amount Requested*

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

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

*Define community need for the event and how the community is/will be involved/engaged.*

Please provide statistics and/or anecdotal evidence that supports the need for such an event in this community. Also identify how the community has been consulted and has/will be involved in the development and delivery of this event. Please attach Letters of Support from agencies/organizations that have been consulted and are supportive of this initiative.

*Event Description*

Please provide a general overview/summary of your event. What is the general agenda, scope, activities, target audience, etc.

*How will these funds be used to advance/encourage educational pathways?*

Please describe how this event will lead to the advancement and encouragement of those in attendance to consider continuing/furthering their education and/or contemplating post-secondary education or alternative training options in the future.

**Event Partner Information:**

*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.

*Lead Partner (Humber School/Department)*

The Lead Partner 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 event including contact names, full mailing address, telephone number and e-mail address.

If relevant, any key 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 also provide a summary of the programs and services it delivers at Humber that are relevant to this application.

**Detailed Event Description**

Provide a detailed description of all inputs/resources that will be used to run/deliver this event. Include staff and volunteer resources, equipment, materials, venue, format, agenda, food requirements, etc. Also provide explanation as to what makes this event unique from any other similar events.

Please answer each section individually and clearly state answers to each question.

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.
* **Will data be available for an indicator?**
* **Is this indicator important to most people? Will this indicator provide sufficient information about a condition or result to convince both supporters and skeptics?**

**(http://www.hfrp.org/publications-resources/browse-our-publications/indicators-definition-and-use-in-a-results-based-accountability-system)**

Include a copy of any assessment, survey or other tools you will use to help you make this determination.

*Target Group/Community for Event:*

Please describe the main target group you are hoping to attract to this event. Describe how you will ensure that you are reaching this group/community and your assessment criteria. As well, please provide an estimate of attendees expected at the event.

**Financial Details:**

*Are there any other funders involved in this event?*

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

*Total Budget*

Please provide the full cost of this event.

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

**Relationship to and support of Humber College:**

*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 event supports a specific strategic priority/priorities of this plan.

**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 all completed documents and attachments into a single pdf file and e-mail as one document 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.