ORGANIZATION REGISTRATION CHECKLIST

Please update your browser to ensure compatibility with OTF's online granting system:

Chrome	Firefox	Safari (for Apple)	Microsoft Edge	Internet Explorer

To prepare for your registration, you will need the following pieces of information in advance:

REGISTRATION SECTION	INFORMATION REQUIRED	DIRECTIONS

Organization Primary Contact Information	1. The following information will be required for the primary contact/authorizing person:
	
	   a. Name
	   b. Position/Title
	   c. Phone number
	   d. Email
		Note: The Primary Contact must have the authority to legally bind the organization. If you are registering on behalf of the person with legal authority/primary contact, you will need to provide his/her name and contact information.

Basic Organization Information	2. Organization Name
	
	3. Legal Name of Organization
	
	4. Address of the organization
	
	5. Organization type-specific information, when applicable:
	   a. Charitable Registration number & year of registration
	   b. Incorporation number & year of incorporation
	   c. Band/municipality
	
	6. Optional: website URL, Ontario Business Number (BN15)
		The Ontario BN15 number is a Business Number that businesses receive from the Ontario Government for data management purposes. If you do not have one, leave the field blank.

	7. Executive contact information
	   a. Name
	   b. Position/Title
	   c. Phone number
	   d. Email
	
	8. Brief background on your organization's typical activities, services, or programs (max. 500 words)	

	9. Your organization's mission statement/principal mandate/overarching goal (max. 100 words)	*If you do not have a formal mission statement, please provide a statement that captures the organization's principal mandate or overarching goal.*
	10. Briefly describe how your organization's work impacts your community (max. 250 words)	*Describe the positive impact your organization's activities, services or programs have on the community/communities served.*
	11. On average, how many paid staff did your organization have over the last 12 months? (numeric)	*Please provide the total number of people you pay, regardless of full-time or part-time status.*
	12. On average, how many volunteers did you have over the last 12 months? (numeric)	*Please provide the total number of individual volunteers, regardless of the number of hours they each volunteered.*

Governance
(Applies to registered charities and incorporated not-for-profits only.)
	13. How many board members does your organization have? (numeric)
	
	14. Provide information for each board member (25 members max):
	    a. First Name
	    b. Last Name
	    c. Position
	    d. Director Term Start Date
	    e. Director Term End Date
		OTF requires registered charities and incorporated not-for-profits to have a minimum of three members on an organization's board of directors.
		
		To be eligible for funding, at least 50% of board members must maintain an arm's length relationship to each other.
		
		An 'arm's length' relationship means board members and organization executives are NOT married or related to each other, do not work as business partners or are otherwise in a relationship where interests may be compromised.
		
		If a board member is at arm's-length to other board members or executive staff (i.e. not married, related etc.), click 'yes'.
		
		If he/she is married to, related to, or in a business relationship with another board member or executive staff, answer 'no'.

Financial Health (Applies to registered charities and incorporated not-for-profits only.)	15. In accordance with our Eligibility Policy and Financial Need and Health of Applicants Policy, as a minimum, organizations must be able to demonstrate that they provide services in Ontario, and show evidence of their ability to generate additional resources from the community and other sectors. Therefore, OTF requires at least one fiscal year of financial statements to consider an organization's eligibility. Organizations with less than one fiscal year (less than twelve months) of financial history reflected in their financial statements, will not be eligible to apply to OTF for funding. OTF asks organizations less than two years old to provide Financial Statements for at least one completed fiscal year, which includes a statement of revenues and expenses, a balance sheet and footnotes to the financial statements. We accept an Organization Registration only from an organization that can provide financial statements for at least one completed fiscal year. The financial statements of all organizations will be assessed for a surplus or deficit using our Financial Position Calculator - i.e.: Example of a deficit (pdf), Example of a surplus (pdf). This forms the initial basis of our assessment of your financial health and need. All organizations, with the exception of First Nations and eligible Municipalities, must upload one complete set of financial statements for your organization's two most recent completed fiscal years which includes a statement of revenue and expenses, a balance sheet and footnotes to the financial statements. Audited statements are preferred for all revenue levels. Minimum requirements are: • Annual revenues under $50,000 in the most recent completed fiscal year: Internally prepared statements for the two most recent completed fiscal years. • Annual revenues from $50,000 to $249,999 in the most recent completed fiscal year: A complete set of financial statements for the two most recent completed fiscal years prepared outside your organization by a licensed public accountant	

- Revenues of $250,000 or more in the most recent completed fiscal year: A complete set of financial statements for the two most recent completed fiscal years (e.g. 2015 and 2014 for comparison) audited by a licensed public accountant
- Financial statements for the most recent completed fiscal year must be completed no later than six months after the end of your fiscal year. We require your organization's most recent financial information – being not more than 6 months after your year-end.

Additional documentation will be required for OTF's review and consideration in the following cases:

- If your organization has access to net assets worth more than 12 months operating expenses, you must upload an explanation as a SEPARATE document along with your financial statements, explaining why you have a surplus. You must demonstrate that unrestricted net assets have been earmarked for an imminent project or purpose; or where the circumstances can otherwise demonstrate significant financial need.
- If your organization has an accumulated deficit greater than 5% of annual expenses, you must upload a plan, as a SEPARATE document along with your financial statements, explaining how you intend to reduce it. The plan must include details such as monetary targets to reduce the accumulated deficit, and must be reasonable and achievable – and give a clear picture of your deficit situation and plans to eliminate the deficit. You must also demonstrate a history of strong financial management and deficit management.