

REQUEST FOR QUALIFICATIONS

Sustainability Funding

The purpose of this Request for Qualifications (RFQ) is to pre-qualify not-for-profit social service organizations interested in applying for 5-year (renewable) Sustainability Funding with the City of Ottawa starting January 2022. Only those organizations who successfully respond to this RFQ and meet the eligibility criteria will be included in the subsequent Request for Offers (RFO) application process.

DEADLINE:

Monday February 1st, 2021, 11:59 p.m.

CONTACT:

Questions regarding this RFQ can be submitted to

communityfunding@ottawa.ca

Social Development and Funding
Community and Social Services Department
City of Ottawa



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PART ONE: KEY INFORMATION

1 (a) Introduction

The City of Ottawa (“the City”) Social Development and Funding Branch is seeking to pre-qualify organizations (Not-for-Profit corporations and/or Registered Charities) who are interested in applying for 5-year (renewable) Sustainability Funding with the City of Ottawa starting January 2022.

Only organizations that pre-qualify under this RFQ will be invited to submit proposals through a Request for Offer (RFO) application process.

Organizations currently in receipt of Renewable Community Funding in 2021 **are not required** to submit the documentation required for pre-qualification. These organizations are **required to fill out the following sections:**

- 4(c) [Applicant Basic Information](#);
- 4(d) [Confirmation of Organizational Mandate](#);
- 4(e) [Qualifications for Community Hub Funding](#) if applying under the priority service of Community Hubs;
- 4(f) [Qualifications for Corporate Initiatives Funding](#) if applying under the priority service of Corporate Initiatives.

Only the execution of a written contribution agreement will obligate the City of Ottawa. The City does not obligate itself in any way as a result of this RFQ or the subsequent RFO.

1 (b) Background

In 2018, the City began a review of the Community Funding Framework (CFF) in order to enable the City to meet needs where they are most pronounced, offer enough flexibility to address emerging needs, strengthen existing investments, and contribute to a healthy social infrastructure and community well-being.

On 25 September 2019, Ottawa City Council approved the new CFF vision, mission, mandate, funding priorities and funding streams ([ACS2019-CSS-GEN-0012](#)).

On February 26th, 2020, Ottawa City Council approved the Community Funding Framework Policy Statements ([ACS2020-CSS-GEN-0003](#)), which define the following for each funding envelope: description, principles, eligibility criteria, decision-making process, allowable expenses, ineligible costs, and reporting and monitoring requirements. You can access the [Policy Statements here](#).

1 (c) Community Funding Framework

Vision

Ottawa has a strong and sustainable non-profit social services sector working collaboratively to ensure an equitable and socially inclusive city for all residents.

Mission

Community Funding improves community well-being by investing financial and capacity building resources in the non-profit social services sector to address the root causes of poverty and increase equitable access to services for residents facing the greatest needs and barriers in our community.

Mandate

The mandate of Community Funding is to invest in a sustainable social infrastructure of community non-profit social services that:

- provides equitable access to programs and services;
- responds to community needs;
- demonstrates measurable outcomes and financial accountability;
- collaborates to build community capacity and development; and
- aligns with City of Ottawa strategic priorities.

Priority Groups

Community Funding addresses the unique and intersectional needs of equity seeking groups where they are most pronounced, with a focus on: **Francophones; immigrants; Indigenous people; 2SLGBTQ+ community members; older adults; people living in poverty; people with disabilities; racialized people; rural residents; women; and youth.**

Funding Priorities

Community Funding has the following funding priorities:

1. **Poverty Reduction:** Poverty is deprivation of the resources, choices, and power necessary for civic, cultural, economic, political and social participation in society. Poverty reduction involves both addressing the root causes and alleviating the effects of poverty in the community.
2. **Community Development:** Community development is an inclusive process whereby community members become engaged, informed and able to generate and implement collective solutions to shared concerns.
3. **Social Infrastructure:** Social infrastructure refers to facilities, assets, and services that help residents and communities meet their social needs, maximize their potential for development and enhance community resilience and wellbeing.

1 (d) Allocation Process

The City is seeking to pre-qualify organizations (Not-for-Profit corporations and/or Registered Charities) who are interested in applying for Sustainability Funding (5-year, renewable) with the City of Ottawa.

The purpose of the Sustainability Fund is to maintain a strong social infrastructure and a sustainable community non-profit social services sector that ensures equitable provision of services for residents facing the greatest barriers and challenges. For a complete overview of the Sustainability Fund and its priority services, please refer to section 1 (e) [Summary of Sustainability Fund and Priority Service funding](#).

The Sustainability Fund will be allocated in two phases: 1) Request for Qualifications (RFQ), and 2) Request for Offers (RFO). In the RFQ process, interested agencies must demonstrate that they meet the eligibility requirements. The RFQ will serve to develop a list of pre-qualified organizations that will be invited to participate in the RFO application process. Organizations that do not qualify through the RFQ will not be invited to respond to the RFO.

Applicants under this RFQ will be notified in writing, and if successful, will be invited to attend an information session and a grant writing workshop and to submit the RFO application.

The RFO for the Sustainability Fund will include 7 priority service areas under which applicants can apply:

1. Community Hubs
2. Poverty Reduction
3. Food Security
4. Mental Well-Being
5. Social Inclusion
6. Equitable Systems and Structures
7. Corporate Initiatives

More details on each of these priorities can be found in the next section, [1 \(e\) Summary of Sustainability Fund and Priority Service funding](#).

The decision as to which applicants will be included in the RFO phase of this funding process is at the sole discretion of the City of Ottawa.

1 (d) i. Community Hubs Priority Service Area

The City's sustained investment in a community hub model is a key strength of the city's social infrastructure.

An organization must pre-qualify as a community hub through this RFQ in order to be invited to apply as a community hub in the subsequent RFO application process (see details in [Section 1 \(e\) i](#)).

Pre-qualified community hubs will be eligible to apply for 1 core operational request and up to 5 specific priority service program requests in addition to Community Houses that are a program of the applicant's organization.

The City will fund up to 14 community hubs, which may include three hubs with priority on providing bilingual services and one hub with priority on providing services to Indigenous residents.

1 (d) ii. Priority Service Areas

Pre-qualified applicants applying under priority service areas: poverty reduction, food security, mental well-being, social inclusion, equitable systems and structures (see details in Sections 1) will be eligible to apply for 1 core operational request and up to 2 specific program requests.

The requests do not need to be in the same priority service (for example, an organization could apply for core services in poverty reduction and for a program under food security).

1 (d) iii. Corporate Initiatives

Corporate Initiatives funding and related programs were approved by City Council to be managed by the Community Development and Funding Branch as Term of Council priorities. Funds are administered as part of the Sustainability Fund. Corporate initiatives currently include the Community Development Framework, Ottawa Youth Engagement Committee, Snow Go Program, and Community Gardening Development Fund.

An organization must pre-qualify through this RFQ in order to apply to implement or coordinate a Corporate Initiative in the subsequent RFO (see details in [Section 4 \(f\)](#)).

Pre-qualified organizations in the Corporate Initiative priority service area will be able to apply to both this priority service area **and** to other priority Service Areas 1-6 (namely, community hubs, poverty reduction, food security, mental well-being, social inclusion, and equitable systems and structures – see details in [Section 1 \(e\)](#)).

1 (d) iv. Organizations Receiving Renewable Community Funding in 2021

Organizations in receipt of 2021 Renewable Community Funding have had their mandatory documents reviewed and approved by Community Development and Funding staff as part of the Annual Funding Submission process with the City. Therefore, they do not need to submit the mandatory documentation as defined in Section 4 ([g\) Required Documents for Qualification](#)).

Organizations in receipt of 2021 Renewable Community Funding **are required to fill out the following sections:**

- 4(c) [Applicant Basic Information](#);
- 4(d) Confirmation of [Organizational Mandate](#);
- 4(e) [Qualifications for Community Hub Funding](#) if applying under the priority service of Community Hubs;
- 4(f) [Qualifications for Corporate Initiatives Funding](#) if applying under the priority service of Corporate Initiatives.

1 (d) v. Collaboration / Partnerships in the RFO Application Process

Indication of confirmed partnerships or collaborations will be a requirement of all pre-qualified organizations in the subsequent RFO application process. The purpose of collaborations or partnerships in the context of Sustainability Funding is to promote coordination and communication across the non-profit social service sector, promote sector sustainability, control service duplication, reduce administration costs and promote leveraged funding from other sources.

1 (e) Summary of Sustainability Fund and Priority Service Areas funding

The Sustainability Fund is one of the three funding streams under the new Community Funding Framework. The purpose of the Sustainability Fund is to maintain a strong social infrastructure and a sustainable community non-profit social services sector that ensures equitable provision of services for residents facing the greatest barriers and challenges. Both core operational and program expenses are eligible for funding under this funding stream.

The Sustainability Fund has 7 priority service areas for funding:

1. Community Hubs
2. Poverty Reduction
3. Food Security
4. Mental Well-Being
5. Social Inclusion
6. Equitable Systems and Structures
7. Corporate Initiatives

Organizations can apply for both core operations and program funding under these priority services (see Section [1 \(d\) Allocation Process](#) for details).

1 (e) i. Community Hubs

Funding for this priority service will be allocated to community hubs that are multi-service one-stop-shops providing access to social and community services and community development programs/services.

The City is seeking to ensure that there is equitable access to services in all geographic areas of the city. Organizations that are applying as a community hub must have a specific geographical catchment area. Additionally, community hubs must have the capacity to provide services at minimum:

- 1 weekend per month; and
- 4 evenings a month.

To pre-qualify as a community hub for the purpose of Sustainability Funding, organizations must have the capacity to serve at least 5,000 unique clients annually and offer, as part of their core services, the following non-biased and equitable services:

1. Intake
2. Assessment and referral
3. Crisis intervention
4. Service coordination/navigation
5. Community development in priority neighbourhoods and rural areas

Additionally, organizations must have the infrastructure and organizational capacity to provide services that address emerging and emergency needs in the following priority service areas:

1. Poverty Reduction
2. Food Security
3. Social Inclusion
4. Mental Well-Being
5. Equitable Systems and Structures

The City will fund up to 14 community hubs, which may include three hubs with priority on providing bilingual services for Francophone residents and one hub with priority on providing services to Indigenous residents.

1 (e) ii. Poverty Reduction

Funding for this priority service will be allocated for services and programs that:

- address the root causes of poverty and/or
- alleviate the immediate effects of poverty for individuals and families.

Poverty is defined as deprivation of the resources, choices and power necessary for civic, cultural, economic, political and social participation in society.

Examples of what will be considered for funding under this priority include, but are not limited to:

- Community houses
- Critical hours programming (such as homework clubs, etc.)
- Providing access to essential services (such as laundry and shower facilities)
- Life skills (e.g. for pre-employment)
- Financial literacy

Examples of what will not be considered for funding under this priority include, but are not limited to:

- Employment placement services
- Refugee and settlement services
- Housing services
- Childcare services
- Social enterprises
- EarlyON services for children 0-6
- Any other service that is within the legislated mandate of other levels of government

1 (e) iii. Food Security

Funding for this priority service will be allocated for services and programs that:

- prevent food insecurity;
- offer sustainable food initiatives; and/or
- help alleviate the immediate effects of being food insecure.

Being food secure means having physical and economic access to sufficient, safe, nutritious and culturally appropriate food.

Food insecurity exists when one or more members of a household:

1. Cannot afford balanced meals;
2. Go hungry by eating less or skipping meals, sometimes not eating for an entire day;
3. Do not have access to the variety or quantity of food that they need due to lack of money.

Examples of what will be considered for funding under this priority include, but are not limited to:

- Emergency food initiatives (e.g. emergency food banks)
- Collective community kitchens or bulk food sharing initiatives (e.g. food boxes)
- Sustainable food programs or services (e.g. community gardens)

Examples of what will not be considered for funding under this priority include, but are not limited to:

- Services offered in housing, primary health, or childcare facilities, correctional institutions or long-term care homes
- Any other service that is within the legislated mandate of other governments

1 (e) iv. Social Inclusion

Funding for this priority service will be allocated to services and programs increasing social inclusion for priority populations and equity seeking groups. These include older adults, newcomers, Indigenous people, 2SLGBTQ+ communities, racialized residents, rural residents, people with disabilities, youth and Francophone residents.

Social inclusion is the process of improving the ability, opportunity, and dignity of those residents facing the greatest inequities and barriers to participate fully in society.

Examples of what will be considered for funding under this priority include but are not limited to:

- Community support programs
- Drop in / outreach services
- Social recreational programs

Examples of what will not be considered for funding under this priority include but are not limited to:

- Sports clubs
- Services offered in housing, primary health, or childcare facilities, correctional institutions or long-term care homes
- Any other service that is within the legislated mandate of other governments

1 (e) v. Mental Well-Being

Funding for this priority service will be allocated for:

- community-based general counselling programs/services for residents living on low incomes that help support mental well-being; and/or
- services that provide immediate crisis intervention and support

Good mental well-being enables people to realize their own abilities, cope with the stresses of life, work productively and contribute to their communities.

Examples of what will be considered for funding under this priority include, but are not limited to:

- Individual and/or group counselling programs
- Counselling programs designed for priority populations
- Crisis intervention and support programs

- Mentorship programs
- Culturally specific counselling programs

Examples of what will not be considered for funding under this priority include, but are not limited to:

- Addiction services, including safe injection sites
- Services offered in housing, primary health, or childcare facilities, correctional institutions or long-term care homes
- Any other service that is within the legislated mandate of other governments

1 (e) vi. Equitable Systems and Structures

Funding for this priority service will support initiatives and services provided by networks, coalitions or organizations that focus on breaking down barriers to services for equity seeking groups, addressing discrimination, stigmatization and intolerance. Initiatives and services must advance equitable service delivery and be aligned to the Community Funding priorities (see Sections 1 (c) and 1 (e)).

Equity is treating everyone fairly by acknowledging their unique situations and addressing the systemic barriers they face to ensure that everyone has access to equal results and benefits.

Equitable systems and structures are free of barriers that exclude equity-seeking groups from full participation and benefits in social, economic and civic life.

Discrimination is the negative treatment of an individual or group based on their characteristics such as age, race, family status, sexual orientations, gender expression, religion, or disabilities, among others.

Examples of what will be considered for funding under this priority include, but are not limited to:

- Coalitions to address equitable service access and provision for equity-seeking groups
- Data collection and analysis for the non-profit social services sector
- Inclusive social planning

Examples of what will not be considered for funding under this priority include, but are not limited to:

- Services offered in housing, primary health, or childcare facilities, correctional institutions or long-term care homes
- Advocacy-based networks, coalitions or organizations
- Any other service that is within the legislated mandate of other governments

1 (e) vii. Corporate Initiatives

Corporate Initiatives funding and related programs were approved by City Council to be managed by the Community Development and Funding Branch as Term of Council priorities. Funds are now administered as part of the Sustainability Fund.

1 (e) vii. (a) - Community Development Framework

The Community Development Framework (CDF) is a multi-partner community-based collaborative that works at a neighbourhood and a systems level to support community development and resident-led action in priority neighbourhoods.

The CDF is currently undergoing a review to update and evolve the model to address current and emerging community needs. Recommendations from this review will be taken into consideration during the RFO phase of the Sustainability Funding.

1 (e) vii. (b) - Community Garden Development Fund

The City of Ottawa has had a Community Garden Action Plan since 2004 and subsequently approved additional funding for a Community Garden Development Fund to support the development of new community gardens and the enhancement or expansion of existing community gardens.

The City will fund one organization to administer the Community Garden Development Fund.

1 (e) vii. (c) - Ottawa Youth Engagement Committee / Youth Engagement with City of Ottawa

Since 2013, the Ottawa Youth Engagement Committee, a group of diverse youth, has played a role in championing and assisting with the implementation of actions that amplify the youth voice in municipal decision making, program planning and policy making.

The City will fund one organization to develop and coordinate a sustainable model for youth engagement with the municipality.

1 (e) vii. (d) - Snow Go Program

Snow Go is a snow removal coordination program that links seniors and persons with disabilities with individuals and contractors willing to clear snow from private driveways and walkways. Residents using the program make payments directly to the individual or contractor who removes snow. The program provides no direct financial subsidy to residents.

The City will fund up to 9 organizations to coordinate and administer the Snow Go Program, ensuring equitable coverage throughout the City.

1 (f) Screening for the Request for Qualifications

The RFQ and the supporting mandatory documentation will be screened by Social Development and Funding staff to determine whether each application is complete, the organization’s mandate aligns with the Community Funding priorities, and each document complies with the eligibility criteria contained in this document (see Part Two: Mandatory Requirements).

For the Community Hub priority service, selection of successful applicants will be based on the profile of the organization, their mandate and their capacity to provide the requirements as defined in the [1 \(d\) i Community Hubs Priority Service Area](#).

City staff will inform applicants of the outcome of the RFQ before **February 19th, 2021**.

1 (g) Estimated Timelines

Dates	Activities
December 15, 2020	Request for Qualification (RFQ) application process opens for all agencies
February 1, 2021	Deadline for the RFQ applications
February 19th, 2021	Agencies informed of RFQ results
February 22 2021	Request for Offer (RFO) application process opens for agencies pre-qualified through the RFQ
February 24 – March 5, 2021	City hosts online information sessions and grant writing workshops for pre-qualified agencies
April 1, 2021	Deadline for the RFO applications
July 30, 2021	Agencies informed of funding decisions
July – September 2021	The City works with agencies on transition plans (as required) and creates new Contribution Agreements with successful applicants

PART TWO: MANDATORY REQUIREMENTS

For an application to be considered for pre-qualification under this RFQ process, the eligibility criteria must be met in the sole opinion of the City.

2 (a) Eligibility Criteria

To be eligible, the applicant organization must:

1. Be an incorporated non-profit organization or a registered charity;
2. Have been incorporated for at least 2 years (if incorporated);
3. Have been in existence for at least 5 years;
4. Have an organizational mandate that aligns to the Community Funding Framework priorities;
5. Demonstrate financial viability and agency sustainability;
6. Operate in a non-discriminatory manner as set out by the Ontario Human Rights Code;
7. Be governed by a democratically elected Board of Directors or Steering Committee;
8. Be in good standing with the City of Ottawa;
9. Be located in and serve residents of Ottawa.

Applications not fully complying with the mandatory requirements will be deemed disqualified and not given further consideration.

2 (b) Ineligibility Criteria

Applicants cannot be:

1. Sponsored by another non-profit or charitable organization;
2. Faith-based organizations whose proposed services/activities include the direct promotion and/or required adherence to a faith or religious practice;
3. For-profit organizations or ventures;
4. Organizations that act primarily as a funding source for other groups;
5. Hospitals, clinic-based services or medical treatment programs;
6. Organizations of political affiliation or which have a mandate to conduct political activities;
7. Other levels of government or organizations proposing programs within the legislated mandate of other governments;
8. Provincial/national organizations, unless a local chapter/branch exists to explicitly serve the residents of the city of Ottawa;
9. School boards, primary and secondary schools or post-secondary institutions;
10. Sports clubs.

PART THREE: HOW TO APPLY TO THE RFQ

3 (a) Steps to Complete the RFQ Application Package

The Application Package provides a format for applicants to demonstrate they meet the eligibility criteria. Please follow the specific instructions to assemble and submit the Package detailed in Part Four of this RFQ.

If, for any reason, the City requires additional detail or clarification, staff will contact the applicant directly.

Organizations in receipt of 2021 Renewable Community Funding have had their mandatory documents reviewed and approved by Community Development and Funding staff as part of the Annual Funding Submission process with the City. Therefore, they do not need to submit the mandatory documentation as defined in Section 4 ([g\) Required Documents for Qualification](#)).

Organizations in receipt of 2021 Renewable Community Funding **are required to fill out the following sections:**

- 4(c) [Applicant Basic Information](#);
- 4(d) Confirmation of [Organizational Mandate](#);
- 4(e) [Qualifications for Community Hub Funding](#) if applying under the priority service of Community Hubs;
- 4(f) [Qualifications for Corporate Initiatives Funding](#) if applying under the priority service of Corporate Initiatives.

Sections of the Application Package	Instructions
4 (c) Applicant Basic Information	All applicants must complete this section. Make sure that the information provided corresponds with your Letters Patent or Certificate of Incorporation.
4 (d) Confirmation of Organizational Mandate	All applicants must complete this section. Review Section 1 (e) before completing this section. Insert the mandate of your organization as it is currently stated. Do not re-phrase / edit it specially for this RFQ.
4 (e) Qualifications for Community Hub Funding	Complete section 4 (e) parts i, ii, and iii if you would like to pre-qualify for Community Hub funding.
4 (f) Qualifications for Corporate Initiatives Funding	Complete section 4 (f) based on which initiative you would like to pre-qualify for Corporate Initiatives funding.

Sections of the Application Package	Instructions
4 (g) Required Documents for Qualification	Submit these documents if you are not currently receiving Renewable Community Funding. Use the list of documents in this section to ensure you are sending everything.
Checklist	All applicants must use the Checklist at the end of this RFQ to ensure their application is complete before submitting it.

3 (b) How to Submit the Application Package

Applications must be sent electronically. Send the electronic version of the Application Package as an email with attachments to communityfunding@ottawa.ca.

Submit your Application Package, if possible and size allows, in **one single email**. The City of Ottawa does not accept emails with total attachment size greater than 15MB. If your email is bigger than 15MB please submit in two emails.

Before sending the email, use the **Checklist** at the end of this document to ensure you have attached all the necessary documents. Files must be in **pdf format** and **should not** be combined in one single pdf. In the body of the email include a list of the documents attached.

Label each pdf attachment using this naming convention: “Name of Your Organisation_Name of Document”, where “Name of Document” corresponds to the respective Documents for Qualification (for example, “Agency A_Audited Financial Statements 2019”).

The RFQ Application Package must be sent by the person whose name and email address are used on the signature page.

If you are unable to submit your application electronically, please contact the City at 613-580-2424, ext. 24377.

DEADLINE: Applications must be received by 11:59 p.m. on February 1st 2021.

Late or incomplete applications will not be reviewed. The time stamp of the email from which the RFQ is sent will be used to determine if the RFQ submission has met the deadline.

You should receive an automated confirmation email letting you know we have received your email. If you do not receive this confirmation within 24h or if you receive an error message, please contact the City at 613-580-2424, ext. 24377.

Staff will contact all applicants within two working days of receiving the application to provide an application package completion receipt. Please keep these communications for your records.

PART FOUR: RFQ APPLICATION PACKAGE

4 (a) Screening for Mandatory Requirements

The completed RFQs and the supporting mandatory documentation will be screened by Social Development and Funding staff to determine whether each application is complete, their mandate aligns with the community funding priorities and each document complies with the eligibility criteria contained in this document (see Part Two: Mandatory Requirements).

For the Community Hub priority service, selection of successful applicants will be based on the profile of the organization, their mandate, and their capacity to provide the requirements as defined in the 1 (e) i. Community Hubs.

For the Corporate Initiatives priority services, selection of successful applicants will be based on the profile of the organization, their mandate and their experience and capacity to provide the services as defined in the 1 (e) vii. Corporate Initiatives.

4 (b) Definitions

Not-for-profit Corporation

An active non-share corporation incorporated under one of the following legislative acts:

- Part III of the province of Ontario Corporations Act;
- Part II of the Canada Corporations Act with a certificate of continuance issued under the Canada Not-for-profit Corporations Act; or
- the Canada Not-for-profit Corporations Act.

Registered Charity

A charitable organization that is established and operated exclusively for charitable purposes and has an active charitable registration number issued by the Canada Revenue Agency.

Core Operational Funding

Funding directed to an organization's basic operational needs for the purpose of effectively carrying out their mandate (e.g. staffing costs, utilities, rent, etc.).

4 (c) Applicant Basic Information

All applicants must fill in the mandatory applicant basic information below.

The name of the corporation in the Letters Patent or Certificate of Incorporation issued to the applicant under one of the Acts described above in Section 4 (b) is as follows:

Corporation (Legal Name)	
Corporation Number	
Corporation Type	
Corporation Status	
Charitable Number	
Head Office Address	
Contact person	
Title	
Telephone	
Email	

4 (d) Confirmation of Organizational Mandate

All applicants must fill this section. Organizations are required to have a mandate that aligns to the Community Funding Framework priorities. Please see Sections 1 (c) and 1 (e) to review the Community Funding Framework priorities.

Please enter your organization mandate below.

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Please describe how your mandate aligns to one or more of the Community Funding Framework priority services (200 words or less).

4 (e) Qualifications for Community Hub Funding

Only organizations wanting to pre-qualify to apply to Community Hub funding through the RFO application process are required to fill in this section.

Please describe how you provide the following services as part of your core service offerings (150 words or less per service area):

Service Offering	Details
Intake	
Assessment and Referral	
Crisis Intervention	
Service Navigation and Coordination	
Community Development	

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Please describe how you provide services in the following priority service areas (150 words or less per priority service):

Service Offering	Details
Poverty Reduction	
Food Security	
Social Inclusion	
Mental Well-Being	
Equitable Systems and Structures	

How many unique clients did you serve in the last completed fiscal year?

What is the geographical catchment area that you serve, by wards?

4 (f) Qualifications for Corporate Initiatives Funding

Please indicate which Corporate Initiative you would like to pre-qualify for and fill out the subsequent information below based upon your selection:

- Community Development Framework
- Community Garden Development Fund
- Ottawa Youth Engagement Committee / Youth Engagement with City of Ottawa
- Snow Go Program

4 (f) i. Community Development Framework

Please explain how your mandate aligns to community development (200 words or less):

Please describe your experience in coordinating community development initiatives in priority neighborhoods (200 words or less).

Priority neighbourhoods, for the purposes of this RFQ, are neighbourhoods experiencing the greatest overall inequalities. Please use the [Neighbourhood Equity Index](#) to identify priority (red) neighbourhoods.

4 (f) ii. Community Garden Development Fund

Please explain how your mandate aligns to community garden development (200 words or less):

Please describe your experience in coordinating and developing community gardens (200 words or less):

4 (f) iii. Ottawa Youth Engagement Committee / Youth Engagement with City of Ottawa

Please explain how your mandate aligns to developing and coordinating youth engagement with the municipality (200 words or less):

Please describe your experience in developing and coordinating youth engagements initiatives (200 words or less):

4 (f) iv. Snow Go Program

Please explain how your mandate aligns to providing services for seniors and/or people with disabilities (200 words or less):

Please explain your experience in coordinating and providing services for seniors and/or people with disabilities (200 words or less):

4 (g) Required Documents for Qualification

Review the List of Required Documents below and attach these documents to your RFQ Application Package when you send it via email.

Agencies receiving Renewable Community Funding in 2021 are not required to submit these documents.

List of Required Documents
Confirmation of not-for-profit status and or charitable status by providing: <ol style="list-style-type: none">1. Letters Patent2. Certificate of Incorporation and / or3. Charitable Number
Audited Financial Statements
Annual report for last completed fiscal year
Annual general meeting (AGM) minutes for the last two completed fiscal years: <ol style="list-style-type: none">1. Draft AGM minutes from last completed fiscal year and2. Most recent approved AGM minutes signed by two individuals with signing authority for the organization
List of Board of Directors Include title, contact information and mandate term of each director
Current organizational chart
Certificate of Insurance Comprehensive / commercial general liability (minimum \$5,000,000) in the name of the recipient with the City of Ottawa named as an additional insured. NOTE: If you do not have comprehensive / commercial general liability (minimum \$5,000,000) with the City of Ottawa named as an additional insured please send in your current certificate of insurance. Proof of comprehensive / commercial general liability (minimum \$5,000,000) in the name of the recipient with the City of Ottawa named as an additional insured will be required upon confirmation of funding. No funding will be issued until this requirement is fulfilled.

Request for Qualification Confirmation Signature Page

By checking off this box I acknowledge that all information provided in this Request for Qualifications and any attachments is true, correct and complete in every respect and that I have the authority to bind the organization, am authorized under a by-law of the organization to sign this Request for Qualifications, and have legal capacity to sign this Request for Qualifications. I agree that my electronic signature is the legal equivalent of my manual signature on this Request for Qualifications.

Name..... Date:.....

Title..... Email:.....

Phone Number:.....

Name of the Organization.....

Please keep a copy of this signed application for your records.

The City of Ottawa is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended (“MFIPPA”) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the City in the Request for Offer may be available to the public unless the party submitting the information requests that it be treated as confidential.

Checklist

Fill in all the mandatory sections

Sections	Instructions
4 (c) Applicants Basic Information	All applicants must complete this section.
4 (d) Confirmation of Organizational Mandate	All applicants must complete this section.
4 (e) Qualifications for Community Hub Funding	Complete this section if you would like to pre-qualify for Community Hub funding.
4 (f) Qualifications for Corporate Initiatives Funding	Complete this section if you would like to pre-qualify for Corporate Initiatives funding.
4 (g) Required Documents for Qualification	Submit these documents if you are not funded by Renewable Community Funding in 2021.

Complete the Request for Qualifications Confirmation Signature Page.

Label all Documents for Qualification using the naming convention described in Section 3 (b)
How to Submit the Application Package.

Attach to one single email (if possible) all necessary Documents for Qualification and the signed RFQ with the completed sections.

Include a list of the attachments in the body of the email.

Send the email to communityfunding@ottawa.ca.

Send the email from the person who signed the application and through the email provided on the Signature Page.

The deadline to submit this RFQ application is February 1 2021 at 11:59 p.m.

Late or incomplete applications will not be reviewed.