

Updated March 25

HCF Participatory Granting Pilot Expression of Interest Questions

For information purposes only. Applications must be submitted through HCF's online portal, [here](#).

Section 1: Eligibility for the Granting Circle

Which of the HCF Participatory Granting Pilot project priority equity-deserving communities (EDCs) does your organization primarily serve? Please select up to two.

- 2SLGBTQ+
- Black
- Deaf and disability
- Indigenous
- Racialized
- Women, girls and gender diverse

Does your organization have a specific mandate to serve this/these population(s)? **(Y/N)**

Does the majority of your leadership, board and staff reflect the EDC(s) that your organization is mandated to serve? **(Y/N)**

Is your annual operating budget under \$1,000,000 **(Y/N)**

Will you or someone from your organization be available for two half-day Granting Circle Sessions, to be scheduled between April 8 and April 26, 2024 **(Y/N)**

If you answer "No" to any of these questions, your organization is not eligible for the Participatory Granting Pilot Granting Circle. You are encouraged to reach out to the HCF's Grants and Community Initiatives team to learn about other granting opportunities that may be more aligned with your work.

Section 2: Organization Information:

Provide the following:

- Organization Name
- Primary contact name and role, phone and email
- Charitable number for the organization **or** name of fiscal sponsor and charitable number of fiscal sponsor.
- Your organization's annual operating budget?

Notes:

- If using a fiscal sponsor, confirmation from the fiscal sponsor will be required if the expression of interest is selected.
- For organizations with annual operating budgets over \$250,000, please attach audited financial statements and your operating budget for the current fiscal year.
- For organizations with annual operating budgets under \$250,000, please attach your operating budget for the current fiscal year.

Questions:

1. What is your organization's mission and mandate? (200 words)
2. Describe the services/supports provided by your organization, and the target population you serve. (400 words)
3. How many full-time staff does your organization have?
4. How many part-time staff does your organization have?
5. How many volunteers are engaged in your organization's work?

Section 3: Expression of Interest Questions

The following questions can be answered by interview or on video, please instructions in the portal.

1. Describe your organization's current structure and capacity. For example, what are your primary and/or leadership staff and/or volunteer positions (including Board of Directors, if applicable), and what are they responsible for? Please indicate whether positions are paid or volunteer. You may answer in point form. (300 words/2 minutes)
2. What are your capacity building needs? What would help your organization reach the next stage of maturity? e.g. operational, programmatic, financial, or organizational. (500 words/3 minutes)
3. If accepted to the Granting Circle, what would you request funds for? How will you use the funds? (500 words/3 minutes)

Note: An error in the form resulted in some applications having a 300 word limit for this question. The error has been fixed, but only applications starting after the fix will have the updated word count. To access a 500 word count field for that question, you will need to start a new application form. **If choosing this option, please save any content in a separate document to be transferred to the new application – your content WILL NOT save or populate in the new application.**

Alternatively, you can continue with your current application form, and submit an answer with a word count up to 500 as attachment in the documents section

(under additional attachments). If you have already submitted your application already, and would like to modify your response to this question based on the 500 word count, please email Elizabeth at e.webb@hamiltoncommunityfoundation.ca

4. How will you know you've been successful? Describe the impact or what success would look like - how would this capacity building help your organization deliver on its mission/mandate? (400 words/2 minutes)
5. The Granting Circle will be composed of organizations who serve a wide range of equity-deserving communities. How do you envision yourself working with others who may be quite different from you/your organization? Can you describe how your organization collaborates with other organizations and partners across diverse communities? (400 words/2 minutes)