

Community Capacity Building Fund

Terms of Reference

Community Capacity Building Fund Overview

The Region of Waterloo is committed to advancing Truth and Reconciliation, Anti-Oppression, Anti-Racism, and Equity, Diversity and Inclusion.

First Nations, Inuit and Métis; African, Caribbean, and Black identifying; as well as racialized communities continue to face systemic barriers and discrimination. Organizations led by and serving these priority communities, know and understand the complex needs of their communities best, but are under-resourced and under-funded to effectively respond. Ongoing feedback from communities highlights the importance of resourcing community organizations that are traditionally underfunded, and who are carrying the burden of providing services and programs to meet community needs.

Fund Objectives

The Community Capacity Building fund is designed to respond to funding gaps by offering funds directly to organizations led by and serving First Nations, Inuit and Métis; African, Caribbean, and Black identifying; and racialized communities disproportionately affected by systemic inequality. This approach closely aligns with the [Community Safety and Wellbeing](#) Plan's focus on "self-determined communities" as an essential element for achieving safety and wellbeing.

This funding will:

- Improve economic, social, cultural, health and wellbeing conditions of First Nations, Inuit and Métis; African, Caribbean, and Black identifying; and racialized communities.
- Respond to community-identified needs, including calls to actions (for example Truth and Reconciliation Commission), previous consultations and engagement (for example Community Safety and Wellbeing Plan), or other sources of locally identified community needs.

Funding Process

To ensure that this funding is equitably distributed and is working collaboratively with other funding opportunities throughout the Region, the Upstream 3-Step funding model and process will be used, for details about the Upstream process see the Upstream Terms of Reference.

2024 Funding Cycle

- Annually \$1M will be available to eligible organizations.
- There is no maximum amount for funding requests, organizations are encouraged to request the funds needed to carry out proposed activities.
- Requests may be multi (up to 2 years) or single-year requests.

Eligible Applicants

- Initiatives operating within Waterloo Region who are led by and serving First Nations, Inuit, and Métis; African, Caribbean, and Black identifying; or racialized groups
- Not-for-profit groups* with or without charitable status

*Incorporation under federal or provincial legislation (a “Corporation”) is not an eligibility requirement. Organizations who do not have charitable status or are not formally incorporated as a not for profit may still apply.

Please note, non-incorporated not-for-profit groups must designate one individual, or a corporation, to sign the funding agreement. Sponsoring corporations or individuals will accept responsibility under the funding agreement, including but not limited to reporting on the funds received. We encourage any such submissions to connect with the Upstream Team at the time submission.

The following groups are not eligible for Community Capacity Building Funds:

- Organizations with existing Upstream or CCB financial agreements are not eligible to apply for the same initiative*.
- Organizations that are not led by or serving First Nations, Inuit, and Métis; African, Caribbean, and Black identifying; or racialized groups
- For profit initiatives
- Other levels of government (e.g., municipal, provincial, federal)
- Public Sector Institutions (e.g., Hospitals, School Boards, Post-Secondary Institutions, Children’s Aid Society, Community Care Access Centres)
- Political organizations
- Organizations whose activities may breach the Ontario Human Rights Code or Charter of Rights
- Social Enterprises
- Activities already funded by Region of Waterloo or other funding agencies

*Previous recipients are eligible to submit new initiatives for funding.

Eligible Expenses:

Funds can be applied to expenses that support planning, implementation and delivery of programs and services; build organizational capacity; and/ or support organizational sustainability.

Eligible expenses include, but are not limited to:

- Expansion of existing/ongoing or new projects, programs, and services that align with the fund objectives
- Related equipment and operating costs (e.g., space rental, supplies, events, etc.)
- Related administrative costs (e.g., staffing*, benefits)
- Organizational capacity building or professional development (e.g., board training)

* Organizations requesting staffing costs through funding are encouraged to align wages with current living wage rates. For more information visit the [Living Wage Network](#).

Ineligible expenses include:

- Capital Construction
- Work beyond the scope of this fund
- For profit work
- Programs that other levels of government have legislated responsibility for funding
 - This includes government mandated programs such as school board educational programs, public health programs, provincially mandated services or social assistance programs and health care services.
- Debt or debt financing (e.g., deficit reduction, depreciation or financing charges, costs incurred before the grant)
- Work that is fully funded

Requirements of Successful Applicants - Funding Agreements

Successful applicants will sign a Funding Agreement with the Region of Waterloo.

- Financial reporting requirements will be outlined in the agreement and will be proportionate to the amount of funding awarded.
- Applicants requesting \$100,000 or more will be required to submit an annual Audit or Review Engagement to the Region of Waterloo.
- Up to 50% of the cost of the review engagement can be included in proposals for funding.
- Region staff will work with each successful applicant to determine how best to track progress, and report program impacts.