

Purpose:

OTF provides capital funding to improve the infrastructure required for communities to thrive. Funding is delivered through a process that allows OTF to respond flexibly and effectively to the broad and deep need for community-oriented capital funding across Ontario.

The purpose of OTF capital funding is to:

- Enhance access to community spaces, programs, activities and services, and facilitate community members' full participation in the life of the community
- Enhance and build community spaces
- Enhance the efficiency and effectiveness of programs
- Make better use of technological resources

The Capital Investment Stream is for capital-specific projects that align with one of the OTF Priority Outcomes and its related Grant Result. There are [nine Grant Results](#) for capital focused projects:

- Active People: Infrastructure for unstructured and structured physical activities
- Active People: Infrastructure is accessible and available for physical activity
- Connected People: Diverse groups work together to improve community life
- Connected People: People who are isolated have connections in their community
- Green People: Conservation and restoration efforts are better planned and more sustainable
- Inspired People: Arts, culture and heritage have appropriate spaces
- Promising Young People: Children and youth who are facing barriers develop strong emotional and social skills
- Promising Young People: Youth are involved in creating solutions for challenges facing their communities
- Prosperous People: People who are economically vulnerable are able to meet their basic needs

Types of projects funded

- Equipment
- New Construction
- Renovations or repairs to community spaces
- Purchase of land or building

Amount and term

- **Amount range:** \$5,000 to \$150,000
- **Duration:** Up to 1 year
- **Hold back:** 10% of the funding will be held back, to be paid upon satisfactory review of the final report.

Types of costs funded

OTF provides capital funding for:

- Construction/Renovation: Repairs, renovations or construction costs, as well as permanent equipment costs.
- Equipment: Capital purchases that are not part of a building, and are directly related to the project.
- Land/Property Purchase: The direct purchase cost of land or property.
- Developmental Costs: Costs associated with construction, such as the development of plans, legal fees or survey costs. These costs can be **up to a maximum of 20% of the total grant request**.

All costs funded by OTF must be eligible and directly attributable to the project.

OTF limits capital funding to \$150,000 for any single eligible project to effectively respond to the broad need for capital funding in Ontario's voluntary sector.

Types of costs/projects not funded

- Contributions to annual funding drives and capital campaigns
- Activities completed or costs incurred prior to the approval of the request by OTF
- Staff salaries, benefits and wage costs
- Taxes, such as GST and HST, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates
- Contingency costs

Overview of the Application

Applicants will be required to:

- Identify one Priority Outcome and one Grant Result (and the associated Metric, unless your funding request is primarily for equipment, then a Metric is not required). Learn more about the [Priority Outcomes, Grant Results and Metrics](#) associated with all the Action Areas.
- Quantify the impact of the project (e.g. square feet, kilometres of trails) unless the funding request is primarily for equipment
- Explain the purpose of the project and the community need that it will address
- Demonstrate or outline how the project team members have the skills, knowledge or competencies needed to execute the project successfully
- Provide pictures/diagrams to support the request
- Describe the activities required to complete the project
- Complete a [Financial Workbook](#) outlining the request budget

View the [application](#) questions and applicant advice, as well as the [Financial Workbook](#).

Assessment Criteria

Capital grant applications will be assessed on five [criteria](#): Strategy, Process, People, Infrastructure and Value for Money.

- The project must strongly align with one Grant Result and deliver against the associated Metrics, where applicable
- The idea, challenge and opportunity being explored is evidence-based and well understood
- The type, level and urgency of the community need is described
- The way the project will impact the community is clear (e.g. breadth and depth). There is a link between the community need and how the project will address it to achieve the chosen Grant Result
- It is clear that the project will have a long-term impact for the community. The project considers what resources (e.g. financial, people, infrastructure) need to be in place for long-term success
- Your application demonstrates your organization's capacity to successfully complete the project and achieve the chosen Grant Result
- The competency of the people involved aligns with the project's objectives
- The cost seems reasonable to achieve the identified Grant Result

Documentation Requirements

Applicants are not required to submit the following items with their application, however, these documents must be in place and available by the application deadline. OTF may request them at any time including during the assessment process or once the grant is approved.

Quotes: When you are requesting OTF funds for goods and/or services (including equipment, construction, renovations, land/property purchase, developmental costs) valued above \$10,000, OTF asks your organization to show that it sought the best value for money. The amount requested must be reasonable and supported by competitive bids. OTF requires two or more written quotes for purchases of goods and/or services valued above \$10,000.

Multiple sub-contracts with the same organization/supplier on the same project will be considered as a cumulative total. This means if the total of these goods and/or services exceeds \$10,000, competitive bids of two or more written quotes are required.

Applicants may be requested to provide copies of quotes at any time after the application is submitted.

Proof of ownership or a five-year lease agreement is required for all renovations or improvements. If an existing lease expires prior to the end of the five-year term required, OTF requires a letter from the lessor documenting the commitment to renew the existing lease.

Collaborative Agreement: Collaborative applicants must have a formal agreement in place when the application is submitted. The agreement must detail the purpose and nature of the collaborative, and must be signed by all members making a collaborative application for OTF funding. For more information, please read the [Collaborative Applicants Policy](#).

Reporting on Your Grant

OTF asks for a final report that provides the following information:

- How the project achieved the chosen Grant Result and associated Metric (unless the primary focus of the grant is to purchase equipment)
- The costs that were incurred, in accordance with the approved budget
- What was learned from the results of the project and what will be done with the learnings
- Photographs of the completed work
- Compliance with the terms and conditions of the Grant Contact and full (100%) expenditure of project costs. Please note that 10% of grant will be held back, to be paid upon satisfactory review of the final report. Please refer to the [Payment Release for Grantees Policy](#).

Definitions

Capital Expenses: A capital expenditure is an asset such as a building, machinery, equipment, etc., that has a useful life of more than one year and is subject to depreciation over its useful life.

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).

Renovations: A repair or improvement to an existing structure or building.

New Construction: A new building/facility or addition to an existing facility which adds square footage needed to deliver programs/services.

Related Documents

- [POL-INV-01 Eligibility Policy](#)
- [POL-INV-02 Financial Need and Health of Applicants Policy](#)
- [POL-INV-03 Capital Grants Policy](#)
- [POL-INV-04 Collaborative Applicants Policy](#)
- [POL-INV-09 Recognition Policy](#)
- [POL-INV-10 Payment Release for Grantees Policy](#)
- [POL-INV-11 Reallocation of Grant Funds Policy](#)
- [POL-INV-13 Rescinding Grant Policy](#)
- [POL-INV-15 One Application Per Cycle](#)