



Call for Proposals
City of Kitchener Safe & Healthy Community Advisory Committee

Purpose of Grant:

- The Safe and Healthy Community Advisory Committee will make one year cash grants for one time projects, initiatives or events that support *inclusion* and/or *belonging* within Kitchener neighbourhoods.

Eligibility Criteria:

- Must be led by a group of residents (formal or informal) within a neighbourhood
- Ability to demonstrate follow through on the project
- Project/event must take place within one year of the grant approval
- Must be located in the City of Kitchener
- Priority is given to new initiatives

Maximum Amount of Grant:

- Maximum of \$2000 per proposal for one time initiatives/events with ties to a City of Kitchener Neighbourhood Association or established community organization/group
- Maximum of \$500 per proposal for one time initiatives/events for an individual or an informal collaborative group

Process:

- Grants will be accepted on an ongoing basis
- To be considered in May applications must be submitted by April 1st
- To be considered in October applications must be submitted by September 1st
- Granting decisions will be made the first Thursday in May and October annually
- Special circumstances requiring decisions outside of this timeframe will be considered on a case-by-case basis.
- All proposals will be reviewed by a subcommittee of the Safe and Healthy Community Advisory Committee. Those selected for investment will be brought to the full Safe and Healthy Community Advisory Committee for final approval.
- Successful proposals will be required to submit a brief report in writing to the Safe and Healthy Advisory Committee upon completion of their project/event, including a breakdown of how the money was used

How to Apply:

- A proposal, 1 to 3 pages (maximum) in writing, must be sent to City of Kitchener, c/o (in care of):

Linda Pretty, Administrative Assistant
Community Services Department
City of Kitchener
PO Box 1118
Kitchener ON N2G 4G7 or via email to linda.pretty@kitchener.ca.

- Applications must contain the following information:
 - organization or group name
 - organizational or group structure
 - organization budget
 - key contact names, phone numbers and email addresses
 - purpose and objectives of the project/event
 - project or event description
 - implementation plan, schedule, and budget, including any other proposed funding sources, etc.

Notes:

- Grants may be awarded for less than the requested amount
- Preference will be given to:
 - groups with demonstrated financial need
 - groups who have not previously accessed the grant
 - a variety of geographic locations throughout the city of Kitchener
 - groups that can demonstrate funding through other sources or in-kind support

For further information, please contact:

Deb Campbell
Manager of Community Resource Centres
Community Services Department

519-741-2200 x 7077 or
Deb.campbell@kitchener.ca
