

GAME ON TORONTO!



GAME ON TORONTO!

Strengthening community sport across Toronto!

2014 Grant Guidelines

City of Toronto - Social Development, Finance & Administration Division



GAME ON TORONTO!



How to Apply

Three-step guide

It's easy to enter!

1. Take two minutes to **register online** and **assess if you are eligible** to apply
2. Tell us your Sport Story: submit your **90-second video** and a short **online application** form that tell us about: your sports project, how you will use the funds, and how the project will continue to keep Torontonians active after the funding ends.
3. **Get your fans to vote** and excite the judges!

Sport Stories with the most votes **AND** best scores receive funding to get more people active.

City of Toronto Host City Showcase Program

Game On Toronto! is part of Toronto's **Host City Showcase Program**, a Council-approved program to enhance the experience of the TORONTO 2015 Games for residents and visitors while advancing the City's goals for economic development and tourism, sport development and healthy living, and resident engagement and cultural celebration. The Host City Showcase Program includes 28 innovative projects with long-term community benefits such as new and expanded community activities and cultural celebrations, new sport and recreation programs, and economic development and tourism initiatives.

How to get in touch with us

Please call one of our Agency Review Officers or email GameOnTO@toronto.ca:

Suzanne Paes – 416.392.9271 or spaes@toronto.ca

Augusto Mathias – 416.392.1087 or amathias@toronto.ca

Table of Contents

What is the funding program purpose?.....	1
What is the grant size?	1
Who is eligible for funding?	2
Who is not eligible for funding?.....	2
What kinds of project ideas are we looking for?	3
How does my group apply?	3
How can grant funds be used?	7
What won't be considered for funding?	7
Applying with an administrative partner	8
Key dates.....	9
Special Needs & Disclosure of Information	10

Game On Toronto!

What is the funding program purpose?

Game On Toronto! will provide short-term funding to Toronto non-profit community groups, non-profit sports clubs, leagues and associations for sports development projects that:

- Encourage people from diverse backgrounds to learn and play sports together
- Re-energize existing sport programs
- Introduce or establish new sport
- Build sport volunteerism through skills development and training¹

What is the grant size?

Eligible non-profit community groups, non-profit community sport clubs, leagues and associations can apply for a *Game On Toronto!* grant award of:

- Level 1 - \$5,000-\$15,000 OR
- Level 2 - \$16,000-\$50,000

Projects that receive Level 2 funding must also demonstrate how the funding strengthens the organization for the long-term.

A total of \$500,000 in grant awards will animate *Game On Toronto!* projects before, during and after the 2015 Pan/Parapan American Games.

NOTE: More than one entry per eligible applicant is not permitted. Project activities can only begin starting January 2015. Funded projects can be implemented over 2 years.

¹ * Note: This category does NOT include training participants to compete at an elite level or to train coaches. For coach training, go to: [Let's Get Coaching!](#) – A Host City Showcase program of the City of Toronto in partnership with the Coaches Association of Ontario to provide community-level coach training to Toronto residents aged 16 years and older.

Funding Guidelines - Details

Who is eligible for funding?

Eligible groups

- Non-profit community groups, non-profit sports clubs, leagues, and associations that are based in the city of Toronto.
 - This means that your group's office and mailing address is located in Toronto and your project will take place in Toronto.
- Both incorporated and unincorporated not-for-profit groups can apply.
 - If your group is not incorporated, you will need to identify a trustee organization that meets the eligibility requirements. Please review the trustee information guide on the website.
- Sports projects and outreach activities must target residents of the city of Toronto.
- Sports projects and outreach activities must take place in the city of Toronto.

All funded groups will need to comply with the [City of Toronto grant policy](#) and be in good standing with the City of Toronto.

Who is not eligible for funding?

Ineligible groups

- Provincial Sport Organizations (PSO) and Multi-Sport Organizations (MSO)
- Individuals (including projects requesting subsidies for individuals)
- Organizations with mandates and activities covered under provincial or federal legislation such as schools and universities, day-cares, group homes, hospitals
- Political groups
- Landlord/tenant and condominium corporations
- City of Toronto employees

What kind of project ideas are we looking for?

Game On Toronto! is looking for projects that:

- Encourage sports participation by people of all ages and from diverse backgrounds reflective of the City's neighbourhoods
- Re-energize, enhance, expand or develop existing sport programs
- Introduce or establish new sport programs
- Build and strengthen sport volunteerism and leadership through training and skills development
- Strengthen the sports organization for the long-term
- Collaborate with other sport groups, community groups, and local businesses
- Engage people from equity seeking groups (i.e. women, individuals who are members of visible minorities (racialized groups), Aboriginal peoples, persons with disabilities, and LGBTQ individuals)
- Involve participants living in the city's [Neighbourhood Improvement Areas](#)
- Benefit the community and strengthen Toronto's sports culture
- Have lasting short and long term impact for individuals and the community
- Keep Torontonians active even after the funding ends
- Involve an amazing and committed passionate group of people

How does my group apply?

It's easy to enter!

1. Take two minutes to register and assess if you are eligible to apply

2. Tell us your Sport Story: submit your 90-second video and a short online application form that tell us: about your project, how you will use the funds, and how the project will continue to keep Torontonians active after the funding ends.
3. Get your fans to vote and excite the judges!

Sport Stories with the most votes **AND** best judges' scores will receive funding to get more people active.

Here are some details on the above steps:

1. Register online and answer the eligibility questions

- Click on the Register button found in the navigation bar or at the top of the page.
- Register by creating an account or logging in with your Facebook account
- Complete the registration form (contact information)
- Complete the eligibility questions. Find out if your group is eligible. Applications and videos from ineligible groups will not be considered.
- Click the Create Account button to complete your registration if you assess your group to be eligible.

Choose a Funding Award Category

- Level 1 Funding (\$5000-\$15,000) **OR** Level 2 Funding (\$16,000 - \$50,000)

NOTE: More than one entry per eligible applicant is **NOT** permitted.

2. Tell us your Sports Story

The full application consists of a 90-second video and an online written application. Your Sports Story video is your chance to tell voters and the judges about your sports idea in an interesting and creative way. Four application questions will allow you to provide more details about your sports project idea and the plans you have made to ensure that it will be successful.

Create your video – you have 9 weeks

Submit a video up to **90 seconds** long that tells voters and judges your group's sports story. Tell your sports story with passion: Let viewers know why your project is worth the vote, what it is, how you will use the money, and how it will make a difference. If it is informative and entertaining, all the better!

- Does your group have a great sports program that you want more people in Toronto to participate in?
- How will your sports program play a part in strengthening Toronto's sport culture and inspiring your community to be more active?
- How will your group use Game On Toronto! money to start or enhance sports in your community?
- How will your project continue to keep Torontonians active after the funding ends?
- All groups **MUST** obtain and retain signed consent forms/waivers from anyone who appears in their video entry. For youth under the age of 18, groups must obtain and retain signed consent forms from a parent/guardian in order for youth to appear in a video entry.

Answer the application questions

- Download the Application Questions provided in a Word document on the Game On Toronto website. The detailed questions, budget and activity tips will help to guide you as you plan your project.
- Draft your answers on the Word document, save to your computer.
- Have your answers on the Word document ready to copy and paste into the text boxes provided on the online application form when you are ready to upload your video.

You can only submit your online application form it once your video is uploaded. There is no option to save and continue editing the form.

Submit your Video & Application – by midnight October 15th

- Upload your video: Important: Video entries should be no longer than 90 seconds in length. Videos that are 95 seconds in length or less will be accepted, but five points out of 100 will be deducted off the applicant's final score for each second the video exceeds the 90 second limit. Videos longer than 95 seconds will not be accepted.
- Complete your on-line application: Have your application answers ready to copy and paste your text into the text boxes provided when you are ready to upload your video.
- Once the online form is complete, you must submit it – there is no option to save and continue editing the form onto the video upload section when you are ready to submit your video.

3. Get Out the Vote! - Oct. 22 – Nov. 5

- Get out the vote! Inspire your fan base to vote! Let them know what you want to do with the funding and how it will make a difference to the community.

- When the voting period starts, engage residents and encourage your fans to vote for your sports project online! Use your website, Facebook, Twitter, newsletters and emails to let them know about your project.

Entries with the most online votes and the best judges' scores will receive funding.

How can the grant funds be used?

- Funds can be used to offset regular costs related to program delivery such as facility rental, permits, equipment, liability insurance, coaches, transportation costs, officials, etc.
- Funding support is conditional on the funds being used for the intended purposes and in adherence with all other grant guidelines, rules and regulations.
- Up to 20% of approved direct project expenditures can be requested for administration costs of the organization delivering the project (or its trustee/administrative partner). This funding is offered to increase the likelihood that funded projects will have the administrative and management support they need for successful implementation.

These costs may include:

- bookkeeping or supervision costs;
- office supplies or building occupancy, if not costed separately;
- trustee fees; and
- audit costs associated with the project.

What won't be considered for funding?

The following will **NOT** be considered for Game On Toronto! funding:

- Projects submitted by groups that are not eligible to apply
- Activities occurring outside of the City of Toronto

- Projects that are not sports-focused (for example, recreational activities such as yoga classes or fitness programs such as zumba are not eligible programs for funding)
- Activities that are run by groups covered under provincial or federal legislation such as schools and universities, day-cares, group homes, hospitals
- Facility construction or upgrades (capital project expenses)
- Individual subsidies
- Sports uniforms
- Sports equipment or supply purchases that will be retained by individual participants
- Training participants to compete at an elite level
- Coach training
- Transportation to sites outside of the City of Toronto

Trustee / Administrative partner

Groups that are not incorporated and/or do not have a recent audited financial statement must work with a trustee / administrative partner organization to receive City of Toronto grant funds.

A trustee provides the level of financial as well as project management oversight necessary for successful implementation of the event, and be accountable for the use of the grant.

Do we need to secure a trustee/administrative partner organization to apply for a grant?

- No - a group can still apply for a grant if they do not have a signed Administrative Partner contract in place.
- If your group is approved for funding you will need to submit a signed agreement with your administrative partner before grant funds can be paid.

Trustee/Administrative Partner organizations must:

- meet all the organizational eligibility criteria (including be a non-profit and have audited financial statements);

- have a service mandate related to the proposed project;
- demonstrate effective management and administrative capacity;
- agree to take responsibility for the management of the finances and event proposed by the applicant organization; and
- report on the use of the project funds through their annual financial audit.

For more information on the roles and responsibilities of a trustee please refer to the Trustee Fact Sheet by on the [Game On Toronto! website](#).

Key Dates

MONDAY Entries open: Submit your sport story project idea
AUGUST 11 by video and a short online application

WEDNESDAY Video and Application submission deadline
OCTOBER 15

WEDNESDAY Voting Starts - [Vote](#) for your favourites sports
OCTOBER 22 projects – once per day!

WEDNESDAY Voting Closes at midnight EST - Last chance to [vote](#)!
NOVEMBER 5

NOVEMBER 6 - Online votes are tallied and judges review the
DECEMBER submissions and select their top picks*

JANUARY 2015 *Game On Toronto!* award winners are announced!

Special Needs

Accommodation of special needs (e.g. documents in alternate formats, sign-language interpreters, off-hour meetings) is available as required to ensure that groups can fully participate in the funding process. For accommodation of special needs please contact Mini Alakkatusery, Supervisor, Community Funding at 416-392-8334 or by email at cgis@toronto.ca.

Disclosure of Information

As mandated by the Municipal Freedom of Information and Protection of Privacy Act (1990) s. 27 and By-Law 974-1998 all information collected on this form, including personal information may be subject to full public disclosure which may include posting to a web site.

Questions about this collection can be directed to the Supervisor of Community Funding at City Hall, 14th floor, East Tower, 100 Queen Street West, Toronto, ON M5H 2N2 or by telephone at 416-392-8334.