



Ontario
Trillium
Foundation



Fondation
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GRANTEE ORIENTATION - GROW

Spring 2020



NOTE TO ALL OTF GRANTEES

As a proactive precaution in line with best practice in pandemic control, in particular; social distancing, all Grow grantee orientations have been provided by your Program Manager during your introductory call.

These sessions allow for the robust exchange of information while keeping our communities safe and healthy. This guide has been created as a resource to help you during the course of your grant.

WHAT HAPPENS AFTER YOUR APPLICATION IS APPROVED?

- Grant Contract
- Evaluation
- Engagement
- Reporting
- Auditing
- Recognition





SIGNED AND SEALED — THE GRANT CONTRACT

The Grant Contract is a legally binding contract.

It includes:

- **23 Terms and Conditions** associated with your grant. They stipulate how OTF will proceed in certain situations.
- **Declaration of Understanding and Authorizing Signatures page** signed by the Signatory Contact, a senior leader in your organization with signing authority.
- **Schedule A** containing details of your grant

KNOWING WHERE WE STAND — TERMS & CONDITIONS

Certain terms and conditions apply to every OTF grant, including:

- Use of Grant Funds
- Maintaining Eligibility Status
- Payment of Grant Funds
- Assets
- Mandatory Orientation Session
- Grant Results and Metrics
- Reporting and Grant Monitoring
- Records
- Advocacy
- Recognition of Foundation's Funding
- Evaluation and Audit
- Applicable Laws
- Insurance
- Indemnity
- Termination
- Acquisition of Goods & Services; Distribution of
- Entire Agreement
- Modification and Waiver
- Acknowledgement
- Capital Grants (for grants with capital component only)
- No partnership or Joint Venture
- Non-Assignability
- Reliance by Foundation
- Severability of Provisions



IMPORTANT INFORMATION FOR GRANTEES

- Read and understand the Grant Contract carefully
- Hold documentation for the capital portion of Grow grants
- Follow OTF procedures for reallocating funds, reporting and evaluation

KNOWING WHAT'S EXPECTED OF YOU — THE SCHEDULE A

Schedule A contains important details about your grant, including:

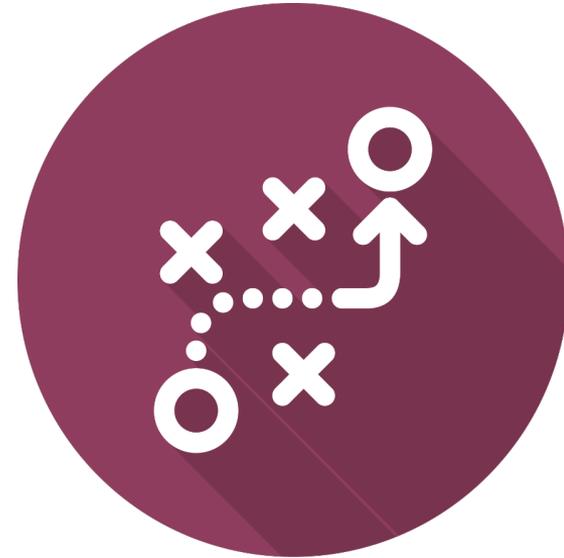
- The approved grant amount and term
- The name of the Program Manager monitoring your grant
- The particulars about your grant
- The Priority Outcome related to your grant
- The Grant Result and the metrics you've agreed to achieve
- The approved grant budget
- The Payment and Report schedule



SIGNED AND SEALED — THE GRANT CONTRACT

Important

- If the start date of your project has changed or will be delayed, please contact your Program Manager **immediately**.
- If there are any delays in timing during the course of your grant, please let your Program Manager know **immediately**.





EVALUATION

All Grow Grants have an evaluation component

- To measure the effectiveness of your program
- To identify what works and what doesn't
- To prove your value to your stakeholders



EVALUATION

If you have chosen a Grant Result that required the administration of an OTF mandatory standardized survey, please contact your Program Manager for survey instructions a few weeks before your project start date.



GRANT METRICS

Commitment to achieving specific grant metrics

- You have made a commitment to achieve a specific Grant Result and are required to track and report on your progress toward achieving those results. Grant Results are tied to grant metrics, which serve as a quantitative measure of success.
- These Metrics were identified in your grant application and are documented in your Grant Contract.

KEEPING IN TOUCH

We want to hear from you ...

If you have a technical problem

Support
Centre

If you need to make changes
to your workplan or budget

Program
Manager

If you think you may not achieve your
metrics or meet your report due
dates

Program
Manager

If you have questions or concerns

Program
Manager

- You'll be updating us through Grantee engagements and Progress Reports
- We will contact you if we have questions or concerns

REPORTING

We want to hear about:

- Project successes
- The challenges you faced
- How the funds were spent
- How you have recognized OTF



How?

- Grantee Engagements (half-way point of each grant year)
- Progress Reports (at the end of the first, and if relevant, second grant years)
- Final Reports (at the end of the grant)



REPORTING — THE BUDGET

- Report only on OTF funds spent during the grant
- Report on actual costs, less any costs (including HST and other taxes) for which you have received or are eligible to receive a rebate, credit or refund
- Include notes to explain any surplus, deficit and reallocations
- Surplus funds at the end of the grant must be returned to OTF, per OTF's *Grant Rescind and Recovery Policy*
- Read our policies on *Eligibility* and *Reallocation of Grant Funds*
- Review *Use of Grant Funds* in Grant Contract Terms and Conditions



THE LAST RESORT — RESCINDING A GRANT

When nothing can be done to keep a grant on track, it may be rescinded – either at the grantee’s request, or ours.

OTF may rescind a grant if:

- A grantee fails to observe, or uses grant funds for purposes that are contrary to, OTF’s policies, program guidelines or Grant Contract
- A grantee is unable to achieve the grant’s outcomes
- The grant is not completed within the timelines listed in the Grant Contract
- Circumstances prevail that seriously jeopardize the successful completion of the grant or management of grant funds
- Grant funds have been misappropriated

See OTF’s Grant Rescind and Recovery Policy for more information



QUALITY ASSURANCE – COMPLIANCE AUDITS

The Grantee Compliance Audit asks grantees to substantiate:

- **Achievement of the metric** e.g., reports, agendas, manuals, photos, videos, registrations, databases, surveys, etc.
- **Spending of the grant funds** as per the approved Grant Budget – e.g., general ledger, payroll, contracts, receipts, bank statements, etc.





GOING PUBLIC — RECOGNIZING OTF GRANTS

As per our Recognition Policy grantees are required to publicly acknowledge and recognize their funding, which includes holding an OTF recognition event at some point during your grant.

However, due to COVID-19, all recognition events are currently on hold. All grantees will be notified by their Program Managers when this circumstance changes.

REMEMBER: WE ARE HERE TO HELP!

If you have a technical problem, please contact the Support Centre at otf@otf.ca or 1 800 263-2887.

If you have a project specific, grant related question, please contact your Program Manager.