

*Housing Cambridge is pleased to introduce our newest community development program...*



## Information Package

### **What is Sprouts?**

Sprouts is an exciting new matching grants program offered by Housing Cambridge. This is an opportunity for YOU as Housing Cambridge residents to put community concerns into action and make a difference in your neighbourhood. The main objective of this program is to help the residents of Housing Cambridge come together to create strong, happy, healthy communities by supporting a wide range of community driven projects.

### **How does the Sprouts program work?**

1. A neighbourhood group develops an idea for a project at their Housing Cambridge site that fits within the criteria for Sprouts. **Be CREATIVE and have FUN with it!!**
2. To be considered for Sprouts, groups must submit a completed application, including a budget and action plan to the Sprouts Committee.
3. Upon receiving applications, the Sprouts Committee will evaluate and approve or decline the project.

If approved, the project could receive funds of up to \$2000 to match the contribution from the neighbourhood, as the group outlined in their application.

Cambridge Non-Profit Housing Corporation  
780 King Street East, Cambridge Ontario N3H 3N9

Phone: 519-650-5599 ext. 222

Email: [sproutscambridge@gmail.com](mailto:sproutscambridge@gmail.com)

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**Do you have to raise 100% of the funds for your project? NO!!**

Housing Cambridge will supply 50% of the funds so long as the community group matches the funds provided through volunteer labour, donated professional services, fundraising, and/or donated material and supplies. Raising the other half of the funds shows that the neighbourhood is willing to put effort into improving their community and helps to actively engage others. Projects can vary but must follow the requirements stated above. Such funds can be contributed in a variety of different ways including, but not limited to, fundraising, volunteer labour, donated professional services and donated materials and supplies.

The specific guidelines governing each type of contribution are as follows:

Types of Contributions	Description and Specific Rules
Volunteer Labour	<p>Individuals can contribute time to a project in many ways including serving on a project planning committee, implementing action steps from the workplan, attending community meetings, leading the group, etc.</p> <p>Volunteer labour is valued at \$13.00 per hour.</p> <p>Volunteer time spent on planning, fundraising, designing and/or organizing will be tallied starting on the application approval date.</p>
Donated Professional Services	<p>Donated professional services must be relevant to the project and proportionate to its needs. Examples include a web designer, graphic designer, photographer, landscape architect, printer, etc.</p> <p>Donors must document the hourly value of their professional services on their letterhead. Services are valued at their customary rates, up to a maximum of \$50.00 per hour.</p> <p><b>An individual or business that will be <u>compensated</u> for any project-related work <u>cannot</u> also pledge their time as a volunteer nor donate other goods or services to the project.</b></p>
Fundraising	<p>Cash donations can be secured from fundraising events, individuals, foundations, businesses and other community events.</p>
Donated Materials and Supplies	<p>All donated materials and supplies (food, paper, flowers, wood, paint, tools, etc.) are valued at their retail prices. Borrowed equipment can also be considered as part of the match, valued at the standard of retail value or rental fee.</p> <p>Donors of the materials and supplies must provide documentation on their letterhead of the value of the match.</p>

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**Projects may include SOME OR ALL of the following:**

- ✓ Involve and empower members of the neighbourhood
- ✓ Create visible outcomes that are sustainable
- ✓ Improve neighbourhood safety, participation and/or mobility
- ✓ Beautify the neighbourhood or enhance outdoor green space in common areas
- ✓ Improve community connections and understanding
- ✓ Encourage a welcoming and kind culture between neighbours
- ✓ Encourage acceptance of diversity
- ✓ Improve neighbourhood accessibility
- ✓ Demonstrate that neighbourhood residents will develop new skills and abilities as a result of the project

**Potential *Sprouts* projects will be designed to:**

- ✓ Advance arts and culture in the community
- ✓ Inspire community connections
- ✓ Celebrate multicultural connections
- ✓ Focus on the history of the neighbourhood
- ✓ Promote and encourage beautification and cleanliness and promote naturalization
- ✓ Build community capacity and leadership
- ✓ Increase recreation programming
- ✓ Improve playgrounds, green areas or pathways
- ✓ Enhance connectivity, walkability or playability within the neighbourhood
- ✓ Create gathering spaces
- ✓ Improve neighbourhood navigation (ex. lighting, signage)

**Funds received by *Sprouts* cannot be used to:**

- × Duplicate an existing program or initiative that is currently running or in the planning stages at your housing site
- × Maintain ongoing programs or services
- × Fund a project to improve the yard area of an individual resident
- × Pay for financial commitments incurred prior to the group/organization receiving a grant
- × Fund any alcohol, tobacco or gambling expenses

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***In order to get funding through this program you MUST apply.***

## **Who Can Apply to Sprouts?**

Any group of residents living at a Housing Cambridge site!

Groups may or may not apply in partnership with a registered not-for-profit organization as their sponsor.

Applicants must demonstrate that they are open and inclusive and that the group is composed of a significant number of committed people who live at their Housing Cambridge site.

Since this is a project that will impact people beyond those in the applicant group, support from other residents of the site must be demonstrated at the application stage. Accordingly, applicants must submit a Signature Sheet that has signatures from residents representing at least 30% of units at their Housing Cambridge location (See Application Form). A successful applicant or primary applicant can have a maximum of one Sprouts project operating at a time

## **When Can We Apply for Funding?**

Applications may be submitted to Housing Cambridge at any time! Applications will be evaluated, decisions made and the applicant notified of the decision within one month of submitting the application. Funds must be used and the project completed within 6 months from the date that the application was approved, unless an extension is granted.

### **The Application Must Include:**

- The Sprouts **APPLICATION FORM**
- The **SIGNATURE SHEET** which includes signatures from at least 30% of the units at your housing site (see Application Form)

Our goal is to help Housing Cambridge residents come together to create strong, happy, healthy communities. This is a golden opportunity to address community concerns and create an action plan that will make a difference in your neighbourhood!

**BE CREATIVE AND HAVE FUN!!!**

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## Criteria and Requirements

Each application will be evaluated based on its ability to meet certain requirements.

The following criteria **MUST** be met for an application to be considered:

- ✓ The project goal is realistic to accomplish and within the time frame requested in the application
- ✓ Completion of the project has clear positive outcomes
- ✓ Outcomes of the project will align to the Housing Cambridge Mission and Goals
- ✓ The project has a noticeable benefit to the neighbourhood
- ✓ The budget is organized and thoughtful and clearly outlines the neighbourhood's plan to match the grants given
- ✓ The neighbourhood contribution is equal to the funding request and reflects the neighbourhood's ability to contribute
- ✓ Detailed project plans and applications are complete and ready to be carried out
- ✓ Resident signatures have been collected to demonstrate support for the project

Does the project...

- ✓ Involve and empower members of the neighbourhood?
- ✓ Create visible results that are sustainable?
- ✓ Improve neighbourhood safety, participation and/or mobility?
- ✓ Beautify the neighbourhood?
- ✓ Encourage diversity and inclusion of all residents?
- ✓ Enhance or expand greenspace?
- ✓ Improve neighbourhood accessibility?

## Reporting Requirements

All **Sprouts** grant recipients must submit a final report. The report should include the following:

- ✓ Reason for the project --- How did you come up with the idea?
- ✓ The story explaining how the project progressed --- How did people get involved?
- ✓ Benefits seen after project's completion --- Are residents accepting of the change?

Recipients must also submit documentation to verify the expenses and resources used throughout the project. A financial statement of expenses and copies of all receipts must be submitted within 30 days of the projects completion.

**Successful applicants should submit stories and photos of their activities to be shared as part of the Sprouts celebration of success in YOUR community!**

*Housing Cambridge has permission to use submitted stories and pictures for media-related or promotional purposes.*

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If you apply to Sprouts, you will be considered a Sprouts volunteer and have the following rights and responsibilities:

**Volunteer Responsibilities are to:**

- Be reliable and carry out commitments as agreed to by signing the Sprouts Application Form.
- Ask for support when needed.
- Abide by any Sprouts policies regarding your work.
- Discuss any grievances or problems with a Sprouts staff member.
- Not spend money or order goods on behalf of Sprouts without prior consent from Sprouts staff.
- Show enthusiasm, loyalty and belief in the work of the Sprouts program.
- Agree to work in a safe and healthy way and not jeopardize the health and safety of others.

**Volunteers have the Right to:**

- Receive respect and support from Sprouts staff and fellow volunteers.
- Provide feedback, suggestions and recommendations regarding the Sprouts program.
- Have your personal details and information kept in a confidential manner.
- Work in a safe and healthy environment.

**Code of Conduct:**

- Be honest with yourself about the time and energy you have available for this commitment.
- Honour all your commitments to Sprouts.

**Misconduct**

Misconduct as it pertains to Sprouts means the following:

- Insubordination or refusing to follow Sprouts instructions properly.
- Dishonesty.
- Theft of agency property or the property of fellow volunteers, staff, or clients.
- Interfering with the work performance of others.
- Engaging in verbal and/or physical acts of violence.
- Possessing any firearm, weapon or explosives while at a Sprouts event.
- Removing any item belonging to Sprouts.

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## Thinking of Applying to Sprouts?

To develop a meaningful project for your neighbourhood, start by thinking about the needs of your community.

- What could we do to make our neighbourhood a better place to live?
- We could use more \_\_\_\_\_ in our community.
- This project would benefit our community by...

This Work Plan Outline may help you think about some of the specifics of your project ideas. It is not mandatory but is suggested as a useful way to organize your ideas and will give you an idea of information that must be included in the Application Form.

 <span style="font-size: 2em; font-family: cursive;">Work Plan Outline</span>					
Project Name:					
Project Goal:					
Start Date	End Date	Description of Activity	Person Monitoring Activity	Required Resources	Goal Grant Amount
Ways other members of your housing site could become involved:					
It is also important to think about your <b>budget</b> . What types of contributions (see page 2) would be useful for your project? How will the funds be used? How much funding will you apply to Sprouts for?					

### Ask us for an Application Form!

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**Are you looking for more information on the Sprouts program?**

**Do you want to talk to someone about your idea?**

**Would it help to have someone work through the application with you?**

Please feel free to contact us at

519-650-5599 ext. 222

or

[sproutscambridge@gmail.com](mailto:sproutscambridge@gmail.com)

**GOOD LUCK TO ALL APPLICANTS!!**

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