



## Tenant Funds Distribution Policy and Procedures

Item 6

April 8, 2022

Building Investment, Finance and Audit Committee

**Report:** BIFAC:2022-47

**To:** Building Investment, Finance and Audit Committee

**From:** Nadia Gouveia, Chief Operating Officer (Acting)

**Date:** March 29, 2022

### **PURPOSE:**

This Report provides the Building, Investment, Finance and Audit Committee ("BIFAC") with information on how tenants will request funds to support engagement and the processes developed to ensure funds are disbursed to tenants with appropriate controls and accountability measures in place.

### **RECOMMENDATIONS:**

It is recommended that Building Investment, Finance and Audit Committee:

1. approve and recommend that the Board approve the Tenant Action Funds Distribution Policy, as set out in Attachment 1 to this Report;
2. receive and forward to the Board for its information:
  - a. the Tenant Action Funds Procedures as set out in Attachment 2 to this Report;
  - b. the Confronting Anti-Black Racism Centre Community Funds Procedure as set out in Attachment 3 to this Report;
  - c. the Tenant Action Funds application guide as set out in Attachment 4 to this Report;
  - d. the Confronting Anti-Black Racism Centre Funds application toolkit as set out in Attachment 5 to this Report;

- e. the Tenant Action Funds Verification Checklist as set out in Attachment 6 to this Report;
  - f. the Confronting Anti-Black Racisms Centre Community Funds verification checklist as set out in Attachment 7 to this Report; and
  - g. the Process maps for controls and oversight as set out in Attachment 8 and 9 to this Report;and
3. authorize the appropriate staff to take the necessary actions to give effect to the recommendations in this Report.

### **REASONS FOR RECOMMENDATIONS:**

Tenant Action Funds are currently the only distribution channel available to TCHC to support community development and programming. In order to ensure that the distribution of Tenant Action Funds occurs in a manner that supports community development and provides appropriate operational and procedural controls, a Tenant Funds Distribution Policy and associated Procedures have been developed for the Board's consideration. With current pandemic restrictions lifting, there is a pressing need to support social recovery by re-establishing community development networks within TCHC communities. Further, the funds which were approved as a part of the Confronting Anti-Black Racism ("CABR") strategy budget, act as a mechanism to support the achievement of the CABR strategy outcomes.

### **Background**

In early 2020, TCHC paused the Participatory Budgeting ("PB") program as a consequence of the impact that the COVID-19 pandemic had on the ability of TCHC to engage TCHC tenants through in-person consultation. Pausing the PB program afforded TCHC the opportunity to allow for a comprehensive review and develop a new accountability framework to enhance procedural controls applicable to the program. The review is in process and will be reported through the Tenant Services Committee ("TSC") and to the Board of Directors (the "Board").

Prior to 2020, a program governing the distribution of Tenant Action Funds operated separately from the PB program, focusing on addressing tenant-identified priorities through the Community Action Plans. The distribution of funds under the Tenant Actions Funds Program provides socio-economic

opportunities for TCHC tenants and communities to build local leadership capacity when addressing everyday needs and priorities.

Although the distribution of Tenant Action Funds was available to TCHC communities in 2021, limited funds were disbursed. With the lifting of public health measures implemented as part of Ontario's COVID-19 response measures, tenants are more substantially engaging in restarting in-person programming to support community development initiatives, which were identified through the CABR tenant consultations as detrimental to the success of the strategy and its impact on communities. In order to address local tenant priorities and CABR strategy objectives, TCHC has built a policy that will govern the distribution of TCHC funding to tenants, with specific procedures to ensure control mechanisms, transparency, and value for money are in place to ensure financial accountability. The Tenant Funds Distribution Policy will cover the following programs:

- Tenant Action Funds; and
- CABR Centre Community Funds.

The Tenant Action Funds and the CABR Centre Community Funds allow TCHC tenants to actively participate in decision-making and champion activities, programs, and initiatives that advance their communities' upward growth and development.

While it should be noted that the Tenant Funds Distribution Policy is not Participatory Budgeting, it does provide a mechanism to allow tenants to access funds to support community development initiatives. The TAF and CABR Programs require adequate mechanisms and controls to ensure accountability, fairness and transparency.

### **Program Development**

The Tenant Funds Distribution Policy applies to all TCHC tenants, tenant groups, and staff members. The distribution of funds governed by this policy are the cornerstone to providing tenants with the appropriate tools to enhance wellbeing within their communities. The policy governs those activities that can be funded under the two programs and how funds will be distributed to tenants.

TCHC developed a multidisciplinary team of leaders across multiple divisions, including Finance, Internal Audit, and Operations. This interdisciplinary team worked through the Policy and developed an accountability framework that provides comprehensive oversight, controls, auditing, and a centralized reconciliation function. The final draft was created and approved by all team members and was forwarded to Executive Leadership for review.

## **Program Delivery**

The funds under this policy will be distributed through the following programs:

### **1. *Tenant Action Funds***

Tenant Action Funds were established in 2019 to replace the Tenant Council and Use of Space funds. The program has a total annual budget of \$250,000 and provides tenants and tenant groups with financial resources to fund projects and initiatives that respond to local tenant-identified priorities as part of the Tenant Engagement System. The funding limit per project is **\$1000**. Tenants and tenant groups can apply for funds once a month throughout the year. Examples of projects that these funds can support are:

- Community gardens;
- Yoga programming; and
- Breakfast programs.

### **2. *CABR Community Funds***

CABR Community Funds are available to tenants and tenant groups to support projects and initiatives that respond to the Confronting Anti-Black Racism Strategy's Eight-Point Plan. The CABR Community Funds program has a 2022 budget of \$50,000. These funds provide foundational investments in projects that will address some of the disparities that impact Black tenants as outlined in the CABR strategy. The funds will also contribute to furthering the objectives of the eight-point plan in the CABR strategy. The funding limit is \$5000 per project from an overall budget of \$50,000. Black tenants and tenant groups can apply for funds once per year. Examples of projects that these funds can support are:

- Mental health programs for children, families and youth;

- Tutoring for children and youth;
- African drumming workshops; and
- Coaching for graduation and planning for post-secondary.

### **Controls & Oversight**

The following provides an overview of the system of controls that have been put in place for both the Tenant Action and CABR Community Funds. Each respective incentive is supported by a program team that reviews applications, ensures alignment with the program mandate, and issues approvals of disbursement when appropriate.

#### ***Tenant Action Funds***

1. The Tenant Participation Coordinator ("TPC") will review the applications to ensure that:
  - a) the tenant applicant's personal information, project details and eight (8) signatures from tenants are included and that no more than two (2) signatures from the same household are listed;
  - b) the project demonstrates how the application addresses tenant priorities; and
  - c) The tenant applicant's signature is included on the last page (handwritten or e-signed).
2. When the TPC confirms that the application is complete, the TPC forwards the application to the Tenant Action Funds Table for its consideration (Please see Attachment 4 for details on application requirements and process);
3. Tenant Action Funds Table (the "TAF Table") receives the project application from the TPC;
4. On a monthly cycle, the TAF Table considers the project applications submitted against the TAF application Guidelines and, upon confirming that the project is consistent with the TAF Guidelines, approves the project. In the event of that the TAF Table is required to decide between the approval of multiple applications, decisions will be based on an assessment of the manner in which the application identifies goals that are to be achieved through the implementation of the proposed project and the degree to which the application identifies objective benefits to the affected community, from the implementation of the project; (Please

- see Attachment 4 for details on application forms, requirements and process);
5. The TPC will check if the approved project items can be purchased from vendors on TCHC's existing list of approved vendors. In the event that such items are not available from existing TCHC approved vendors, TCHC may facilitate their purchase in accordance with its Procurement Policies and Procedures, as they may exist from time to time;
  6. The Manager of Community Safety and Support ("Manager CSS") will approve the request for purchase based on their review of the approved application from the tenant, its adherence to the TAF application guidelines (each project budget limit, and compliance to meeting Community Action Plan objectives and in accordance with the Procurement Policy) before the TPC processes the purchase;
  7. Once the items have been ordered Local Community Services Coordinator (CSC) will meet with the vendor and tenant applicant on-site and, upon confirming that the required goods and/or services have been provided in accordance with the approved project application, will approve the invoice for payment;
  8. The Local CSC will appropriately document the delivery of any goods or services delivered in accordance with an approved project as identified through this attendance and will retain such documentation, including the original tenant application form, the approved TAF table signatures, the order form documentation and signed invoices. (Please see attachment 6 TAF Verification Checklist for more details) in systems established by TCHC to record service delivery related to the program;
  9. The TPC will process the invoice for the Manager CSS to review (to ensure that the submitted invoice references goods and/or services that are consistent with the approved project, is provided by the approved vendor at the approved price and that the invoice reflects the CSC confirmation that the required goods and/or services have been provided in accordance with the approved project application) approve (if appropriate) and consolidate with invoices related to other approved projects;
  10. Consolidated Invoices are sent, by the Manager CSS, to the Manager, Tenant Engagement System ("Manager, TES") to review and to ensure that the consolidated packages are in accordance with the procedure.

11. Manager, TES reviews the consolidated TAF invoices to ensure that the submitted invoice references goods and/or services that are consistent with the approved project, is provided by the approved vendor at the approved price and that the invoice reflects the CSC's confirmation that the required goods and/or services have been provided in accordance with the approved project application and that the total value of the submitted invoices, from all projects, falls within the scope of the overall program budget. In the event that the Manager, TES confirms that the invoice reflects these requirements, the Manager TES approves the invoices and forwards them to Finance;
12. Finance will develop a monthly reconciliation report to confirm that the total value of the submitted invoices, from all projects, falls within the scope of the overall program budget;
13. Manager, TES uses the monthly Report when considering future consolidated invoice packages and to track total funds disbursed and processes new applications based on budget.

### ***CABR Community Funds***

1. Tenant Training Facilitators (TTF) will review the applications to ensure that:
  - a) the tenant applicant's personal information, project details and eight (8) signatures from tenants are included and that no more than two (2) signatures from the same household are listed;
  - b) the project demonstrates how the application addresses tenant priorities; and
  - c) The tenant applicant's signature is included on the last page (hand written or e-signed).
2. When the TTF confirms that the application is complete, the TTF forwards the application to the CABR Centre Community Funds Table;
3. The CABR Centre Community Funds Table receives the project application submitted by a TTF;
4. The CABR Centre Community Funds Table considers the project application against the CABR Centre Community Funds application toolkit (Attachment 5) and, upon confirming that the project is consistent with the CABR Centre Community Funds application toolkit, the projects' ability to address priorities in the eight point plan, approves the project. In the event of that the CABR Centre Community

Funds Table is required to decide between the approval of multiple applications, decisions will be based on an assessment of the manner in which the application identifies the manner in which it will address priorities in the eight point plan and the degree to which the application identifies objective benefits to the affected community, from the implementation of the project;

5. TCHC Clerk in the CABR Centre will check if the approved project items can be purchased from vendors on the approved vendor list. In the event that such items are not available from existing TCHC approved vendors, TCHC may facilitate their purchase in accordance with its Procurement Policies and Procedures, as they may exist from time to time;
6. Manager, Centre, will approve the request for purchase based on reviewing the approved application from the tenant, adhering to the CABR Centre Community Fund application guidelines (each project budget limit, and compliance to meeting Eight Point Plan objectives and in accordance with the Procurement Policy) before the Clerk processes the purchase;
7. Once the items have been ordered, the Tenant Training Facilitator (TTF) will meet with the vendor and tenant applicant on-site and, upon confirming that the required goods and/or services have been provided in accordance with the approved project application, will approve the invoice for payment;
8. The TTF will appropriately document the delivery of any goods or services delivered in accordance with an approved project as identified through this attendance and will retain such documentation, including the original tenant application form, the approved the CABR Centre Community Funds Table signatures, the order form documentation and signed invoices. (Please see Attachment 7 for the CABR Centre Community Funds verification checklist), in systems established by TCHC to record service delivery related to the program;
9. Following approval by the TTF, the Clerk will process the invoice for the Manager, Centre to review to ensure that the submitted invoice references goods and/or services that are consistent with the approved project, is provided by the approved vendor at the approved price and that the invoice reflects the TTF's confirmation that the required goods and/or services have been provided in accordance with the approved



- project application, approve (if appropriate) and consolidate with invoices related to other approved projects;
10. Consolidated invoices are sent, by the Manager, Centre, to the Director, Centre to review and to ensure that the consolidated packages are in accordance with the procedure.
  11. Director, Centre reviews the consolidated CABR Community fund invoices to ensure that the submitted invoice references goods and/or services that are consistent with the approved project, is provided by the approved vendor at the approved price and that the invoice reflects the TTF's confirmation that the required goods and/or services have been provided in accordance with the approved project application and that the total value of the submitted invoices, from all projects, falls within the scope of the overall program budget. In the event that the Director, Centre confirms that the invoice reflects these requirements, the Director, Centre approves the invoices and forwards them to Finance;
  12. Finance will develop a monthly reconciliation report to confirm that the total value of the submitted invoices, from all projects, falls within the scope of the overall program budget;
  13. Director, CABR uses the monthly Report when considering future consolidated invoice packages and to track total funds disbursed a based on budget.

The attachment materials (Attachment 8) highlight the approval processes flows and their controls established to ensure the responsible and transparent disbursement of funds.

#### **NEXT STEPS:**

Upon BIFAC and Board approval, staff will implement the Tenant Funds Distribution Policy in accordance with the Procedures attached to this Report. This will include a comprehensive communication strategy and training materials to implement the processes, controls and delivery model as stated in this Report. While staff believe that the oversight and control processes established in this policy provide rigorous and responsible oversight, the program delivery plan is adaptive to further enhancements resulting from the outcomes of the PB review in 2023.

**IMPLICATIONS AND RISKS:**

Failure to implement these programs may result to the following:

- Financial loss to TCHC arising from a lack of appropriate operational and procedural controls to ensure transparency and value for money are in place to ensure financial accountability in connection with the expenditure of public funds;
- Reputational risk to TCHC, impacting the tenant engagement system, where tenants rely on achieving the objectives of the Community Action Plans, and the CABR strategy; and
- Further isolation of individuals who rely on their participation in these programs as part of their social networking and wellbeing.

**SIGNATURE:**

*“Nadia Gouveia”*

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Nadia Gouveia  
Chief Operating Officer (Acting)

**ATTACHMENTS:**

1. Tenant Funds Transfer Policy
2. Tenant Action Funds Procedures
3. Confronting Anti-Black Racism Centre Community Funds Procedure
4. Tenant Action Funds Application Guide
5. Confronting Anti-Black Racism Centre Funds Application Toolkit
6. Tenant Action Funds Verification Checklist
7. Confronting Anti-Black Racisms Centre Community Funds Verification Checklist
8. Tenant Action Funds Process Flow
9. Confronting Anti-Black Racism Centre Community Funds Process Flow

**STAFF CONTACT:**

Julio Rigores, Manager, Tenant Engagement Refresh  
416-981- 4271  
Julio.Rigores@torontohousing.ca



# 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)
- Centre Community Funds

This Policy:

- Supports projects and initiatives that will respond to tenant-identified priorities in their communities.
- 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** – Toronto Community Housing will clearly communicate fund criteria, application process, and decisions in accordance with the policy and procedures.
- **Equity** – Toronto Community Housing will be consistent and fair in the support, communication and administration of tenant applications, assessment and decisions associated with this Policy.
- **Respect** – Toronto Community Housing will provide respectful, professional and courteous service to tenants through the application process including acknowledgement and clear communication.
- **Accountability** – Toronto Community Housing 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** – Toronto Community Housing 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, Toronto Community Housing established a Confronting Anti-Black (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.

**Centre Community Funds:** Funds set aside by Toronto Community Housing for the purpose of addressing tenant-identified priorities

**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 tenant-identified priorities.

**Community Event:** A one-time event that is open to tenants, free of charge and is for the purpose of addressing tenant-identified priorities.

**Tenant:** A person who, pursuant to a residential lease agreement with Toronto Community Housing or a Toronto Community Housing-approved sub-landlord, lives in a Toronto Community Housing 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 Funds:** Funds set aside by Toronto Community Housing 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 the city. 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:** Consists of Black tenants from across the City who applied to be on the committee and TCHC staff who are not Centre Staff. The Tenant & Staff Advisory Committee 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 Centre Community Funds. For the purpose of this process this combination of Centre staff and tenants will be referred to as the Centre Community Funds Table.



## Standards

TAF initiatives must address local community priorities.

The Centre Fund initiatives must further TCHC's Confronting Anti-Black Racism 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 provide funds to 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, activities that enhances tenant participation in their communities.

### Allocation and Decision making for TAF

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

## Centre Community Funds



The Centre for Advancing the Interest of Black People (“The Centre”) has a fund for tenant engagement initiatives for tenant projects that align with the Confronting Anti-Black Racism (CABR) Strategy and its Eight-Point Plan. The maximum allocation per request is \$5,000 per initiative.

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

CABR Centre Community Funds are intended to provide funding for tenant projects that align with the Confronting Anti-Black Racism (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 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. Decisions made by the Advisory Board are final.

## **Compliance and Monitoring**

The local engagement CSC and TTF 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 to them meets TCHC policies and guidelines.

The Centre will ensure spending by those requesting Centre funds to them meets TCHC policies 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**



# Tenant Action Funds Procedure

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<b>Procedure Owner:</b>	Operations
<b>Approval:</b>	ELT
<b>First Approved:</b>	New
<b>Effective Date:</b>	March x, 2022

## Purpose

The *Tenant Actions Fund Procedures* are intended to help tenants and staff adhere to the Toronto Community Housing's *Tenant Funds Distribution Policy*. The Procedures will outline the steps involving the application process, internal review and decision making process of the Tenant Action Funds.

## Scope

### In Scope

The Procedures and associated policy apply to all Toronto Community Housing (TCHC) tenants and staff. Tenants can request resources for projects and initiatives that will respond to tenant-identified priorities.

### Out of Scope

- Tenants requiring expense reimbursement as part of their initiatives.
- Members of the Tenant Action Fund Tables cannot submit funding requests however members of their community may apply.
- Agencies are excluded from submitting funding requests.

## 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

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

**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 the city. The TAF Table is responsible for reviewing tenant funding requests for community projects and initiatives that respond to tenant-identified priorities.

**Tenant Funds:** Funds set aside by Toronto Community Housing for the purpose of addressing tenant-identified priorities.

## Procedure Details

### *A. Application Procedure*

#### **Step 1:** Get a Tenant Actions Funds application form

Tenant applicants can get the forms from:

- Their local engagement Community Services Coordinator (CSC). If tenant applicants are unsure who their CSC is they can call Client Care Centre at 416-981-5500 to get in touch.
- Online at [torontohousing.ca/TAF](https://torontohousing.ca/TAF)
- By sending an email to [taf@torontohousing.ca](mailto:taf@torontohousing.ca)

#### **Step 2:** Complete the Tenant Actions Funds application form

If tenant applicants require assistance or have questions when completing the form, they can contact their local engagement CSC for support.

The application form contains six sections. Parts A to F, all parts must be completed before submission. A minimum of eight tenant signatures from the tenant's building/townhouse are required. No more than two signatures from the same household will be accepted. If tenant applicants need help completing the form, they can get in touch with their local engagement CSC.

The below contains examples of eligible and ineligible expenses for which funding can be requested:

<b>Eligible Expenses</b>	<b>Ineligible Expenses</b>
Volunteer recognition (certificate, plaque etc.)	Alcohol, gifts
Supplies for virtual training and clubs (e.g. headphones)	Fundraising activities/events, donations to charitable causes
Virtual workshops (e.g. webinar)	Consultants
Printing supplies for event promotion (toner, paper, etc.)	Honorariums
Meeting materials and supplies (e.g. pens, pencils, chart paper, markers)	Items for personal use
Sporting equipment (e.g. basketball, team t-shirts, trophy, yoga mats etc.)	Indoor fitness equipment
Outdoor recreation (e.g. tent, outdoor chairs, BBQ grill)	Travel outside of the City of Toronto
Speaker equipment (e.g. microphone, projectors)	Activities related to political purposes
Food/refreshments for meetings (e.g. catering)	TTC monthly passes
Program facilitators (e.g. food handling training, conflict resolution facilitator, etc.)	Salaries and hourly wages and income generating activities for group members, mentors
Art supplies (supplies for art classes)	Costs to maintain activities beyond funding term
Gardening supplies (soil, seeds, flowers, tools- shears, pruners, gloves)	Professional landscaper

*\*All purchased items will remain the property of Toronto Community Housing and made accessible to tenants. Manager of Community Safety and Support will keep track of an inventory and ensure funding is not approved for previously purchased items that are available, in stock for use and in working condition.*

**Step 3:** Submit the Tenant Actions Funds application form:

Tenant applicants can submit the completed form to:

- Their local engagement CSC or
- [taf@torontohousing.ca](mailto:taf@torontohousing.ca)

**Submission Deadlines:** Applications are due at the end of each month for the following month's review. Example: for May review, applications must be submitted by April 30<sup>th</sup>. The final deadline for the calendar year to submit an application will be on October 31<sup>st</sup> for a November review.

**Internal Review and Decision Making Process**

**Step 4:** Once the Tenant Actions Funds application form is submitted, Tenant Participation Coordinators (TPC) will review the applications to ensure completion.

The TPC must ensure:

- Tenant applicant's personal information is included, project details are completed, and 8 signatures from tenants (hand written or e-signed) are included. TPC will verify against HoMES that no more than two signatures from the same household are listed.
- The project demonstrates how the application addresses tenant priorities
- Tenant applicant's signature is included on the last page (hand written or e-signed)

If application is **incomplete**:

- The local engagement CSC will work with tenant applicants to complete the application.

If application is **complete** the TPC will:

- Remove pages containing confidential tenant information including names, addresses, contact information, signatures before sending the package to TAF Table
- Create a distinct Tenant Action Fund Application number for each application

- The first 6 digits of the application number are the key identifiers of each TAF application. The TAF Application Sequence number is as follows:  
**TAF** (Program)  
**E** (Region Letter: i.e. East)  
**01** (application # by year)  
**10** (Approval Month i.e. October)  
**05** (Approval Day)  
**22** (Approval Year)  
**1** (Invoice #)  
**Result: TAF-E-01-100522-1**
- If an application has more than one invoice, the TPC will update the application number to reflect the number of invoices being submitted. The updated application number will only change on the invoice, the remaining sequence will remain the same on the rest of the package.
- If a second invoice is being submitted the application number on the invoice should be TAF-E-01-100522-2
- TPC will create a package and send to TAF Membership a week before the TAF Table meeting. The TAF Table meeting is held on the third Wednesday of the month from 6 to 8pm to review and approve TAF applications.

### Step 5: Application Approval

- Tenant Action Funds (TAF) Table will score application in accordance to TAF Guidelines and sign off on approved applications. The TAF Decision Form will include the TAF Application number, signature from TAF panel members, and signature from Manager of Community Safety and Support
- In the event of that the TAF Table is required to decide between the approval of multiple applications, decisions will be based on an assessment of the manner in which the application identifies goals that are to be achieved through the implementation of the proposed project and the degree to which the application identifies objective benefits to the affected community, from the implementation of the project
- A maximum of \$1,000 can be approved per initiative.

- Tenant applicants will be sent a letter with their application status within two weeks after the review meeting date.
- If the application is approved, the local engagement CSC will contact the tenant applicant to discuss next steps.
- All decisions made by the TAF Table are final.
- Feedback for unsuccessful applications will be provided upon request.
- Applications not approved may be resubmitted with the appropriate changes made or additional information recommended at the following monthly approval meeting.

### **Step 6: Ordering and receiving of TAF Items**

- TPC to check if items requested can be supplied by an approved vendor in HoMES before purchasing goods. If businesses are not a TCHC vendor, TPC will conduct research on vendors that may provide the product or service and ensure adherence to the Procurement Policy. TPC will then initiate the vendor set up process and ensure the process is complete before purchasing goods.
- The Manager of Community Safety and Support will sign off on all requests for purchase before they are processed. The Manager will use the TAF Application Guide and Procurement Policy as the basis for approving purchases
- TPC will order items on the HoMES system using the approved vendor list.
- Purchases must remain in the limits of the approved amount (\$1000). TPC to charge the orders to GL Code: ABRER 590-555100
- Local engagement CSCs will meet with the vendor and tenant applicant on-site and, upon confirming that the required goods and/or services have been provided in accordance with the approved project application, will approve the invoice for payment;
- The CSC must print and sign their name on the invoice once items are received.
- The CSC will retain such documentation, including serial number for the items, in systems established by TCHC to control program inventory

- CSC's will provide the TPC with the original signed invoice for consolidation.

### **Step 7: Project Implementation**

- Once the project is approved and TAF items are received onsite, the CSC will work with the tenant to help them plan the event, and assist tenant leaders with successful coordination and delivery of the project

### **Step 8: Verification and Reporting**

- TPC will send TAF item invoices to Manager of Community Safety and Support for verification, approval and consolidation.
- TPC will send a completed package (Appendix A) containing a completed TAF Application Form, TAF Decision Form, original TAF item invoices along with a completed expense report form to Manager, Tenant Engagement System for review each month.
- Manager, Tenant Engagement System reviews the consolidated monthly report and submits to Finance for reconciliation and disbursement within three business days of receipt of completed package.
- Finance authorizes and submits payments to vendors within two weeks of receiving the package. Any errors or issues in the package may result in a delay of payments.
- Finance provides Manager, Tenant Engagement System with a monthly report on funds disbursed.
- Manager, Tenant Engagement System uses the monthly report to track total funds disbursed and processes new applications based on budget.

*\*\*Please see Appendix A for a blank copy of a completed package*

## **B. Roles and Responsibilities**

- Finance: Responsible for the processing of expense disbursements to vendors.
- Operations: to make sure that only allowable expenses are approved and for providing necessary documentation to Finance to allow for

vendor payment including original receipts, invoices and supporting documentation.

## Compliance and Monitoring

- TAF items excluding one-time use items will contain a scannable barcode to track items and ensure they remain for use in the community. Note: Barcode tracking is not yet available and will be discussed with IT for implementation.
- A sign-in and sign-out system will be required for local engagement CSCs and tenant leaders who access the storage room to use TAF items.
- Local engagement CSCs will conduct inventory audits semi-annually and report back to the Manager of Community Safety and Support.
- The Manager of Community Safety and Support will send the audit report to the Manager, Tenant Engagement System who will report back to the Board on tracking metrics annually.
- The Manager of Community Safety and Support will submit an incident report for any items reported missing. Note: Incident reporting is not yet available and will be developed for the purpose of locating missing items.

Tenants found using TAF items for personal use will be ineligible to apply for future TAF funding and will be notified in writing. The Manager of Community Safety and Support will compile a list of ineligible tenants and reference the list before sending any new applications to the TAF Table.

## Other Related Policies and Procedures

- Tenant Funds Distribution Policy
- Centre Community Funds Procedures
- Procurement Policy



## Commencement and Review

Revision	Date	Description of changes	Approval
First approval:	March/2022	New	ELT

**Next Scheduled Review Date:** March 2023

# CABR Centre Community Funds Procedure

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**Procedure Owner:** The Centre  
**Approval:** ELT  
**First Approved:** New  
**Effective Date:** March x, 2022

## Purpose

The CABR Centre Community Funds are resources available to tenants and tenant groups to fund projects and initiatives that respond to the CABR Strategy's Eight-Point Plan. Engagement with Black tenants, tenant groups and communities is essential to the success of the CABR Strategy Eight-Point Plan.

The CABR *Centre Community Fund Procedures* are intended to help tenants and staff adhere to the Toronto Community Housing's *Tenant Funds Distribution Policy*. The Procedures will outline the steps involving the application process, internal review and decision making process of the CABR Centre Community Funds.

## Scope

### In Scope

The Procedures and associated policy apply to all Toronto Community Housing (TCHC) tenants and staff. Tenants can request resources for projects and initiatives that will respond to tenant-identified priorities in alignment with the CABR Strategy.

### Out of Scope

- Tenants requiring expense reimbursement as part of their initiatives.

- Members of the Tenant-Staff Oversight and Advisory Board cannot submit funding requests however members of their community may apply.
- Agencies are excluded from submitting funding requests.

## 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:** In 2020, Toronto Community Housing established a Confronting Anti-Black (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 Toronto Community Housing for the purpose of addressing tenant-identified priorities

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

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

**Tenant-Staff Oversight and Advisory Board:** Consists of Black tenants from across the City who applied to be on the committee and TCHC staff who are not Centre Staff. The Tenant & Staff Advisory Committee 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.

## Procedure Details

### A. Application Procedure

#### Step 1: Get a CABR Centre Community Funds application form

Tenant applicants can get the forms from:

- Their local engagement Community Services Coordinator (CSC). If tenant applicants are unsure who their CSC is they can call Client Care Centre at 416-981-5500 to get in touch.
- Online at <https://www.torontohousing.ca/residents/getting-involved/cabr/Pages/centre-community-funds.aspx>
- By sending an email to [cabr@torontohousing.ca](mailto:cabr@torontohousing.ca)

#### Step 2: Complete the CABR Centre Community Funds application form

If tenant applicants require assistance or have questions when completing the form, they can contact their local engagement CSC for support.

The application form contains six sections. Parts A to F, all parts must be completed before submission. A minimum of eight tenant signatures from the tenant's building/townhouse are required. No more than two signatures from the same household will be accepted. If tenant applicants need help completing the form, they can get in touch with their local engagement CSC.

The below contains examples of eligible and ineligible expenses for which funding can be requested:

Eligible Expenses	Ineligible Expenses
Volunteer recognition (certificate, plaque etc.)	Alcohol, gifts
Supplies for virtual training and clubs (e.g. headphones)	Fundraising activities/events, donations to charitable causes
Virtual workshops (e.g. webinar)	Consultants

Eligible Expenses	Ineligible Expenses
Printing supplies for event promotion (toner, paper, etc.)	Honorariums
Meeting materials and supplies (e.g. pens, pencils, chart paper, markers)	Items for personal use
Sporting equipment (e.g. basketball, team t-shirts, trophy, yoga mats etc.)	Indoor fitness equipment
Outdoor recreation (e.g. tent, outdoor chairs, BBQ grill)	Travel outside of the City of Toronto
Speaker equipment (e.g. microphone, projectors)	Activities related to political purposes
Food/refreshments for meetings (e.g. catering)	TTC monthly passes
Program facilitators (e.g. food handling training, conflict resolution facilitator, etc.)	Salaries and hourly wages and income generating activities for group members, mentors
Art supplies (supplies for art classes)	Costs to maintain activities beyond funding term
Gardening supplies (soil, seeds, flowers, tools- shears, pruners, gloves)	Professional landscaper

*\*All purchased items will remain the property of Toronto Community Housing and made accessible to tenants. Manager of the Centre will keep track of inventory and ensure funding is not approved for previously purchased items that are available, in stock for use and in working condition.*

**Step 3:** Submit the CABR Centre Community Funds application form:

Tenant applicants can submit the completed form to:

- Their local engagement CSC or
- [cabr@torontohousing.ca](mailto:cabr@torontohousing.ca)

**Submission Deadline:** Applications are due at the end of September for a release of funding beginning in the spring the following calendar year.

## Internal Review and Decision Making Process

**Step 4:** Once the CABR Centre Community Funds application form is submitted, Tenant Training Facilitators (TTF) will review the applications to ensure completion.

The TTF must ensure:

- Tenant applicant's personal information is included, project details are completed, 8 signatures from tenants (hand written or e-signed) are included. TTF will verify against HoMES that no more than two signatures from the same household are listed.
- The project demonstrates how the application addresses tenant priorities
- Tenant applicant's signature is included on the last page (hand written or e-signed)

If application is **incomplete**:

- The local engagement CSC will work with tenant applicants to complete the application.

If application is **complete**, the TTF will:

- Remove pages containing confidential tenant information including names, addresses, contact information, signatures before sending the package to CABR Centre Community Funds review table
- Create a distinct CABR Centre Community Funds Application number for each application
- The first 6 digits of the application number are the key identifiers of each Centre application. The CABR Centre Application Sequence number is as follows:  
**CF** – Centre Funds (Program)  
**E** (Region Letter: i.e. East)  
**01** (application # by year)  
**10** (Approval Month i.e. October)  
**05** (Approval Day)  
**22** (Approval Year)

### 1 (Invoice #)

#### **Result: CF-E-01-100522-1**

- If an application has more than one invoice, the TTF will update the application number to reflect the number of invoices being submitted. The updated application number will only change on the invoice, the remaining sequence will remain the same on the rest of the package.
- If a second invoice is being submitted the application number on the invoice should be **CF-E-01-100522-2**
- TTF will create a package and send to the CABR Centre Community Funds review table a week before the review meeting.

### **Step 5: Application Approval**

- CABR Centre Community Funds Table will score application in accordance to CABR Centre Community Funds Guidelines and sign off on approved applications. The CABR Centre Community Funds Application Assessment Worksheet will include the CABR Centre Application number, signature from the Centre panel members, and signature from Centre Manager
- In the event of that the CABR Centre Community Funds Table is required to decide between the approval of multiple applications, decisions will be based on an assessment of the manner in which the application identifies the manner in which it will address priorities in the eight point plan and the degree to which the application identifies objective benefits to the affected community, from the implementation of the project
- A maximum of \$5,000 can be approved per initiative.
- Tenant applicants will be sent a letter with their application status within two weeks after the review meeting date.
- If the application is approved, the Tenant Training Facilitators will contact tenant applicant to discuss next steps.
- All decisions made by the CABR Centre Community Funds Table are final.
- Feedback for unsuccessful applications will be provided upon request.
- Applications not approved may be resubmitted with the appropriate changes made or additional information recommended.

**Step 6: Ordering and receiving of CABR Centre Community Funds Items**

- Clerk to check if items requested can be supplied by an approved vendor in HoMES before purchasing goods. If businesses are not a TCHC vendor, the Clerk will conduct research on vendors that may provide the product or service and ensure adherence to the Procurement Policy. Clerk will then initiate the vendor set up process and ensure the process is complete before purchasing goods.
- Centre Manager (Centre for Advancing the Interests of Black People) will sign off on all requests for purchase before they are processed. The Manager will use the CABR Centre Application Guide and Procurement Policy as the basis for approving purchases.
- Clerk will order items on the HoMES system using the approved vendor list.
- Purchases must remain in the limits of the approved amount (\$5,000). TTF to charge the orders to GL Code: TCB 590-555100
- Tenant Training Facilitators (TTF) will meet with the vendor and tenant applicant on-site and, upon confirming that the required goods and/or services have been provided in accordance with the approved project application, will approve the invoice for payment;
- The TTF must print and sign their name on the invoice once items are received.
- The TTF will retain such documentation, including serial number for the items, in systems established by TCHC to control program inventory
- The TTF will provide the Clerk with the original signed invoice for consolidation.

**Step 7: Project Implementation**

- Once the project is approved and CABR Centre items are received onsite, the CSC will work with the tenant to help them plan the event, and assist tenant leaders with successful coordination and delivery of the project

**Step 8: Verification and Reporting**



- Clerk will send a completed package (Appendix A) containing a completed CABR Centre Community Fund Application Form, CABR Centre Community Funds Application Assessment Worksheet, original CABR Centre Community Funds invoices along with a completed expense report form to Manager, Centre for Advancing the Interests of Black People for review each month for verification, approval and consolidation
- Centre Manager reviews the consolidated monthly report and submits to Finance for reconciliation and disbursement within three business days of receipt of completed package.
- Finance authorizes and submits payments to vendors within two weeks of receiving the package. Any errors or issues in the package may result in a delay of payments.
- Finance provides Centre Manager with a monthly report on funds disbursed.
- Centre Manager uses the monthly report to track total funds disbursed and processes new applications based on budget constraints.

*\*\*Please see Appendix A for a blank copy of a completed package*

### **B. Roles and Responsibilities**

- Finance: Responsible for the processing of expense disbursements to vendors.
- Centre for Advancing the Interests of Black People: It is the responsibility of the Centre Manager to make sure that only allowable expenses are approved and for providing necessary documentation to Finance to allow for vendor payment including original receipts, invoices and supporting documentation.

### **Compliance and Monitoring**

- CABR Centre items excluding one-time use items will contain a scannable barcode to track items and ensure they remain for use in the community. Note: Barcode tracking is not yet available and will be discussed with IT for implementation.

- A sign-in and sign-out system will be required for local engagement CSCs and tenant leaders who access the storage room to use CABR Centre items.
- TTF's will conduct inventory audits semi-annually and report back to the Centre Manager.
- Director of the Centre will review the audit report and will report back to the Board on tracking metrics annually.
- The Centre Manager will submit an incident report for any items reported missing. Note: Incident reporting is not yet available and will be developed in the future for the purpose of locating missing items.

All approved CABR Centre Community Funds projects and initiatives must be in alignment to one or more areas of the Eight-Point Plan:

- Decent and fair housing
- Meaningful economic investment
- Healthy children, youth and families
- Access to culturally responsive health and mental health services
- Community-centered safety
- Divesting from police culture
- Uplifting social support networks
- Addressing anti-Black racism and cultural redress

Tenants found using CABR Centre Community Funds items for personal use will be ineligible to apply for future CABR Centre Community Funds funding and will be notified in writing. Manager of Community Safety and Support will compile a list of ineligible tenants. The Centre Manager will access list of ineligible tenants from Manager of Community Safety and Support and reference the list before sending any new applications to the CABR Centre Funds Table.

## Other Related Policies and Procedures

- Tenant Funds Distribution Policy
- Tenant Action Funds Procedure
- Procurement Policy

## Commencement and Review

Revision	Date	Description of changes	Approval
First approval:	March/2022	New	ELT

**Next Scheduled Review Date:** March 2023



# Tenant Action Funds Application Guide



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

# Table of contents

Introduction  
Background  
FAQs  
Application process  
Eligible and ineligible expenses



**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](https://torontohousing.ca/TAF)
- by sending an email to [taf@torontohousing.ca](mailto: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

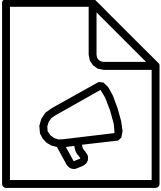

Step	Description
	<b>Step one:</b> Connect with your Engagement Community Services Coordinator to discuss your idea.
	<b>Step two:</b> Complete an application form. If you need help completing the form, your Engagement Community Services Coordinator is available to help you with the application process.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

## Review and decision

Step	Description
	<b>Step four:</b> 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><b>Step five:</b> 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>
---	--

## Processing applications and report back

Step	Description
	<p><b>Step six:</b> 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><b>Step seven:</b> 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.

<b>Eligible expenses</b> Items you can get with the funding	<b>Ineligible Expenses</b> 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](https://torontohousing.ca/TAF)



[taf@torontohousing.ca](mailto: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 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](http://torontohousing.ca/TAF)



**#YourcommunityYoursay**



[taf@torontohousing.ca](mailto:taf@torontohousing.ca)



**416-981-4435**



**@TOhousing**



**@TorontoCommunityHousing**



**@torontohousing**



**@TorontoCommunityHousing**



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# Tenant Action Fund Application Decision



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		



# Centre Community Funds application toolkit

October 2021

All the information you will need to apply for the Centre Community Funds.

# Table of contents

- Introduction
- Background
- Frequently asked questions
- Process overview
- Eligible and ineligible expenses
- Get in touch



**Committed to confronting anti-Black racism by investing in tenant priorities, creating new opportunities and removing systemic barriers.**

# 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 Centre Community Funds application form and turn your idea into action.



# Background

The Confronting Anti-Black Racism (CABR) Strategy was created following input and extensive consultations from over 700 Tenants and staff in 2020 and 2021. Toronto Community Housing's (TCHC) Board of Directors approved the CABR Strategy, the Centre for Advancing the Interests of Black People ("The Centre") and the CABR Action Plan in 2021.

As part of the CABR Strategy, the Centre is responsible for implementing an eight-point plan that places TCHC's focus on eight major outcomes for both tenants and staff:

1. Decent and fair housing
2. Meaningful economic investment
3. Healthy children, youth and families
4. Access to culturally responsive health and mental health services
5. Community-centered safety
6. Divesting from police culture
7. Uplifting social support networks
8. Addressing anti-Black racism and cultural redress

Engagement with Black tenants, tenant groups and communities is essential to the success of the eight-point plan. The Centre aims to make sure tenants can access resources to forward the objectives of the CABR Strategy. In collaboration with the Centre's Tenant-Staff Oversight and Advisory Board and the Tenant Action Fund Interim Funding Tables, we will distribute Centre Community Funds to tenants or tenant groups.

Members of the Interim Funding Tables and the Tenant-Staff Oversight and Advisory Board will review and approve requests by tenants and tenant groups to fund projects and initiatives that will respond to the eight-point plan.

# Frequently asked questions

## What are Centre Community Funds?

The Centre Community funds are resources available to tenants and tenant groups to fund projects and initiatives that respond to the CABR Strategy's Eight-Point Plan.

## Who approves Centre Community Funds applications?

Members of the Centre's Tenant-Staff Oversight and Advisory Board and the Tenant Action Fund Tables review and approve requests by tenants and tenant groups to fund projects and initiatives that will respond to the CABR Strategy's Eight-Point Plan.

## Who can apply for tenant actions funds?

All Toronto Community Housing tenants can request resources for projects and initiatives to respond to the CABR Strategy's eight-point plan. When there are funding requests from their building or townhouse, the member of the Tenant Action Fund or the Tenant-Staff Oversight and Advisory Board cannot participate in the assessment of those applications. Any tenant found to be misappropriating funds will be ineligible to apply for future resources.

## What is the maximum amount a project or initiative can receive through the Centre Community Funds?

A maximum of \$5000 can be allocated towards a project or initiative.

## What is the submission deadline for 2021?



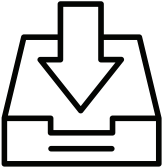
Centre Community Funds are due on November 26, 2021.

## Where can get an application form?



- Download the application online at [torontohousing.ca/CABR](https://torontohousing.ca/CABR)
- Send an email to [CABR@torontohousing.ca](mailto:CABR@torontohousing.ca)

# Process overview

## Application submission

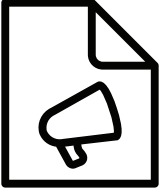

Step	Description
	<b>Step one:</b> Connect with the Centre team to discuss your to discuss idea or initiative. You can reach out to the team by emailing <a href="mailto:CABR@torontohousing.ca">CABR@torontohousing.ca</a> .
	<b>Step two:</b> Complete the application form. If you need help completing the form, contact the Centre team. If you are unsure how to reach out to the Centre, you can call the Client Care Centre at <b>416-981-5500</b> and a call centre agent will connect you to the right person.
	<b>Step three:</b> Submit form to <a href="mailto:CABR@torontohousing.ca">CABR@torontohousing.ca</a> .

## Review and decision

Step	Description
	<b>Step four:</b> The Centre Community Funds group will review your application form. Staff will reach out to you to let you know when your application will be reviewed and let you know if there are any questions about the application or clarifications on the application are required.
	<b>Step five:</b> You will receive a phone call or email with the status of your application within two weeks after the review meeting date. If your application is approved, a Centre staff member will contact you to discuss next steps.



# Processing applications and report back

Step	Description
	<p><b>Step six:</b> All decisions made by the Centre Community Funds group are final. Feedback for rejected applications will be provided upon request.</p>
	<p><b>Step seven:</b> Upon project completion, all applicants are expected to submit a project completion form and in the circumstance a cheque was issued, an expense report form, original itemized sale receipts and any unused funds.</p> <p>If you need help, completing your project completion form or reconciling allocated funds, you can contact a Centre staff.</p>

Tenants will have the opportunity to apply for expenses through the Centre Community Funds. Go to **page eight** for more information about eligible and ineligible expenses.

# Eligible and ineligible expenses

Tenants will have the opportunity to apply for expenses through the Centre for Community Funds. **Don't know which items you can apply for?** Here is a chart to help guide you.

<b>Eligible expenses</b>	<b>Ineligible Expenses</b>
Items you can get with the funding	Items you are unable to get with funding
Volunteer recognition	Personal use
Food for participants and volunteers	Honorariums
Training	Alcohol
Printing	Fundraising activities/events, donations to charitable causes
Materials and supplies	Ongoing projects/programs
Sporting equipment*	Costs to maintain activities beyond the funding term
Media equipment*	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 *	Travel outside of the City of Toronto
Art supplies*	Activities related to religious and/or political purposes

# Eligible and ineligible expenses

Tenants will have the opportunity to apply for expenses through the Centre for Community Funds. **Don't know which items you can apply for?** Here is a chart to help guide you.

<b>Eligible expenses</b>	<b>Ineligible Expenses</b>
Items you can get with the funding	Items you are unable to get with funding
Kitchen/ household items*	Items not listed in your submitted budget
Gardening supplies and accessories*	Membership fees
Toronto Transit Commission (TTC) tokens, or mileage reimbursement with details for transportation of materials/ equipment to an event site	Conferences
Liability insurance if not covered by corporate insurance	Consultations
Permit for initiative (if applicable)	
Motivational speakers/entertainment	

\*Purchased items will be owned by Toronto Community Housing and will be made accessible to the members of the public 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 to prevent the spread of COVID-19.

# Get in touch



[torontohousing.ca/CABR](https://torontohousing.ca/CABR)



**#YourcommunityYoursay**



[CABR@torontohousing.ca](mailto:CABR@torontohousing.ca)



**416-558-3490**



**@TOhousing**



**@TorontoCommunityHousing**



**@torontohousing**



**@TorontoCommunityHousing**



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# Centre Community Funds application form

October 2021



# Centre Community 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):  
\_\_\_\_\_

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.

# Centre Community 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				

# Centre Community Funds application form

## 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.



# Centre Community Funds application form

# Centre Community Funds application form

2. Which areas of the CABR Strategy's eight-point plan relates to your project? Check all that apply.

Decent and fair housing

Community centered safety

Meaningful economic investment

Divesting from police culture

Healthy children, youth and families

Uplifting social support networks

Access to culturally responsive health and mental health services

Addressing anti-Black racism and cultural redress

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

Children

Seniors

Persons with disabilities

Youth

Families

Adults

Community

LGBTQ2S

Other: \_\_\_\_\_

Please describe how this project will benefit the community and address anti-Black racism. Provide details in the box below or attach your documents.

# Centre Community Funds application form

# Centre Community 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

Report

Other: \_\_\_\_\_

# Centre Community Funds application form

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





# Centre Community 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 Centre for Advancing the Interest of Black People (the Centre) 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/CABR](https://torontohousing.ca/CABR)



**YourcommunityYoursay**



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Centre Community Funds Application Assessment Worksheet

<b>Application Number:</b>
<b>Panel information</b>
<b>Review Date:</b>

**Part A: Panel Decision**

Panel Member Name	Signature	Date

**Part B: Toronto Community Housing Approval**

Staff Name	Role	Signature	Date
<b>Total Amount Approved</b>			
<b>Budget Code</b>			

Score 1 to 5: 1 = No 2 = A bit 3 = Somewhat 4 = Mostly 5 = Yes		
Criteria	What to look for	Score
Is it clear what the project intends to accomplish?	<ul style="list-style-type: none"> <li>The need for the project is clearly identified.</li> <li>The project objectives are concrete, realistic and achievable.</li> </ul>	/5
Are expected outcomes and potential longer term impacts clearly identified?	<ul style="list-style-type: none"> <li>The project will address the priorities identified in the CABR Strategy</li> <li>The project clearly explains how the community issues or needs will be addressed/ how communities will benefit from this project.</li> <li>The activities will bring more tenants together (both in the planning and in the implementation of the project)</li> </ul>	/5
Is it clear what success looks like for the project?	<ul style="list-style-type: none"> <li>There is an evaluation plan that includes concrete indicators of success (metrics) and how information to demonstrate success will be collected (data collection)</li> <li>The project proposal explains what success looks like for the project</li> <li>The project proposal identifies how project success will be reported back</li> </ul>	/5



**Centre Community Funds Application Assessment Worksheet**

<b>Are resources clearly identified?</b>	<ul style="list-style-type: none"><li>• There are key partners and stakeholders supporting this project.</li><li>• Community services and assets are involved to maximize impact and minimize duplication.</li><li>• Additional resources required from Toronto Community Housing are clearly identified</li></ul>	<b>/5</b>
<b>Total rating</b>		<b>/20</b>

**Comments:**

**Questions:**

**Centre Community Funds Application Assessment Worksheet**  
**Recommendation:**

## Tenant Action Funds Checklist

Manager, Tenant Engagement System to submit package to Finance. The TAF package must include:

### Tenant Action Funds Checklist

#### Tenant Action Funds Application Form

- All sections completed
- Application Number
  - TAF** (Program)
  - E** (Region Letter: i.e. East)
  - 01** (application # by year)
  - 10** (Approval Month i.e. October)
  - 05** (Approval Day)
  - 22** (Approval Year)
  - 1** (Invoice #)
  - Result: TAFE01-100522-1**
- 8 tenant signatures supporting the project (page 3)
- Tenant applicant signature, name, date (page 12)
- Page 11- Part E: Resources. The total amount requested must not exceed \$1,000

#### Tenant Action Fund Application Decision Form

- All sections completed
- Application Number inputted
- Decision must be "Approved"
- Part A- Includes Panel member name, signature and date
- Part B: TCHC Approval – signed by Manager of Community Safety and Support

#### Completed Expense Report Form

- Email sent out to TAF Panel members which includes: TAF Panel Review Date, Application Number, Application Name, Final Application Score (xx/100), Final Amount Approved, Final Decision From TAF Table (Approved)
- TAF Panel Members to respond back to email writing "APPROVED"

#### Original Vendor Invoices

- Contains invoice number, vendor information, billing address, shipping address, cost breakdown
- Signed by Manager of Community Safety and Support (hand written or Adobe signature), write application number, account number - GL Code: ABRER 590-555100

---

Manager- TES Name

---

Manager - TES Signature

---

Date

## Centre Community Funds Checklist

Centre Manager to submit package to Finance. The Centre Community Funds package must include:

### Centre Community Funds Checklist

#### Centre Community Funds Application Form

- All sections completed
- Application Number
  - CF-** Centre Funds (Program)
  - E** (Region Letter: i.e. East)
  - 01** (application # by year)
  - 10** (Approval Month i.e. October)
  - 05** (Approval Day)
  - 22** (Approval Year)
  - 1** (Invoice #)
  - Result:** **CF-E-01**-100522-1
- 8 tenant signatures supporting the project (page 3)
- Tenant applicant signature, name, date (page 12)
- Page 11- Part E: Resources. The total amount requested must not exceed \$5,000

#### Centre Community Funds Application Assessment Worksheet

- All sections completed
- Application Number inputted
- Decision must be "Approved"
- Part A- Includes Panel member name, signature and date
- Part B: TCHC Approval – signed by Centre Manager

#### Completed Expense Report Form

- Email sent out to Centre Community Funds Panel members which includes: Centre Community Funds Panel Review Date, Application Number, Application Name, Final Application Score (xx/100), Final Amount Approved, Final Decision From Centre Community Funds Table (Approved)
- Centre Community Funds Panel Members to respond back to email writing "APPROVED"

#### Original Vendor Invoices

- Contains invoice number, vendor information, billing address, shipping address, cost breakdown
- Signed by Centre Manager (hand written or Adobe signature), write application number, account number - GL Code: TCB 590-555100

---

Centre Manager Name

---

Centre Manager Signature

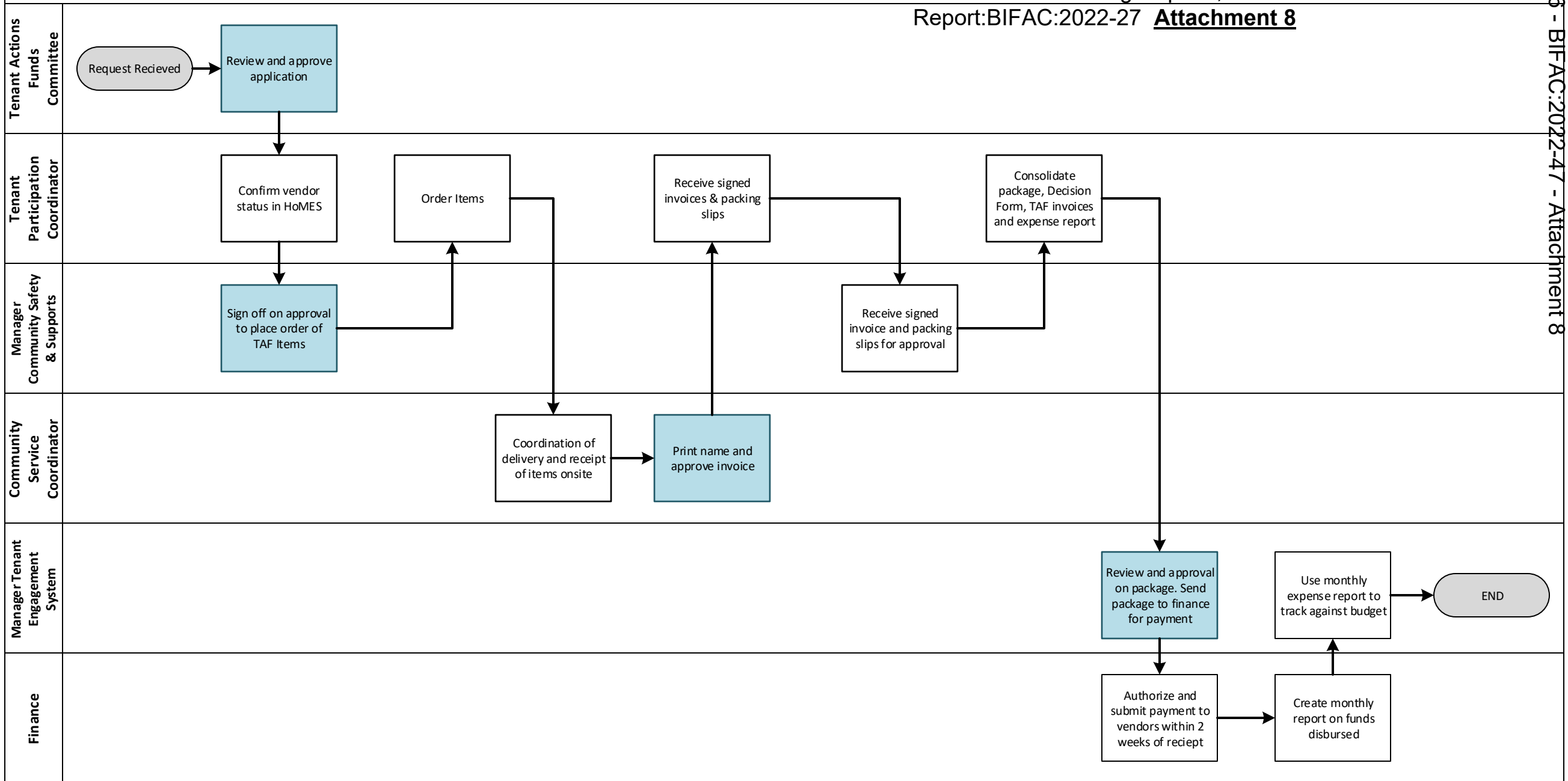
---

Date

# Tenant Action Funds (TAF) Process Map

Item 6 - Tenant Funds Distribution Policy and Procedures  
 BIFAC Public Meeting - April 8, 2022  
 Report:BIFAC:2022-27 **Attachment 8**

Item 6 - BIFAC:2022-47 - Attachment 8



# CABR (Confronting Anti-Black Racism) Community Funds – Process Map

Item 6 - Tenant Funds Distribution Policy and Procedures  
 BIFAC Public Meeting - April 8, 2022  
 Report: BIFAC:2022-27 **Attachment 9**

Item 6 - BIFAC:2022-27 - Attachment 9

