

ENVIRONMENT PROGRAM

Cycle City

2018 Application Guidelines

METCALF FOUNDATION

The George Cedric Metcalf Charitable Foundation's mission is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society.

We focus our efforts on three areas:

- improving economic livelihoods for low-income people in Toronto;
- building a low-carbon, resource efficient, and resilient Canada; and
- leveraging opportunities for new approaches and shared learning in the performing arts.

Our work is grounded in the belief that change happens when we share hopeful visions of the future, work and learn collectively, think broadly in pursuit of comprehensive solutions, and take a meaningful role in the decisions that affect our lives.

We believe that non-profit organizations play a critical role as catalysts who animate and facilitate lasting change. They create space for people to connect, communicate, and participate. We are interested in organizations that are deliberately engaging communities in their work and developing new strategies and collaborations.

We encourage success by:

- supporting dynamic leadership — celebrating, developing, and strengthening leaders who are contributing to positive change;
- nurturing new ideas and practices — exploring and developing innovative approaches to tackling tough problems and seizing opportunities; and
- fostering integrated thinking — creating opportunities for ongoing dialogue, collaborative learning, and reflection to build new knowledge and inform action.

In our work, we aim to be clear, open, reflective, and responsive. We actively seek to learn from our experiences with funded projects and from our ongoing exploration of issues and ideas. We expect our grant-making practices to evolve as we strive to realize the full potential of our commitment and resources.

ENVIRONMENT PROGRAM

Our Environment Program aims to help build a low-carbon, resource efficient, and resilient Canada. We believe our ability to mitigate the impact and severity of climate change and transition to a low-carbon society is one of the major challenges of our time. While the issues associated with this challenge are great we see an opportunity for substantial action, at both a policy and community level, in three important areas. These areas comprise the focus of our funding and align with our long-standing commitment to advance pragmatic approaches in support of bold visions. They are:

[Carbon Landscapes](#)

[Climate Blueprints](#)

[Cycle City](#) (information and application follow)

CYCLE CITY

The goal of Cycle City is to help build a constituency and a culture that support cycling in Toronto.

Over 80% of Torontonians support the creation of a city wide safe cycling network – and they want it built as soon as possible.¹ Whether through bike lanes or bike parking, bike programs or bike access, or simply celebrating the beauty and fun of propelling oneself and others around the city on two wheels, there is much work to be done to make Toronto an exemplary city for cycling. There are also many benefits to be realized including affordable and environmentally friendly transportation, active and healthy lifestyles, safe streets for all road users, and prosperous local economies.

Our 2018 Cycle City funding will support public education and community organizing, network building and convening, research and public policy analysis, and other complementary efforts to build on and advance the implementation of recent cycling commitments in Toronto. We encourage applicants to connect cycling work with a range of desired outcomes, including a healthier environment, human health and wellness, safe streets, and local economic prosperity.

Eligibility

Organizations may apply individually or in collaboration with others. Lead applicants must:

- be committed to improving cycling programs, culture, services, and infrastructure in Toronto;
- be based and active within the City of Toronto; and
- have a current, valid charitable registration from the Canada Revenue Agency.

Deadline

The deadline for 2018 applications is **January 31, 2018, 2:00pm**.

¹ Angus Reid Forum poll, 2016. More info here: <http://metcalfoundation.com/stories/metcalf-stories/angus-reid-poll-shows-city-wide-support-for-cycling-infrastructure-investment/>

Funding Decision

Applications will be reviewed by the Foundation's Board and staff, assisted by an advisory panel with knowledge of the sector. Funding decisions will be announced in early April 2018.

* Please Note *

In advance of applying, prospective applicants are asked to contact Metcalf's Environment Program Director, Andre Vallillee, to discuss proposal ideas: avallillee@metcalffoundation.com or 416.926.0366 x 230

2018 Cycle City Application

General Information

Lead Organization:

Project Partners (if applicable):

Primary Contact Name and Position:

Mailing Address:

Telephone:

Email:

Website:

Charitable Registration Number:

Project Summary

Project Title:

Total Amount Requested (per year if multi-year request):

Project Duration:

Please provide a summary of the proposed work (max 250 words):

Project Details

Please address the following eight points in your application, using no smaller than 11 point type and 1.5 line spacing. Proposals longer than 8 pages will not be reviewed.

1. **Context is key.** Please describe why this work is important to building a constituency and a culture that support cycling in Toronto. Context to consider: timeliness of proposed work; potential for significant impact; response to community need; opportunity for collaboration.
2. **What success looks like.** In specific terms, please identify the goal(s) you aim to achieve through your proposed project.
3. **Your strategy for achieving your goals.** Please describe the plan for achieving your goal(s). What evidence, experience, or underlying rationale led you to this approach?

4. **How you will know if you are succeeding or missing the mark.** Please explain how you will be evaluating progress for the duration of the proposed project. What indicators of success will you be keeping an eye on? How will you collect and process feedback, information, and experiences to determine whether midcourse corrections are necessary?
5. **Tell us about yourself.** Given the nature and focus of the proposed project, why is your organization and its staff well-positioned to achieve success? Include reference to individual skills, experience, and qualifications related to similar projects and areas of work.
6. **How you will leverage other resources for greater impact.** How are you leveraging other sources of funding, building on work-to-date, and/or collaborating with other partners with shared goals?
7. **Work plan and budget.** In a table format, please include a work plan and budget for each year of requested funding. The table should include the following columns: Activity; Deliverable; Lead(s); Timing; Budget (please note other funding that is confirmed or pending).
8. **Additional information.** In addition to your 8-page proposal, please submit:
 - The lead organization's most recent financial statements.

Applications are to be submitted in **electronic form only**. Please email **one pdf file** with all materials to **hdunford@metcalffoundation.com** by the date and time listed.

Application deadline: **January 31, 2018, 2:00pm**

Note: A Word version of the Application section is available at <http://metcalffoundation.com/downloads/>