



# Tenant Funds Distribution Policy

**Policy Owner:** Operations  
**Approval:** Board  
**First Approved:** New  
**Effective Date:** March x, 2022

## Policy Statement

The Tenant Funds Distribution Policy governs the manner in which Toronto Community Housing (TCHC) funds for community improvements are allocated, while ensuring the appropriate controls are implemented for oversight and accountability. Tenants can apply for funds for the following two programs:

- Tenant Action Funds (TAF)
- CABR Centre Community Funds

This Policy:

- Supports projects and initiatives that will respond to tenant-identified priorities.
- Establishes eligibility criteria for the sorts of initiatives covered by the funds.

## Scope

This Policy applies to all TCHC tenants, tenant groups and staff. It provides an overview of activities can be funded under the two programs and how the funds will be disbursed to tenants.

This policy does not apply to:



- Tenants requiring expense reimbursement as part of their initiatives. Please see the Tenant Expense Guidelines for more details.
- Agencies are excluded from submitting funding requests.
- Projects and events that are part of the Regional Operations' tenant engagement work.

## Values

- **Transparency** – TCHC will clearly communicate fund criteria, application process, and decisions in accordance with the policy and procedures.
- **Equity** – TCHC will be consistent and fair in the support, communication and administration of tenant applications, assessment and decisions associated with this Policy.
- **Respect** – TCHC will provide respectful, professional and courteous service to tenants through the application process including acknowledgement and clear communication.
- **Accountability** – TCHC will establish appropriate procedures and tools for the operation of this Policy, and will monitor compliance with established service levels on an on-going basis.
- **Accessibility** – TCHC will continue to provide accessible service and meet its duty to accommodate under the Ontario *Human Rights Code*, and the standards set out in the *Accessibility for Ontarians with Disabilities Act*.

## Definitions

**Agency:** In this Policy, an agency is an incorporated not-for-profit organization, a registered charity with the Canada Revenue Agency, a healthcare service provider as defined by the Regulated Health Professions Act, 1991, SO 1991, c 18, a City of Toronto department or subsidiary.

**CABR (Confronting Anti Black Racism):** In 2020, TCHC established a Confronting Anti-Black Racism (CABR) Strategy team to develop a company-wide confronting anti-Black racism strategy. The strategy aims to identify systemic barriers, provide recommendations to address anti-Black racism issues



embedded in TCHC policies, programs, and service delivery, and help create a diverse, inclusive, and equitable environment for tenants and staff.

**CABR Centre Community Funds:** Funds set aside by TCHC for tenant projects that address priorities identified in TCHC's Confronting Anti-Black Racism (CABR) Strategy.

**CABR Centre Community Funds Table:** Members of the Centre Community Funds Table include Centre staff and tenants from the Tenant-Staff Oversight and Advisory Board. The Centre Community Funds Table is responsible for reviewing tenant funding requests for community projects and initiatives that respond to priorities identified in the TCHC's CABR Strategy.

**Tenant:** A person who, pursuant to a residential lease agreement with TCHC or a TCHC-approved sub-landlord, lives in a TCHC building.

**Tenant Group:** A formal or informal group of tenants who gather to advocate on behalf of tenants and/or organize activities to support and/or engage tenants within the community.

**Tenant Action Funds (TAF):** Funds set aside by TCHC for the purpose of addressing tenant-identified priorities.

**Tenant Action Funds (TAF) Table:** Members of the TAF Table consist of TCHC Regional Managers and TCHC tenants over the age of 16 from all across Toronto. The TAF Table is responsible for reviewing tenant funding requests for community projects and initiatives that respond to tenant-identified priorities.

**Tenant-Staff Oversight and Advisory Board:** Members of the Advisory Board consist of Black tenants from across Toronto who applied to be on the advisory board and TCHC staff who are not Centre Staff. The Tenant & Staff Advisory Board is external to the Centre to ensure the advancement of the Eight-Point Plan. Tenants from the Tenant-Staff Oversight and Advisory Board and staff at the Centre will assess applications for the CABR Centre Community Funds. For the purpose of this process this combination of Centre staff and tenants will be referred to as the CABR Centre Community Funds Table.

## Standards

TAF initiatives must address tenant-identified priorities.

The CABR Centre Community Funds initiatives must further TCHC's CABR Strategy and Eight-Point Plan.



TCHC staff will ensure that they make themselves available to tenants and tenant applicant groups through the application process to provide support as required in completing the application forms.

## **Policy Details**

Funds will be allocated to initiatives that assist tenants and tenant groups to respond to tenant-identified priorities in their local communities.

Use of tenant funds cannot personally benefit an applicant through the form of pay, a stipend, honorarium, wage, or purchase of goods and services or any other items that are deemed to be or can be perceived to be a conflict of interest.

### **Tenant Action Funds (TAF)**

The purpose of TAF is to set aside funds for tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities. The maximum allocation per request is \$1,000 per initiative.

### **Eligibility criteria for TAF**

TCHC tenants and tenant groups can request funds for initiatives that will respond to tenant-identified priorities. Such initiatives include but are not limited to: Tenant-led activities and activities that enhances tenant participation in their communities.

### **Allocation and Decision making for TAF**

The TAF Table is responsible for reviewing and approving requests made by tenants and tenant groups. Applications are scored in accordance with TAF guidelines described in the application package. Decisions made by the TAF Table are final.

## **Centre Community Funds**

The Centre has a fund for tenant engagement initiatives for tenant projects that align with the CABR Strategy and its Eight-Point Plan. The maximum allocation per request is \$5,000 per initiative.

### **Eligibility criteria for the CABR Centre Community Funds**

CABR Centre Community Funds are intended to provide funding for tenant projects that align with the CABR Strategy and its Eight-Point Plan. Such



initiatives include but are not limited to: Community programs, events and workshops.

### **Allocation and Decision making for the CABR Centre Community Funds**

Members of the CABR Centre's Tenant-Staff Oversight and Advisory Board will review and approve requests made by tenants and tenant groups. Applications are scored in accordance to the CABR Centre Community Funds guidelines described in the application package. Decisions made by the Advisory Board are final.

## **Compliance and Monitoring**

The local engagement Community Service Coordinator and Tenant Training Facilitator will ensure transparent record keeping inventories of all applications, decisions, and delivery of goods and reconciliation of funds provided to the projects.

Operations will ensure spending by those requesting TAF funds align with TCHC policies, procedures and guidelines.

The Centre will ensure spending by those requesting Centre funds align with TCHC policies, procedures and guidelines.

The Finance Division will review the annual reconciliation and will conduct random audits of the submissions to ascertain compliance with this policy.

## **Related Policies and Procedures**

- Tenant Action Funds Procedure
- CABR Community Funds Procedure
- Expense Reimbursement Policy
- Tenant Expense Guidelines
- Human Rights, Harassment and Fair Access Policy

## **Commencement and Review**



Revision	Date	Description of Changes	Approval Level
First Approval	March 2022	New	Board

**Next Scheduled Review Date: March 2023**