

## Parkdale Neighbouring Fund Guidelines

**Neighbouring Fund** is a seed funding opportunity to help activate different community spaces in Parkdale. Funding available range from \$500 to \$2000 based on the eligibility and range of proposed projects. Funding is available for temporary, creative place-based projects in different community spaces with public access in Parkdale. This is intended to invest in local groups and networks already actively building mutual aid, solidarity, and inclusion in South Parkdale.

We look forward to project proposals that celebrate creating new affordable housing as part of championing housing justice and being a diverse community here, alongside testing ways to create belonging that can help future tenants in new supportive/affordable housing make connections to our neighbourhood. To find out what's happening, checkout [westnh.org/150dunn](http://westnh.org/150dunn)

### Who can apply:

We are looking for resident-led initiatives that reflect strong community ownership over project design and delivery! We think this is best supported by existing and emerging Parkdale-based community and grassroots groups, including art collectives, community gardeners, tenant organisations - really any group of people connecting around shared goals and committed to working together on a set of activities.

The primary aim of the Neighbouring Fund is to invite proposals that can describe the new or stronger connections they can activate to help integrate supportive housing tenants in the UHN Social Medicine Housing being built on Dunn. Proposals should focus on integrating new neighbours in a specific community space or activity through the creation of a temporary project by using funding for new ideas, pop-up concepts, and/or start up a community activity.

Funding is linked to capacity-building as a community. Projects which are already established are not likely to be selected, however adding new features or components to existing activities would be eligible as a project – connect with our project team to discuss!

Registered nonprofits are not eligible at this time, because the funding is aimed at locally-led neighborhood impact. Nonprofits should not be the primary applicant of a proposal, although Parkdale-based organization partners are encouraged to work with applying groups, eg. provide staff support with expertise to collaborate, space, other in-kind support.

In line with tenancy priorities in the new housing development, proposals from Black and Indigenous-led groups will be prioritised, as well as those with lived experience of housing precarity or at risk of being unhoused.

Please find further context and details in our [Information Session deck available here](#) (see attached also).

## What kinds of projects can apply:

The Neighbouring Fund is an opportunity for Parkdale residents to design and collaborate on projects that help welcome new neighbours and connect them to meaningful local resources, supports, and networks. Proposals can look like one or more of the following categories of how residents in Parkdale already create belonging here:

- ***Culturally-based Activities & Neighborhood Expressions:*** produce a free public activity or presentation hosted in/with a public community space within the neighborhood. These can include collaborations with a neighboring cafe, grocery store, health clinic, community center, indoor/outdoor market, or other nearby businesses to engage community members and neighborhood audiences. Indoor activities are included but open-air activities are highly encouraged to maximise greater public access.
- ***Arts-based & Social Wellness Building:*** animate a public space with free public activities such as: live performance(s), temporary installation(s) including banner(s) or mural(s), picnic(s), mini-festival, block party or other gathering(s). Projects are framed around community relevant issues that bridge the arts, eg. housing justice, food security, community safety, health, etc. Proposals should be pitched as either a pop-up (public engagement of at least 30 people or a festival-style project (public engagement of at least 100-200 people).
- ***Resource Development:*** design and share a community resource using a public space. Projects are framed around community relevant issues to supportive housing tenants and other new neighbours eg. employment, food security, community safety, health, etc. Proposals should be pitched as an online resource (public engagement of at least 50-100 people) or in person resource eg. community classroom, workshop, information stand, display board, zine, or other printed material (public engagement of at least 15-30 people)
- ***Recreation & Intercultural Meals:*** organise pop-ups or festival-style events centred around food or recreation such as: workshops, community picnics, outdoor festivals, harvest/holiday meals, block parties, and creative enhancements to local markets with cultural activities. Projects should embrace multicultural themes and promote opportunities for cross-cultural learning and feature participation that can take place at a range of family-friendly spaces, such as public parks, school yards, parking lots, and other publicly accessible outdoor spaces. Proposals should be pitched as either a pop-up (public engagement of at least 10-20 people or a celebration-style project (public engagement of at least 50-75 people).

Please include necessary permitting and other space usage requirements in your proposals, alongside all project materials and supplies needed in your budget.

Interested applicants are warmly encouraged to discuss potential project ideas with the project team staff listed on this page before applying. You can do so by coming to an information session or grant-writing support sessions and workshops available between March 15<sup>th</sup>-April 10<sup>th</sup>.

PROJECT GOALS SHOULD DESCRIBE:

- Understanding of the Neighbouring Fund values (please see our Information Session deck)
- Supporting activities that will consistently engage no less than 8-10 participants, and the group will organise a final event shared with no less than 20-15 other individuals.
- Providing partner/host spaces being used for project activities with opportunities to test, observe, or develop new programming/services, and envision the integration of a new program(s) into its core services, or a new collaboration with a local group.
- Designing collaboration in different ways, including listing up to five key group members, how your project plans to use existing spaces and resources well, instead of duplicating existing activities; and how activities will engage both existing and new residents meaningfully.

### **How To Apply:**

Proposals are accepted from April 15<sup>th</sup> to May 15<sup>th</sup>.

### **Please include the following:**

#### **1) Application Form**

Please [access the application online](https://forms.office.com/r/yH5Z2QFvkJ) here: <https://forms.office.com/r/yH5Z2QFvkJ>

See below for alternative ways to submit.

Join our proposal writing supports happening Wednesday 6pm on March 27<sup>th</sup> & April 3<sup>rd</sup>!

#### **2) Workplan Attachment**

Proposals will be asked to describe capacity to implement proposals by providing a detailed workplan outlining key steps that are realistic to achieve between summer/fall 2024 using [template provided here](#).

#### **3) Budget Attachment**

Projects can request between \$500 to \$2000 in funding. You will be required to provide a budget [using template provided here](#).

The total number of projects funded will be decided by the Review Panel.

### **How To Submit:**

You can submit your application in your preferred format. Groups can fill out the application online, handwrite applications or submit applications by email.

Typed/handwritten paper applications can be dropped off at West Neighbourhood House offices at 1497 Queen Street West by appointment. Printing/photocopying supports are also available.

Please contact Berylann, CD Program Worker to drop off paper applications.

Phone: 4373327257

Email: [berylannma@westnh.org](mailto:berylannma@westnh.org)

If you prefer to record a video submission for parts of the application form, please let us know.

Please attach to your application form: PROJECT PLAN

**PROJECT NAME**

**START**

**GROUP NAME**

**END DATE**

**GROUP MEMBERS**

(List up to 5 key members):

Name	Address	Email /	Phone

STEP 1:	START	END	WHO	Notes
<b>STEP 2:</b>				
<b>STEP 3:</b>				
<b>STEP 4:</b>				
<b>STEP 5:</b>				



Please attach to your application form: BUDGET TEMPLATE

**PROJECT NAME**

**Estimated Costs**

**GROUP**

**Total Request**

<b>Item*</b>	<b>In-Kind</b>	<b>Request</b>	<b>Notes</b>
<b>Project Total</b>			

**Budget Checklist (Consider if your project will need the following costs)**

- Space (including storage and distribution needs, if any)
- Materials, supplies, equipment
- Refreshments
- Facilitation/training fees
- Printing and production costs
- Accommodation (including event/group childcare, TTC, translation/interpretation)

Honoria including cash, gift cards, or gift items for project group members and volunteers is capped at 10-25% of the total project budget.

Please include details where possible, including quantities of what will be purchased or how often it will be provided. Examples:

“Notepads x 30 x \$1”

“Snacks x \$50 x 2 picnics”

For common project supplies, you can use a general description e.g. stationary \$25

All items in the budget should be described in your application form.

We recommend you obtain, and if possible, include, 3 quotes for larger purchases.

**The following funding restrictions apply:**

- activities that promote hate acts or anything of a discriminatory or derogatory nature
- activities that do not take place in Parkdale
- travel/accommodation outside of Toronto
- personal childcare costs
- alcohol/drugs/restricted or harmful substances