



2024 Upstream Fund and Community Capacity Building Fund Application Guide

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Table of Contents

Upstream & Community Capacity Building Fund Overview.....	2
2024 Funding Amounts.....	3
Funding Model and Timelines.....	3
Funding Eligibility and Criteria.....	4
Eligible Organizations.....	5
Eligible Expenses.....	7
Submitting an Application.....	7
Staff Supports.....	8
Application Questions and Community Change Committee Review.....	8
Financial Request and Considerations.....	9
Financial Sponsor.....	9
Reporting Requirements.....	10
Appendix A: Funding Priorities.....	11
Community Safety and Wellbeing Plan Framework (CSWP).....	11
2024 CSWP Priorities for Action Include:.....	12
5 Core Principles of our Upstream Approach.....	13
The Community Change Committee.....	13



2024 Upstream & Community Capacity Building Funding Application Guide

Applications are open from March 11 to April 28, 2024

Upstream & Community Capacity Building Fund Overview

The Upstream Fund is a Region of Waterloo fund that supports community-led initiatives in Waterloo Region that are aligned with the **Community Safety and Wellbeing Plan** (CSWP) framework. The Upstream Fund recognizes the value that community-led organizations and groups have in making Waterloo Region a safe and well community for all. Investing in community-led change was a key call to action from community as part of the CSWP process. Systemic policies that encourage and support community-led change are considered a critical part of a holistic upstream approach.

The Community Capacity Building (CCB) Fund offers funding directly to organizations led by and serving First Nations, Inuit and Métis; African, Caribbean, and Black identifying; and racialized communities who are disproportionately affected by systemic inequality.

Both Upstream and CCB funds seek to redistribute power and resources through a community-first model that integrates decolonization practices by:

- simplifying the application process,
- using a community decision making process,
- learning together and
- demonstrating impact in ways that are most meaningful to community.

Through this collaborative approach, communities continue to gather, to learn, to grow and to build strong networks and “self-determined communities.”

Both funds are open to community groups and organizations working on upstream initiatives within Waterloo Region. They prioritize grassroots community organizations that are consistently excluded from funding opportunities.

The main distinction between the two funding streams is that initiatives funded through CCB must be led by and serving First Nations, Inuit and Métis; African, Caribbean and Black ; or racialized groups.

The Upstream Fund and The Community Capacity Building Fund are independent funds but are allocated alongside one another through the Upstream three step funding model. Applicants need only submit one application to be considered for either or both



funds. Applications will be assessed based on eligibility criteria for each fund to maximize opportunity for funds available.

2024 Funding Amounts

The 2024 Upstream Fund amount is \$1.89M

The 2024 Community Capacity Building Fund amount is \$1M

A combined total of \$2.89 million dollars will be allocated to community initiatives.

Funding Model and Timelines

The 3 Step funding model was co-created with community to focus on collaboration instead of competition. The three-step funding process aims to provide individuals, groups and organizations with resources, relationship building and networking opportunities, as well as supports regardless of whether they receive funding.

Step 1 - Open Call and Engagement



March 11- April 28:

- Accepting funding applications and hosting Community Collaborative events.

The Community Collaborative sessions are intended to bring individuals and community groups together to provide an overview of the funds, create space for collaboration, discussion and interaction, and facilitate the development of Upstream ideas. These sessions will be offered virtually and in person throughout Waterloo Region.

Registration is required, please visit: [Upstream Region of Waterloo](#) for more information and to register for the Collaborative Sessions and other applicant supports.

Step 2 - Decision Making



Middle of June: Decisions communicated to successful applicants
Summer: Funding distributed to successful applicants

The Community Change Committee (CCC) is a committee of diverse community members. The CCC will review all applications and make decisions on funding



allocations based on funding eligibility and alignment with Community Safety Wellbeing Plan and upstream approach. For more information, see [Appendix A](#).

Step 3 - Sharing Stories of Impact and Learning



Impact reports will be due within 45 days after the last day of your funding agreement.

Reporting requirements for the Upstream/CCB Funds will focus on learning. Each individual/organization will provide information about their work including the population groups they supported and the impact achieved. Recipients are encouraged to share about their impact in ways most meaningful to them and their communities (e.g., written format, video and pictures, interviews, focus groups etc.)

Funding Eligibility and Criteria

Both Upstream and CCB funds are open to individuals, community groups and organizations working on upstream initiatives within Waterloo Region that align with the Community Safety Wellbeing Plan (CSWP) Framework.

The Upstream/CCB funds prioritize grassroots community groups and organizations that are consistently excluded from funding opportunities. This includes groups and organizations led by and serving:

- First Nations, Inuit and Métis
- African, Caribbean and Black
- Communities and equity deserving* groups facing exclusion based on historic, social and environmental barriers, based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation, gender identity, creed etc.

*Equity-deserving refers to groups who experience barriers in access, opportunities and resources due to disadvantage and discrimination. These groups actively seek social justice and reparation.

Key differences between the two funds are outlined in the table below.



Eligibility	Criteria <u>Upstream Fund</u>	Criteria <u>CCB</u>	2024 Areas of Focus
<ul style="list-style-type: none"> • Operating within Waterloo Region • Not-for-profit group/organization* 	<ul style="list-style-type: none"> • Creates upstream impact • Alignment with CSWP • Equity led and Equity Serving organizations prioritized 	<ul style="list-style-type: none"> • Initiatives <u>must</u> be led by and serve First Nations, Inuit, and Métis; African, Caribbean, Black; or Racialized populations • Demonstrated alignment with CSWP and/or TRC calls to action 	<ul style="list-style-type: none"> • Collaboration between organizations • New initiatives not previously funded • Geographic distribution of funding

For additional information about the funding priorities, see [Appendix A](#)

Eligible Organizations

To receive funding, applicants must be:

- Initiatives operating within Waterloo Region
- Not-for-profit groups* with or without charitable status

*Incorporation under federal or provincial legislation (a “Corporation”) is not an eligibility requirement. Organizations that 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 a Financial Sponsor. Financial Sponsor will sign the funding agreement and is responsible under the agreement for the funds received. We encourage any such submissions to connect with the Upstream Team ahead of submission to discuss options.



If you are a previous **Upstream or CCB Recipient** and want to reapply, please consider this decision-making process for previous recipients below.

New initiatives and previously unfunded initiatives will be prioritized.

If you are a current recipient and want to apply again for Upstream/CCB 2024 for the same initiative:

- You will need to indicate in your application that your funding will be spent by June 30, 2024
- If your initiative is successful, we will require verification that the money was spent (completed financial and project reporting), before the 2024 agreements are signed.

The upstream team will send a note to repeat applicants notifying them about the requirement to submit financial and project reports before signing new agreements.

Eligibility and Prioritization of Previous Recipients



New initiatives are prioritized for Upstream and CCB funding.

The following groups are not eligible for Upstream Funds:

- Organizations with existing Upstream or CCB financial agreements are not eligible to apply for the same initiative*.
- For-profit organizations
- 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
- Social Enterprises
- Activities already fully funded by Region of Waterloo or other funding agencies
- Organizations whose activities may breach the Ontario Human Rights Code or Charter of Rights

Eligible Expenses

There is flexibility to use funding where it is needed the most to effectively deliver programs, services and build organizational capacity and 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.



Submitting an Application

Staff Supports

We have designed the application to be easily accessible and remove barriers. If you need any assistance to complete your application, Upstream Staff are here to help you (in-person, virtually or by phone). If you are interested in submitting your application using an alternative format (e.g., video), please contact us at upstream@regionofwaterloo.ca

You can access Upstream Staff support in a number of ways:

- **Telephone:** If you would like to schedule a call to discuss your proposal, email upstream@regionofwaterloo.ca. Or, you can call 226-753-3006.
- **Email:** If you have any questions about the proposal application or would like to submit via email, please contact upstream@regionofwaterloo.ca
- **Virtual support time:** Starting Wed, March 20, 2023, until April 24, 2024, Upstream staff will be available every week on Wednesday's from 11-11:30 am to answer any questions or assist with your application to Upstream/CCB. Please join by using [this Zoom link](#) to ask questions, and receive support. Alternatively, contact Julie Thompson at jthompson@regionofwaterloo.ca or 226-753-3006.

Upstream Staff can:

1. Answer any questions you have about the Upstream/CCB funds or application process.
2. Connect you with an interpreter or any additional support.
3. Help you complete your proposal form by filling in the form for you or with you after discussing your proposal.
4. Help you to submit your application in a different format (e.g., video).
5. Discuss financial sponsorship proposals.

Application Questions and Community Change Committee Review

The application questions are designed to help the Community Change Committee assess the following criteria when making funding decisions.

Submissions will be assessed based on:

- i. Clearly identified project activities
- ii. Alignment with fund priorities
- iii. Organizational alignment with REDI principles
- iv. Benefit to communities served
- v. Budget- reasonably reflects proposed activities

Previously funded applicants



- vi. Demonstrated impact of previous funding

Financial Request and Considerations

There is no maximum amount for funding requests, organizations are encouraged to request the funds needed to carry out proposed activities.

Successful applicants will receive the funds late summer 2024. 2024 funding requests may be for up to 2 years (multi year).

Please download and complete the Funding Budget Template and submit it along with your application ([Budget Template](#)). Feel free to customize or adjust budget items to align with your program needs.

If you are submitting a proposal for a multi-year project, please provide a budget summary for each year of funding.

Things to consider when completing your budget:

- If you are setting up your non-profit, you may want to include incorporation fees, insurance and possibly finance support.
- Staff, volunteer, Board development/training needs.

Feel free to reach out to staff, if you need help completing a budget

Financial Sponsor

Non-incorporated not-for-profit groups must designate a Financial Sponsor. The Financial Sponsor will sign the funding agreement and is responsible under the agreement for, but not limited to reporting on the funds received. We encourage any such submissions to connect with the Upstream Team ahead of submission to discuss options.

For more information about the processes, benefits and other considerations concerning partnerships, see the [Upstream and Community Capacity Building Best Practices Guide](#).

Additional Resources:

- [A Guide for Charity/Non-Charity Partnerships](#)
- [Using a Financial Intermediary- CRA](#)



Reporting Requirements

- Successful applicants will sign a Funding Agreement with the Region of Waterloo.
- Interim check-in will be conducted at the 6-month mark.
- Final Reports (Impact, Activity and Financial*) will be due 45 days after your funding agreement ends.
- An Annual report (Impact, Activity and Financial*) will be required for multi-year recipients.
- Financial reporting requirements will be outlined in the funding agreement.
- Applicants funded \$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 estimated cost of the Audit or Review Engagement incurred can be included in proposal budgets.
- Region staff will work with each successful applicant to determine how best to track progress, and report program impacts.

*Types of Reports Required:

- Financial Reporting- Overview of funds spent.
- Activity Reporting – Overview of what is being done and who is participating.
- Impact Reporting – Overview of the impact in community.
- Audited Report or a Review Engagement for agreements over \$100,000

Templates and forms will be shared with recipients and the Upstream Team will be available to provide support for reporting.



Appendix A: Funding Priorities

The Upstream Fund recognizes the value that community-led organizations and groups have in making Waterloo Region a safe and well community for all. Investing in community-led change was a key call to action from community as part of the Community Safety and Wellbeing Plan process. Systemic policies that encourage and support community-led change are considered a critical part of a holistic upstream approach.

Some of the priority areas of upstream work are:

- Truth and Reconciliation
- Addressing Systems that Limit Our Sense of Safety and Wellbeing
- Making Representation Meaningful and Powerful
- Committing to Anti-Hate and Anti-Racism
- Building Understanding and Pursuing a Sense of Belonging
- Creating Intentionally Structured Accountability
- Creating Cultural Safety
- Strengthening Communities – Building Social Capital
- Providing Basic Supports and Services that Meet Community Needs

Middle and downstream approaches typically focus more on reducing risk or changing the effects of causes. Taken together these approaches form a continuum of opportunities where change can be made.

The Upstream Fund and CCB Fund's funding priorities are guided by:

1. Community Safety and Wellbeing Plan Priorities (Areas of Focus)
2. 2024 Funding Areas of Focus

Community Safety and Wellbeing Plan Framework (CSWP)

The CSWP is grounded in Truth and Reconciliation, and equity, diversity, and inclusion, and recognizes the impact of the social determinants of health on the health and wellbeing of residents, as well as in predicting future needs and service utilization.

CSWP Areas of Focus

Truth and Reconciliation

- Acknowledging and restoring Indigenous sovereignty and self-determination
- Honouring and respecting Indigenous worldviews, knowledge, traditions, customs, and ceremonies



Equity, Diversity and Inclusion

- Recognizing, acknowledging, and confronting the nature of structural and cultural discrimination against First Nations, Inuit and Métis, Black, African, Caribbean, and other equity deserving* groups facing exclusion based on attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation, gender identity, creed etc.

Self-Determined Communities:

- Supporting communities in defining and pursuing their own future; representing their own; and practice, preserve and promote their own value systems and traditions without being made to lose their sense of identity and worth.
- Shifting power to community, trusting community to know their needs and how to best meet them.

System Accountability and Action

- Fostering systems that are designed and structured in a manner consistent with the aspirations of the community and centre wellbeing.

Equitable Access to Basic Needs

- Ensuring culturally specific and trauma-informed care and services that influence social determinants of health.
- Social determinants of health include: Education, Employment Health and Mental wellness, Housing, Food Security, Early years, Income/ Employment, Ability.

Circles of Support

- Creating a sense of security, support, acceptance, identity and inclusion.
- Recognizing and honouring the various supports and networks within communities.
- Creating physical and psychological space for communities.

2024 CSWP Priorities for Action Include:

- Addressing mental health needs
- Combatting hate
- Creating safe and inclusive spaces
- Addressing Intimate Partner Violence (IPV) , Gender Based Violence (GBV) and Missing and Murdered Indigenous Women (MMIW) Girls and 2SLGBTQQIA+ People.

The Upstream and CCB funding model was designed in consultation with community and is grounded in the 5 core principles. The following principles approved by Regional



Council have guided the structure, engagement, and decision-making processes for the Upstream funding model process.

5 Core Principles of our Upstream Approach

- 1. Respond to the Community Safety and Wellbeing Plan (CSWP) framework**
By anchoring the policy firmly in the CSWP framework, this gives us actionable opportunities that respond to current needs identified by community related to upstream initiatives.
- 2. Support community-led change initiatives**
Community-centered models, led by community organizations and supported by systems, is the best way to move forward for meaningful change. Opportunities from designing the process to making the decisions enable community organizations to self-determine, mobilize, and make meaningful contributions and impacts to the health and well-being of community members.
- 3. Explore and try new models of participatory governance with community**
This principle underlines the opportunity to explore ways community engagement can support the design of the fund and play a key role in decision-making and the allocation of the funds. A community-led, system-supported approach to implementation of the funding program will include community representation at the decision-making table, ensuring equitable access to information about funding opportunities, providing application and system navigation support (as relevant), having transparent and coordinated review processes, and ensuring accountability in monitoring and reporting is based on success measures identified by the community.
- 4. Community Capacity, Collaboration, and Knowledge Creation**
This initiative provides a unique opportunity for the Region, alongside system partners and community, to work together to build effective models to tackle complex challenges. Regional staff will work with the community to develop the funding process and create opportunities for collaboration. The process will be continually evaluated and evolve as new learnings are shared.
- 5. Building strategic alignment between other funding sources**
It is important that this new fund strategically align with other grants and funding streams that exist within the Region.

The Community Change Committee

The Community Change Committee (CCC) is a critical part of the Upstream process. The CCC is made up of community members who are passionate about making a positive impact in their community.



Guided by an external community facilitator, the CCC will review applications and will allocate Upstream funding based on Community Safety Wellbeing Plan areas of focus, the Upstream Terms of Reference and local priorities.

The committee is made up of 12 individuals who come from all walks of life, and who bring a diverse range of skills, perspectives and experiences to the Upstream process.

Over the last two years the Community Change Committee in the Region of Waterloo has recently allocated funding to over 80 community organizations to improve community health and wellbeing.