



TORONTO COMMUNITY  
FOUNDATION

The Art of Wise Giving™

# Vital People 2010/11 Submission Guidelines

**DEADLINE: 5 p.m. Wednesday, September 29, 2010**

## VITAL PEOPLE GRANT PROGRAM – SUPPORTING LEADERSHIP IN TORONTO

Not-for-profit organizations play a key role in keeping Toronto vibrant, and their effectiveness depends on the talent and dedication of their staff. The vitality and well-being of our city relies on individuals who take initiative, make a contribution and demonstrate leadership.

The Vital People grant program supports and recognizes valued leaders who are making outstanding contributions working at not-for-profit organizations. Funded through our Vital Toronto Fund, Vital People grants of up to \$5,000 are awarded to support the formal training or other informal development opportunities that best enable not-for-profit leaders to build their skills or knowledge or apply their experience in different ways to enhance their leadership contributions. Grants are available to those just taking on new leadership challenges as well as those with many years of experience.

## WHO CAN APPLY?

The Vital People program will accept nominations from any registered charitable organization in the City of Toronto on behalf of a leadership candidate serving in a staff capacity in the organization. For organizations that do not have charitable status, please see the "[Who Can Apply?](#)" document on our website for information on how to establish a partnership with a charity and what elements must be included in a signed agreement.

- Priority will be given to organizations that provide financial and/or in kind support for the leadership enhancement of the nominee.
- Candidates must live and work in the City of Toronto.
- Only one application per organization will be accepted.

## HOW TO APPLY

The Vital People 2010/11 Application Form must be complete for consideration along with the attachments as described below. One copy of the complete submission should be delivered in person or by mail to the Community Foundation at the address on page 6 by the due date. The Vital People Application Form must also be e-mailed to [ngodkewitsch@tcf.ca](mailto:ngodkewitsch@tcf.ca).

- The organization's sections (A, B and C) and the nominated individual's sections (D and E) should not be completed by the same person.
- Incomplete submissions will be declined.

## WHAT IS THE DECISION-MAKING PROCESS?

Staff will review all applications. Staff will contact, by phone and e-mail, the short-listed applicants in the fall. All other applicants who did not make the short-list will receive email notification that their request for grant funds has been declined. A volunteer Selection Committee will deliberate on the short-listed applications in the middle of November and final granting decisions will be made at the end of November. Grants to Vital People 2010/11 grantees will be mailed out in December. Confirmation of the status of declined applications and feedback on proposals will be available in December once all final decisions are made.

## HOW TO FILL IN THE VITAL PEOPLE APPLICATION FORM

The *Vital People 2010/11 Guidelines* are intended for use with the *Vital People 2010/11 Application Form*, to help you populate your application with information on your organization and the nominated individual. We encourage you to be as clear (no jargon) and concise as possible. Brevity is key. To this end, in most cases we have limited the number of characters you can populate in sections of your profile. You know your work better than anyone, and we rely on you to articulate your successes so that people who have little or no knowledge about you can learn how you leverage community assets to improve the quality of life of Torontonians.

Below are six sections you will need to complete before submitting your application for review. Please aim to populate each section with accurate and concise information. Sections A, B and C are to be completed by the Executive Director, President, CEO or Board Chair of the applying organization. Sections D, E and F are to be completed by the Vital People nominee individual.

### Section A: Cover Sheet – Organization Contact Information

**Name of organization** - If your organization is not a registered charity, please provide the name of your charitable partner as well as your organization's name

**Charitable registration number**

**Street address of organization** - mailing address of organization including postal code

**Name of Vital People nominee**

**Title of Vital People nominee** – their role at your organization, i.e. Program Manager

**Organization contact name and title** – note: this cannot be the same person as the nominated individual. If the nominated individual is the Executive Director of the organization, please have the Board Chair provide the information for Sections A, B and C.

**E-mail address of organization contact**

**Phone number of organization contact**

**Amount requested (up to \$5,000)**

**Total annual operating budget for organization** - total dollar figure estimated for the current year's expenses

The grant Application Form must be authorized (signed and dated) by either the Executive Director of the applying organization, or in the instance where the Vital People nominee is the Executive Director, it should be approved by the Chair of the Board of Directors.

### Section B: About Applying Organization

1. **Organization's mission**
2. **Toronto's Vital Signs® issue area(s) addressed by your organization** (select two from list provided)

- Our annual Toronto's Vital Signs® Report is a consolidated snapshot of the trends in our city, highlighting progress we should be proud of and challenges that need to be addressed. The Report is compiled from current statistics and special studies which look at eleven different, yet interconnected, issue areas that are critical to the well-being of our city and its residents. The goals of the Toronto's Vital Signs® Report include inspiring civic engagement, providing focus for public debate, and guiding donors and stakeholders who want to direct their resources to the areas of greatest need.
- For more information, and to view electronic copies of the latest Report highlights and Full Report with citations and links to original sources, please visit the [Toronto's Vital Signs® page on our website](#).
- It is quite likely that your organization as a whole works to address more than one of Toronto's Vital Signs® issue areas.

### **3. History of organization**

- Provide a brief history of your organization.

### **4. Accolades and accomplishments**

- Provide information on any awards and successes, including how long your organization has been working on these issues and any relevant impact statistics.

### **5. Funding program partners**

- Identify any major funding or program partners. (e.g.: "The Ontario Trillium Foundation has generously supported the inception of our ABC program (2003), and the George Cedric Metcalf Foundation provided a strategic grant (2007). The ABC program is delivered in partnership with Organization XYZ.")

### **6. Organization's programs and activities**

- List your organization's main programs and services with a one-sentence descriptor of each.

### **7. Program impact**

- Identify one of the programs the Vital People nominee works most closely with and provide a one-sentence description of that program's impact and past successes, including numbers served, and the outcome or difference you make in your community (e.g.: "Since 2001, the XYZ program has worked with X# of youth in ABC neighbourhood, to help decrease the high-school drop-out rate by Y%.").

### **8. Populations served by your organization**

- Please select all groups to whom your programs are targeted (i.e., you would select 'Women', if one or more of your programs specifically targets female participants.)

### **9. Neighbourhood(s) served by your organization**

- Please refer to our [Neighbourhoods Google Map](#) for an explanation of the city's quadrants. Select the quadrants where you provide your programming. Feel free to select all of them, if your impact is city-wide.

### **10. Toronto's Vital Signs® indicator(s) addressed by your organization**

- Please review the Toronto's Vital Signs® Report and quote a statistic or indicator that best justifies the need for your programming. If you don't see a good fit between your work and the information in the newspaper version of the Report, take a look at the Full Report. Both are on our [website](#). We also know that there may not be a quote which is a perfect fit for your work, but we ask you to find the closest match. You are welcome to include one or a maximum of two sentences under this quote to contextualize how your programming is working towards addressing this issue.

## 11. Participant vignette

- Please supply a story or simple description of one person's experience with your organization, identifying the issue/challenge they face and how your programming has made an impact on their quality of life. Incorporating quotes and the words of those impacted makes your story stronger.

## Section C: About the Vital People Nominee

### 1. Current role of Vital People nominee

- Describe the candidate's current role and the value of his or her work to your organization and to the community.

### 2. Nominee's past and current accomplishments

- Provide examples of the candidate's past and current accomplishments and any awards or accolades s/he has received.

### 3. Amount requested and proposed use of funds

- Provide a simple outline of the total dollar amount requested and a summary of the use of funds.

### 4. Telling the story of impact

- In the interest of building your organizational capacity as well as sharing compelling stories about grantee successes, we are encouraging all our grant recipients to earmark between 10% and 15% of their grant to go towards documenting the impact the grant has had on the individual's leadership capacity and the organization. To that end, we encourage you to hold aside \$500 of your grant to go towards the purchase of a flip-style camera (which will be the property of the organization) as well as some hours to help pay for the editing of a short (3 minute) digital YouTube video that will enable you to tell the story of your leadership and how you benefitted from the grant. Please identify how you will use this portion of the Vital People grant to accomplish the following:
  - Document the best practices of the leader funded and your organization, and
  - Share the story of your leader's impact on the organization and of your organization in the community.

### 5. Grant impact statement

- Impact statement – provide a one-sentence description about the potential impact of the Vital People grant from the perspective of the organization (e.g.: "By taking courses in strategic organizational change and non-profit management, Anne Smith will be better positioned to take on new leadership roles within ABC organization, facilitating the organization's growth and expansion into 2 new high-priority neighbourhoods in 2011 and 2012.")

## Section D: Vital People Nominee Individual Application

**Name of Vital People nominee** – Please provide the name you like to be called

**Title of Vital People nominee** – Your work title, for example: Executive Director

**Home phone number of Vital People nominee** – Or mobile number

**Home address of Vital People nominee** – You must live and work in the City of Toronto

**Neighbourhood nominee lives in** – This will help us to promote the leader to local media

**Work address of Vital People nominee** - Full mailing address with postal code

### 1. Provide a brief bio of yourself

- Please write a short 200-word bio of yourself that we can use in Foundation promotional materials and as part of our media outreach. This bio should summarize your accomplishments and highlight you as a leader in your sector.

### 2. Leadership accomplishments

- In your own words, summarize your leadership accomplishments at your current organization and in the broader community.

### 3. Collaborative aspects to your work

- Highlight any collaborative aspects to your work (collaborative thinking and activities, working cross-sectorally or with groups that traditionally don't work in your issue area).

### 4. Personal leadership goals

- Outline your personal leadership goals and any challenges you face in achieving them.

### 5. Grant request

- Describe how the financial support requested will improve your ability to achieve your leadership goals and increase your effectiveness as a leader in your organization, and in your field.

### 6. Grant impact statement

- Impact statement – one-sentence description about the potential impact of the Vital People grant from your perspective as a Vital People nominee (e.g.: “By taking courses in strategic organizational change and non-profit management, I expect I will be better positioned to move my career into the direction of new leadership roles, and in the immediate future, to help facilitate the organization's growth and expansion into 2 new high-priority neighbourhoods in 2011 and 2012.”)

## Section E: Grant use chart

1. Please fill out this chart with the detail required.
2. Grant use activities can be both formal (courses at educational institutions) and informal (mentorships, conferences, research, etc.)
3. Below are some examples of what we're looking for -

<b>Names and locations of courses or activities</b>	<b>Dates</b>	<b>Cost</b>	<b>Expected outcomes</b>
Schulich School of Business, York University, Toronto Course: <i>Non-Profit Management</i>	Jan. 20-25, 2011	Tuition: \$1,675 Books: \$310 Transportation: \$20	Understanding of leadership & management styles
Schulich School of Business, York University, Toronto Course: <i>Leading Strategic Organizational change</i>	March 13 – April 20, 2011	Tuition: \$1,675 Books: \$240 Transportation: \$115	Better able to navigate organizational change in 2011/2012
Purchase of flip-style	April – May 2011	Camera: \$200	Promotional piece

camera and editing for a 3-6 minute YouTube impact and promotional video		Editing: \$300	telling the story of impact, enhancing our storytelling capacity
		Total: \$4,535	

## ATTACHMENTS:

Please attach the following to your submission:

- Annual Report (if your organization publishes one)
- Audited Financial Statements (mandatory)
- List of Board of Directors (mandatory)
- Three digital photos of the Vital People nominee

## HOW TO SUBMIT THE APPLICATION:

**By e-mail and in hard-copy:** the application must be received by 5:00 PM on Wednesday, September 29, 2010 at the Toronto Community Foundation office. Submissions will not be accepted by fax.

All applications received by the deadline will be acknowledged by e-mail within two weeks.

### 1. In Hard-Copy:

One copy of the Application Form in hard-copy must include all the attachments (less the photos, which are to be e-mailed as attachments). Please mail or drop off at:

Vital People  
Toronto Community Foundation  
33 Bloor Street East, Suite 1603  
Toronto ON M4W 3H1

### 2. By E-Mail:

Please e-mail one copy of the application without all the attachments, but including the digital photos to: [ngodkewitsch@tcf.ca](mailto:ngodkewitsch@tcf.ca)

## FOR MORE INFORMATION:

If you have any questions about the Vital People grant program or need advice before applying, please contact Nadien Godkewitsch at 416-921-2035 x 204 ([ngodkewitsch@tcf.ca](mailto:ngodkewitsch@tcf.ca)).

**DEADLINE: 5 p.m. Wednesday, September 29, 2010**