



Tenant Action Funds Application Guide



To request this document in an accessible format or for a translated version, please contact help@torontohousing.ca or call 416-981-5500.

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**Addressing tenant
priorities to build
vibrant communities**

Introduction

Hi.

If you are reading this, you are someone who has an idea for a project or initiatives to address your community priorities and committed to bringing change to your community.

This package includes all the information you will need to apply for Tenant Action Funds and turn your idea into action.



Background

Tenants and staff have worked together over the past several years to develop a refreshed Tenant Engagement System that encourages and empowers more Toronto Community Housing tenants to get involved in local decision-making in their community.

Following extensive consultations with tenants in 2018 and 2019, Toronto Community Housing's Board of Directors approved the refreshed Tenant Engagement System and implementation plan on July 19, 2019. The foundation of the Tenant Engagement System is the needs and priorities identified by tenants through a priority setting process. Tenant priorities inform the focus of all structures in the Tenant Engagement System.

To ensure tenants continue to access resources until the new Tenant Engagement System was implemented, we established four Interim Funding Tables (one in each region and one for the seniors portfolio) in September 2019 to help distribute Tenant Action Funds to tenants or tenant groups. The established groups were made up of representatives from across the TCHC portfolio, who were selected through an application and interview process. Members of the Interim Funding Tables reviewed and approved requests by tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities. The interim process helped us inform a new way of distributing and allocating funds to communities.

What you need to know

What are tenant action funds?

Resources available to tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities.

Who approves Tenant Action Funds applications?

Members of the Tenant Action Fund Tables review and approve requests by tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities.

Who can apply for tenant actions funds?

All Toronto Community Housing tenants can request resources for projects and initiatives that will respond to tenant identified priorities. Members of the Tenant Action Fund Tables cannot submit funding requests for initiatives in their community, but members of their community can apply for the Tenant Action Funds. When there are funding requests from their building or townhouse, the member cannot participate in the assessment of those applications. All applicants must balance previously allocated funds before seeking additional resources. Any tenant found to be misappropriating funds will be ineligible to apply for future resources.

What is the maximum dollar amount that can be allocated to the project or initiative submitted through the Tenant Action Funds?

A maximum of \$1000 can be allocated to the project or initiative.

What are the submission deadlines?

Tenant Action Funds are due at the end of each month for the following months review. The final deadline to submit an application for 2021 is October 31 for November review.

How to get an application form?

- from your local engagement Community Services Coordinator*
- online at torontohousing.ca/TAF
- by sending an email to taf@torontohousing.ca


*If you are unsure who your Community Services Coordinator is, you can call the Client Care Centre at 416-981-5500 and an agent will connect you to the right person.


Process overview

Application submission

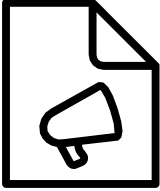

Step	Description
	Step one: Connect with your Engagement Community Services Coordinator to discuss your idea.
	Step two: Complete an application form. If you need help completing the form, your Engagement Community Services Coordinator is available to help you with the application process.
	Step three: Submit application form to <ul style="list-style-type: none"> local Engagement Community Services Coordinator taf@torontohousing.ca.

Review and decision

Step	Description
	Step four: The Tenant Action Fund Table will review your application form. Staff will reach out to you if there are any questions about the application or clarifications on the application are required. Staff will also let you know when your application will be reviewed and may call you on the day of if there are any questions members of the table may have.

	<p>Step five: You will receive a letter with the status of your application within two weeks after the review meeting date. If your application is approved, your engagement Community Services Coordinator will contact you to discuss next steps.</p>
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Processing applications and report back

Step	Description
	<p>Step six: All decisions made by the Tenant Action Fund Table are final. Feedback for rejected applications will be provided upon request. All applications that were not approved can be resubmitted with any appropriate changes or additional information recommended.</p>
	<p>Step seven: When the project is done, all applicants are expected to submit a project completion form. If a cheque was issued, applicants will have to include an expense report form, original sale receipts and any unused funds.</p> <p>If you need help finishing your project completion form or reconciling allocated funds, you can contact your engagement Community Services Coordinator.</p>

Eligible and ineligible expenses

Don't know which items you can apply for? Here is a chart to help guide you. Please note that these lists do not include everything that is eligible or ineligible.

Eligible expenses Items you can get with the funding	Ineligible Expenses Items you are unable to get with funding
Volunteer recognition	Personal use
Supplies for virtual training and clubs	Honorariums
Virtual workshops	Alcohol, gifts and prizes
Printing supplies (i.e.: toner, paper)	Fundraising activities/events, donations to charitable causes
Materials and supplies	Consultants
Sporting equipment	Costs to maintain activities beyond the funding term
Media equipment* (i.e.: speaker system)	Salaries and hourly wages and income-generating activities for staff, group members and/or mentors
Furniture and accessories (indoor and outdoor)*	TTC monthly passes
Recreation and amusement* (outdoor)	Travel outside of the City of Toronto
Art supplies (i.e.: supplies for at home art classes)	Activities related to religious and/or political purposes

*Purchased items will be owned by Toronto Community Housing and will be made accessible to tenants for other uses. A plan for storing these items and making them available to tenants is required.

All purchases and programming/activities must comply with public health guidelines and TCHC policies for the control and prevention of COVID-19.

Get in touch



torontohousing.ca/TAF



taf@torontohousing.ca



@TOhousing



@torontohousing



#YourcommunityYoursay



416-981-4435

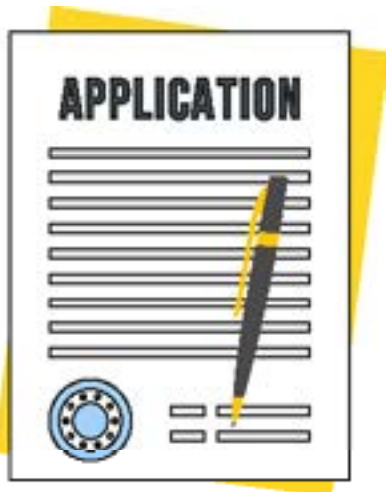


@TorontoCommunityHousing



@TorontoCommunityHousing

Tenant Action Funds application form



Tenant Action Funds application form

Application number (For Toronto Community Housing use only): <hr/>

Part A : Applicant information

Type of application

Tenant

Tenant group

Applicant name (if it is a tenant group, list all the members):

Address: _____

Region: Central East Seniors West

Email (if it is a tenant group, list the primary contact):

Phone number (if it is a tenant group, list the primary contact):

Would you like to be added to our Tenant Engagement System email distribution list?

Yes

No

The personal information requested in this form is collected under the authority of s. 28(2) the Municipal Freedom of Information and Protect of Privacy Act. The information will be used for Tenant Engagement System Refresh purposes. If you have any questions about the collection of this information, please contact the Information Specialist, 931 Yonge Street, Toronto, ON, M4W 2H2, 416-981-5500.

Tenant Action Funds application form

Part B : Community support

List a minimum of eight tenants from your building/townhouse committee that support your application. No more than two signatures from the same household will be accepted.

#	Tenant name	Address	Phone number or email	Signature
1				
2				
3				
4				
5				
6				
7				
8				

Tenant Action Funds application form

Application number (For Toronto Community Housing use only):

Part C : Project information

Project name: _____

Expected start date: _____

Expected end date: _____

Project type:

Single event/activity

Multiple events/activities

1. What do you hope this project will accomplish?

Connect tenants to services and opportunities

Develop partnerships and networks to deliver local programs and services that will improve social conditions and promote safer communities

Increase tenant participation in activities that influence tenants' quality of life.

Describe the project and why are you proposing it. Please specify in the box below or attach your document.

Tenant Action Funds application form

Tenant Action Funds application form

2. Which local community priority relates to your project? Check all that apply.

Capital investment

Maintenance

Communications

Pest control

Community building activities

Safety and security

Community programs

Waste management and recycling

Community space

Other: _____

Employment training

3. Who will benefit from this project? Select your target population.

Children

Seniors

Youth

Families

Adults

Community

Other: _____

Please describe how this project will benefit the community. Provide details in the box below or attach your documents.

Tenant Action Funds application form

Tenant Action Funds application form

4. How many tenants do you expect to participate?

5. How do you plan to report back on the success of your project? Check all that apply.

Photos

Feedback from participants

Short video

Attendance sign-in sheets

Other: _____

Tenant Action Funds application form

What does success for your project look like? Please provide details below or attach your documents.

Tenant Action Funds application form

Part D : Partners

Are there any individuals, agencies or groups that are supporting this project?
Please provide a list and their role.

Partner	Role (e.g., in-kind donations, books, school supplies, monetary donation, staffing resources)

Tenant Action Funds application form

Part F: Declaration

Check off each box to acknowledge that consideration has been given

Resources requested will only be used for eligible expenses listed and solely for the purpose of the project. Resources will not be utilized for personal use.

All funds will be reconciled by submitting original itemized sales receipts along with a completed expense report form and any unused funds within 14 days of project completion. Expenses cannot be incurred before the date an application is approved.

Funded applicants are responsible for both the use and reconciliation of funds.

All successful applicants will submit a brief summary report once the project is completed. The summary includes highlights and challenges of the project, how many tenants participated in the project and/or tenants testimonials. Any photos or video provided must have tenants' consent. A project template will be provided.

All funded applicants must reconcile funds before seeking further resources. Funded applicants will not receive further resources if funds are misused or unreconciled.

All decisions made by the Tenant Action Funds Table are final. Feedback for rejected applications will be provided upon request. Tenants are allowed to resubmit rejected applications.

All sections A to E of application form are completed.

Applicant signature (if it is a tenant group, use primary contact's signature):

Applicant name (if it is a tenant group, use primary contact's name):

Date: _____

Get in touch



torontohousing.ca/TAF



YourcommunityYoursay



taf@torontohousing.ca



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Tenant Action Fund Application Decision



Toronto Community Housing

Item 5C - TCHC:2022-23 Attachment 4

Tenant Action Fund Application number: _____

Application score: _____

Decision: Approved Partially Approved Not approved

Part A: Panel Decision

Panel member name	Signature	Date

Part B: Toronto Community Housing approval

Staff name	Role	Signature	Date
Total amount approved			
Budget code			
How resources will be allocated	<input type="checkbox"/> TCHC purchase <input type="checkbox"/> Tenant reimbursement <input type="checkbox"/> Cash advance		