



Community Food Projects Grant Applicant Handbook

Welcome to the Town of Innisfil's (Town) Community Food Projects Grant Applicant Handbook. This opportunity is made possible through the Commonwell Mutual Insurance Group's Learning Engagement & Accelerator Fund (L.E.A.F.) program that supports community capacity, resiliency, and growth. This handbook has information to help individuals and organizations apply for the Town's Community Food Projects Grant.

Eligibility

Applicants

Applicants must be:

- Community groups or organizations that provide services in Innisfil and/or to Innisfil residents, and
- Non-profit, charitable, grassroots, faith-based organizations, and/or volunteer-led groups or organizations. Formal registration is not required.

Community Food Projects

Community Food Projects must:

- Promote one or more of community connection, cultural celebration, and/or improved food access.
- Be inclusive and accessible, especially for vulnerable or underrepresented residents, such as:
 - Low-income individuals and families experiencing food insecurity.
 - Seniors, particularly those living alone or with limited mobility.
 - Youth and children from underserved communities.
 - Newcomers and immigrants who may face cultural or language barriers.
 - People with disabilities who require accommodation to participate.
 - Indigenous residents and other racialized communities.
 - LGBTQ2S+ individuals who may face social exclusion.
 - Unhoused or precariously housed individuals.
- Take place in Innisfil from March 14 to July 31, 2026, and have mostly Innisfil participants.

Examples of Community Food Projects include events such as community meals or potlucks, cooking workshops or demonstrations, garden-based food events, and meal kit distribution.

Eligible Expenses

- Groceries
- Office expenses related to printing and handouts
- Food packaging supplies
- Disposable tableware
- Gardening supplies
- Facility rental fees
- Participant transportation costs
- Honoraria for guest presenters or facilitators

Ineligible Expenses

- Alcohol
- Infrastructure and capital costs
- Administrative, contingency funds, or operating expenses
- Advocacy activities (i.e., campaigns, protests)
- Projects occurring on private land with no public access
- Expenses incurred prior to the grant agreement date
- Projects taking place outside of Innisfil, Ontario

Funding Agreement

Successful applicants must enter into a funding agreement with the Town.

Application

The application questions are listed below with additional information in the application success criteria section of the handbook to help organizations complete the application. Questions marked with asterisks are mandatory.

Section 1: Applicant Information

Tell us about yourself and your organization.

1. Organization Name: *

2. Organization Type *

- Non-profit
- Registered charity
- Grassroots
- Volunteer-led
- Faith-based
- Other (provide space for response)

3. Primary Contact Name:

4. Primary Contact Email Address: *

5. Primary Contact Phone Number:*

Section 2: Project Details

Please tell us about your proposed Community Food Project.

6. Briefly describe your proposed Community Food Project. *

Maximum 500 characters

7. What is the purpose of your proposed Community Food Project? Check all that apply. *

- Community connection
- Cultural celebration
- Improved food access

8. Explain how you will achieve this purpose. *

Maximum 500 characters

9. How many participants does your Community Food Project aim to include? *

The value must be a number

10. Who will your Community Food Project aim to serve? *

Maximum 300 characters

11. How will your initiative be inclusive and accessible, especially for vulnerable or underrepresented residents? *

Maximum 500 characters

12. Select the types of groups and/or individuals that you will collaborate with to plan and deliver your Community Food Project. *

- ☐ Non-profit
- ☐ Registered charity
- ☐ Grassroots
- ☐ Volunteer-led
- ☐ Faith-based
- ☐ Other (provide space for response)

13. Tell us how you will collaborate with these groups and/or individuals to plan and deliver your Community Food Project. *

Maximum 500 characters

14. Have you previously planned and delivered a similar Community Food Project? *

- ☐ Yes
- ☐ No

15. If so, tell us how the experience gained from past Community Food Projects will assist you in planning and delivering this new initiative.

Maximum 500 characters

Section 3: Funding & Accountability

16. Describe how funds will be used (i.e., highlight cost categories and amount per category—refer to Eligible Expense Categories in the Applicant Handbook) *

Maximum 1000 characters

Application Success Criteria

The Town will assess applications using the criteria in Table 1. Applicants will be notified of application status by March 9, 2026.

Table 1: Application Success Criteria

Criterion	Description
Project Goals	Does the project meet one or more of the following goals: fostering community connection, celebrating cultural diversity, and/or improving food access?
Reach	How many people will benefit from the project?
Feasibility	Is the project realistic and well-planned? Can it be completed within the given timeline?
Budget	Is the budget reasonable and aligned with the goals?
Accessibility and inclusivity	Is the project inclusive and accessible, especially for vulnerable or underrepresented residents?

Frequently Asked Questions (FAQ)

1. Who can apply for the Innisfil Community Food Projects Grant?

Community groups or residents, including non-profit, charitable, grassroots, faith-based, or volunteer-led organizations. Formal registration is not required.

2. What types of projects are eligible for funding?

Projects must be food-related and promote community connection, cultural celebration, and/or improved food access. Examples include community meals or potlucks, cooking workshops, garden-based food events, and meal kit distribution.

3. How are funds disbursed?

Each selected grantee will receive \$1,000 as an Electronic Funds Transfer to implement their Community Food Project. Funds must be spent by July 30, 2026.

4. How do I demonstrate that my project will be inclusive and accessible?

Applicants should describe how their project will actively reduce barriers to participation, such as offering free meals, providing transportation support, using accessible venues, or offering multilingual materials. Projects should aim to create welcoming environments that reflect the diversity of Innisfil and foster meaningful community connections.