1. **PREAMBLE**
The City of Kitchener offers a one-time matching funds grant to provide support to neighbourhood and place-based grassroots initiatives. This grant will be administered by the Neighbourhood Matching Funds Grant (NMFG) Committee, including Community Programs and Services staff and members appointed by the Safe and Healthy Advisory Committee. The grant committee will also include representation from United Way Kitchener Waterloo & Area (United Way KW), who will be contributing to the grant fund for the first 3 years. The partnership between the City of Kitchener and United Way KW will be reviewed prior to the completion of the third year to determine future opportunities.

2. **PURPOSE**
The Neighbourhood Matching Fund Grant (NMFG) is intended to:

1. Provide support to neighbourhood groups and/or place-based grassroots initiatives that:
   - Renew or revitalize neighbourhood public and green spaces, contributing to neighbourhood beautification and celebration;
   - Foster neighbourhood pride;
   - Build stronger relationships between neighbours and neighbourhood groups;
   - Demonstrate capacity to improve the overall quality of life in a specific neighbourhood/community of interest; and
   - Improve safety, accessibility and/or mobility.

2. Leverage the City’s financial support with community contribution from volunteer labour, donated materials, donated professional services, and/or cash.

3. Entrust citizens to become more actively involved in identifying, pursuing and funding opportunities to strengthen Kitchener neighbourhoods.

3. **APPLICANT CRITERIA**

1. Applications will be accepted from community groups in Kitchener neighbourhoods including:
   - community members who form a committee/group for the purpose of a specific project or event; and
   - community groups already formed (e.g. not-for-profit groups, communities of interest, informal and grassroots neighbourhood groups) completing a project or event.
2. Applicants should:
   - demonstrate that they have actively sought involvement and support from neighbourhood residents, and are composed of a significant number of committed people who live and/or work in the neighbourhood;
   - demonstrate that there is strong support from the neighbourhood for the project, including approval of the project from all adjacent property owners (if appropriate);
   - be open to partnerships with other community groups, not-for-profit organizations to leverage additional funds/resources;
   - demonstrate the ability to match the value of the contribution requested from the NMFG with community resources (in-kind or in-cash), including voluntary labour or donations of goods or services as part of the budget for the project;
   - have a bank account with at least two people who are named as “signatories”;
   - provide an accurate accounting of all funds, including proof of purchases.

4. PROJECT/EVENT CRITERIA

   1. Project/event considerations will include:
      - Those that occur within Kitchener city limits and are geographically defined within a neighbourhood on accessible public land;
      - One-time neighbourhood and/or place-based projects/events not intended for a City-wide audience/purpose:
        - Those that are inclusive, encouraging broad-based and diverse neighbourhood involvement and participation of neighbourhood residents, community members and volunteers in the project/event development and process;
        - Those projects that contribute to neighbourhood identity;
        - Capital equipment acquisition;
        - Those projects/events that will enhance or celebrate unique social, planning and/or design features of a neighbourhood

5. FUNDING REQUESTS

   1. Allocations of $500 and up to a maximum of $5,000, given resource availability, will be made available for projects that meet the criteria outlined within the policy and are approved by the NMFG Committee. An upset limit of $20,000, in total grants, will be set for any one calendar year.

   2. The total value of the match must equal or exceed the dollar amount requested.

   3. The neighbourhood’s matching contribution may include:
      - Match in cash or in-kind;
      - Cash donations;
      - Volunteer labour/time (valued at $20 per hour);
      - Donated professional or contractor services (valued at the reasonable and customary retail value of the product/service);
      - Donated materials and supplies (valued at retail prices); and
      - Borrowed equipment (valued at the cost necessary if it were to be rented).

   4. The amount and type of match must be appropriate to the needs of the proposed project (applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the proposed project).
5. At least 25% of the applicant match must come from the applicant group itself rather than from other granting bodies.

6. Funds from other City of Kitchener or United Way KW sources cannot be counted as match (e.g. projects that received funds through the City’s budget process or any other of the City of Kitchener’s grant programs will not be eligible for a NMFG).

7. Professional services are valued at the reasonable and customary retail value of the product/service.

8. Projects that bring additional external financing, material or human resources through partnerships are favoured over projects that are only sponsored by the City of Kitchener.

9. The City’s matching contribution may include a combination of in-kind services (e.g. rental of space, staff wages) and cash.

6. PROCESS FOR APPLYING

1. Applications will be accepted throughout the year, however, will be subject to funding and resource availability.

2. To be considered for this grant, the applicant must submit the following details in the form of a proposal to the NMFG committee and include:
   - Organizational structure of the association or community of interest or supporting partner(s);
   - Key contact names, including partners, etc.;
   - Project or event description;
   - Details of the project or event including evidence showing that the project or event meets the criteria outlined above;
   - Implementation plan and schedule; and
   - Budget, including any other proposed funding sources, etc.

   Please submit the proposal, in writing to City of Kitchener, c/o (in care of):
   Linda Pretty, Administrative Assistant
   Community Services Department
   City of Kitchener, 200 King Street West, 7th Floor, PO Box 1118
   Kitchener ON N2G 4G7 or via email to linda.pretty@kitchener.ca.

3. All grant requests will be reviewed and evaluated by the NMFG Committee, made up of members of the Safe and Healthy Advisory Committee, City of Kitchener staff and United Way KW.

4. Organizations and groups receiving funds are advised that the grant being given is not to be regarded as a commitment to future assistance.

5. Where appropriate, neighbourhood and special interest groups receiving funds are expected to present a final report to the Safe and Healthy Community Advisory Committee upon completion of the project or event or after the grant dollars are fully exhausted.

6. Applicants receiving funds from the NMFG must recognize the contribution of the City of Kitchener and United Way of Kitchener Waterloo on all materials.

For further information or if you require support in the completion of your application, please contact:

Linda Pretty, Administrative Assistant
Community Programs & Services
519-741-2200 x 7224 or Linda.pretty@kitchener.ca