

CAPITAL GRANT APPLICATION

Before submitting this application, please ensure the information in your Organization Registration is up-to-date. Not doing so could negatively impact our assessment of your application.

Ensure your information includes:

- current details for your organization's Board of Directors and
- financial statements from your most recently completed fiscal year.
 - Audited financial statements are preferred, and the level of detail required will depend on your organization's annual revenues.

You are ready to begin the online grant application. Start by clicking the 'Save my Work' button at the bottom of this page. Please use this button frequently to ensure that you do not lose any work. Also, be aware that there are questions in multiple tabs, so be sure to answer all the questions before you submit your application.

GENERAL INFORMATION

Provide the project contact's information:

- Project Contact Name
- Project Contact Phone Number
- Project Contact Email

Is this an Emerging Governance Platform (EGP)? YES/NO

*Please note that before you submit this application, the Ontario Trillium Foundation (OTF) must have pre-approved your EGP status.

If yes, note that you are required to have an EGP agreement in place and may be asked to provide it at any time.

For the purpose of applying to the OTF for funding, an EGP is an organization eligible for OTF funding that enters into an agreement with an unincorporated group, where the eligible organization is legally responsible for the grant application and the grant for the project that will be delivered by the unincorporated group.

The eligible organization will provide the unincorporated group with support including planning, governance, administration, mentoring and financial management. Refer to the [Collaborative Applicants Policy](#) on the OTF website.

If yes, tell us about the organization listed in the EGP agreement.

Provide:

- Full name of the organization identified in the EGP agreement
- Role of the organization identified in the EGP agreement

(125 words max)

I acknowledge that the formal signed agreement for our Emerging Governance Platform is in place and I may be asked to provide the agreement(s) to OTF at any time.

Is this a Collaborative Application? YES/NO

If yes, note that you are required to have a Collaborative Agreement in place and may be asked to provide it at any time.

A collaborative is a group of two or more organizations (each with specific roles and responsibilities) working together on an initiative to achieve a common goal that will share decision-making and accountability for mutual benefit.

To be eligible for an OTF grant, a lead organization in the collaborative must accept legal responsibility for the grant application, the grant, and the project that will be delivered by the collaborative. Refer to the **Collaborative Applicants Policy** on the OTF website.

If yes, tell us about the organizations listed in the Collaborative Agreement.

Provide:

- Full name of each organization identified in the Collaborative Agreement
- Role of each organization identified in the Collaborative Agreement

(125 words max)

I acknowledge that the formal signed agreement for our collaborative is in place and I may be asked to provide the agreement(s) to OTF at any time.

Will the project activities funded by OTF take place in Ontario? YES/NO

Only project activities that take place in Ontario are eligible for OTF funding.

Where will the greatest impact for this project occur?

Select the primary catchment where the greatest impact will occur:

- | | |
|---|---|
| • Algoma, Cochrane, Manitoulin and Sudbury | • Muskoka, Nipissing, Parry Sound and Timiskaming |
| • Champlain | • Niagara |
| • Durham, Haliburton, Kawartha and Pine Ridge | • Northwestern |
| • Essex, Kent and Lambton | • Quinte, Kingston and Rideau |
| • Grand River | • Simcoe-York |
| • Grey, Bruce, Huron and Perth | • Thames Valley |
| • Halton-Peel | • Toronto |
| • Hamilton | • Waterloo, Wellington and Dufferin |

Select the census division. (Select one from the drop down)

Select the municipality, county or district where the greatest impact will occur.

For the Toronto catchment, select the neighbourhood where the greatest impact will occur.

(Select one from the drop down)

Requested Term (Months): (Select term length between 1 – 12 months)

Anticipated project start date: (Select from calendar)

The project start date cannot be earlier than the date which will be displayed in the granting application system.

Anticipated project end date: (Auto populates once you select term and hit save)

Select the population that is the primary focus of your project. Select one:

- People with Disabilities
- Francophones
- Indigenous *
- Diverse Cultural Communities and Racialized Groups
- Women
- LGBTTTQ+
- General Populations

***If Indigenous select one subcategory:**

- First Nations
- Métis
- Inuit
- General (First Nations, Métis, Inuit)

Select the community size primarily served by the project. Select one:

- Rural or Small Communities (20,000 or less)
- Mid-size Communities (20,001 - 100,000)
- Urban Centres and Metropolitan Suburbs (100,000+)

Select the age group primarily served by the project. Select one:

- Children up to 12 years
- Youth*
- Adults (25-64)
- Seniors (+65)
- General population (all age groups)

***If Youth is selected, select all subcategories that will be served by the project:**

- Early Adolescence (12-14)
- Adolescence (15-18)
- Early Adults (19-25)
- Early Adults with disabilities (19-29)

STREAM INFORMATION

Capital grants support projects that improve infrastructure needed to broaden access to community spaces.

This funding request is primarily for:

Select one:

- Equipment
- New construction
- Renovations or repairs
- Purchase of land or building

NOTE: Community Spaces: Includes physical spaces (e.g. buildings or outdoor venues such as community centres, offices, recreational facilities, sports facilities, trails, fields or parks) or virtual (online) spaces for communities to gather and connect (e.g. the equipment, such as servers or computers, required to enable communities to connect and interact online).

OTF will not fund religious activities, including capital renovations or repairs for facilities used for the specific purpose of religious observance.

I acknowledge that I have a) proof of ownership; b) a land use agreement or c) a five-year lease agreement in place for this specific capital project and I may be asked to provide the relevant document(s) to OTF at any time.

Strategic Alignment

Select the Action Area that most aligns with your project.

Read more about our [Action Areas, Priority Outcomes and Grant Results](#) on the OTF website.

Select the Grant Result that most aligns with your project.

I confirm that the number(s) I have entered is/are realistic, achievable and measurable.

What is the purpose of the project?

(100 words max)

Tell us about the need or opportunity that you want to explore with this project and who will benefit? How does the need or opportunity align with the Grant Result?

(200 words max)

People

Who are the core team members leading the project? List their positions and explain how their skills, qualifications and experience are relevant to the project.

(100 words max)

Infrastructure

If this request is for a project taking place at a specific location, provide the full street address (number, street, municipality) and commonly used name of the space.

You may upload photos or diagrams demonstrating your funding needs. (Maximum of 5)

For renovation projects: Provide at least one 'before' photo for each area to be renovated or repaired. Include a short description for each uploaded file. (Mandatory requirement)

For equipment purchases: Provide photos of all the significant equipment you will purchase.

Process

What are the key project activities that you will complete in order to successfully implement the project?

(150 words max)

Are there other organizations that you need to partner with to make this project a success?

YES/NO

List any organizations you are partnering with to successfully implement this project. Describe each organization's contribution to the project (i.e., financial, time, location, space, etc.).

NOTE: Only list organizations that have confirmed their involvement in the project. Do not include organizations listed earlier in the application as Emerging Governance Platform or collaborative organizations.

(300 words max)

If yes, indicate the status of the partnership for this project: Select one:

- Formal
- Informal

This is your opportunity to provide a compelling summary of your project. Given your responses above, provide a short, clear, description of your project:

- What is the purpose of the project?
- Why is this project needed?
- Who will benefit?
- Where will the project take place?
- How does the project align with the Grant Result you selected?

(300 words max)

FINANCIAL WORKBOOK

Financial Workbook Instructions (pdf)

What is the total project cost? Outline the total expected cost of the project, including any costs that may exceed the requested funding from OTF.

How much funding are you requesting from OTF? (This amount will auto populate based on values entered in the Financial Workbook)

How much funding have you secured from sources excluding OTF? (You must enter an amount. If none enter \$0.)

List the sources of secured funding and indicate how the funds will be used.
(100 words max)

What is the amount of unsecured funding you are expecting from sources excluding OTF? (If none enter \$0.)

What is your plan to obtain the unsecured funds?
(50 words max)

I have read the Financial Workbook Instructions and have completed the Financial Workbook.

I confirm that the budget items listed in the Financial Workbook do not include taxes, such as GST and HST, for which the organization is eligible for a tax rebate, and all other costs eligible for rebates.

I understand that project activities that take place outside of Ontario are not eligible. I confirm that we have not requested funds to support any project activities that will take place outside of Ontario.

I confirm that we have obtained at least two quotes for goods and/or services valued above \$10,000 and I understand that OTF may request these quotes at any time.

I understand the importance of avoiding any conflicts of interest (or the appearance thereof) when obtaining goods and/or services.

Project Description

To help complete your project's impact statement, choose the appropriate drop-down options and describe your project in 10 words. Once complete, you will be able to review the full impact statement.

I confirm that the number I have entered represents the number of people who will directly benefit from this project. This number is realistic, achievable and measurable.

Acknowledgements

The information contained in this application and the accompanying documents is true, accurate and complete.

I understand that should this application be approved, our organization will be required to enter into a formal, legally binding agreement with OTF that includes the terms and conditions of the grant.

I understand that OTF will not reimburse any expenses incurred prior to being notified of grant approval.

A representative with designated signing/decision-making authority for the organization has authorized this application.

I confirm that our Organization Registration details are up-to-date, including current information on our Board of Directors and financial statements from our most recently completed fiscal year, and that these financial statements meet OTF requirements (based on the size of our organization's annual revenues).