



An agency of the Government of Ontario  
Un organisme du gouvernement de l'Ontario

# GRANTEE ORIENTATION - CAPITAL

Fall 2019



# WHAT HAPPENS AFTER YOUR APPLICATION IS APPROVED?

- **Grant Contract**
- **Keeping in touch**
- **Reporting**
- **Auditing**
- **Recognition**





# SIGNED AND SEALED – THE GRANT CONTRACT

**The Grant Contract is a legally binding contract.  
It includes:**

- **OTF Terms and Conditions** associated with your grant
- **Declaration of Understanding** and **Authorizing Signatures** page
- **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  
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 Assets  
Entire Agreement  
Modification and Waiver  
Acknowledgement  
**Capital Grants (grants with capital component only)**  
No partnership or Joint Venture  
Non-Assignability  
Reliance by Foundation  
Severability of Provisions



# DECLARATION OF UNDERSTANDING

- Attend orientation
- Read and understand the Grant Contract
- Provide accurate bank account details
- Hold documentation for capital grants
- Follow OTF procedures for reallocating funds and reporting



# 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 Administrator** 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

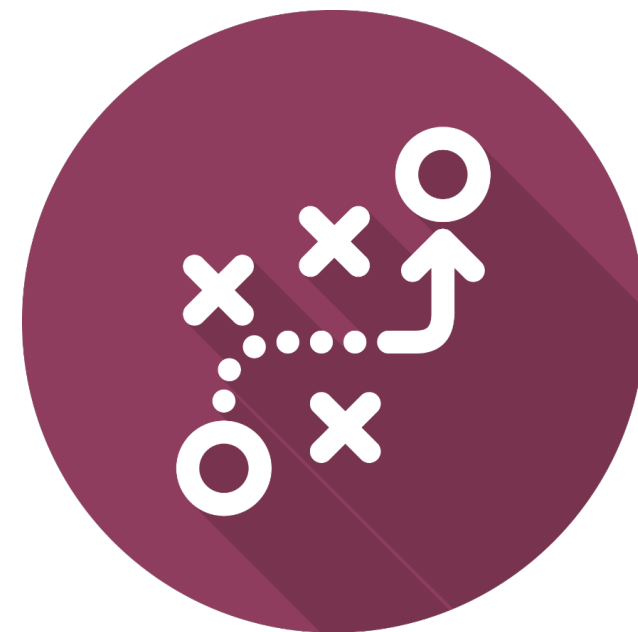




# SIGNED AND SEALED – THE GRANT CONTRACT

## Next Steps

- Confirm Primary Contact
- Confirm project start date
- Sign the Grant Contract electronically within 60 days





# THE FIRST PAYMENT – BANKING INFORMATION

## Two-Step Process:

- 1. ENTER** the organization's bank name and account number, and upload a void cheque or direct deposit letter from the bank
- 2. LINK** the banking information for your organization with the approved application

Information on uploading banking information is available inside the OTF grant portal, under the Help menu.

**Call the OTF Support Centre at 1 800 263-2887 for assistance.**



# 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  
Administrator

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

Program  
Administrator

If you have questions or concerns

Program  
Administrator

### You'll be hearing from us:

- If we have questions or concerns

## How?

A Final Report at the end of the grant

## We want to hear about:

- Achievement of the grant metric
- How the funds were spent
- What you learned
- How you recognized OTF
- Volunteers involved, economic impact (FTEs), financial and in-kind support
- You will be asked to attach photos





# 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', deficits, 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.



# REPORTING - GRANT METRICS

## Commitment to achieving specific grant metrics

- Targets and metrics were identified in your application and are documented in your grant contract
- In your final report, you will be asked to report on the progress made towards achieving the grant result metric that's associated with your chosen Grant Result



# 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:

- Their achievement of the metric, e.g., photos, reports, manuals, videos, registrations, databases, surveys, permits, etc.
- Their spending of the grant funds as per the approved Grant Budget e.g., general ledger, invoices, quotes, contracts, receipts, bank statements, etc.





# GOING PUBLIC — RECOGNIZING OTF GRANTS

## Required grantee recognition of OTF

The OTF Recognition Policy states grant recipients will:

- 1) Hold a recognition event at the beginning, middle or end of the grant
- 2) Invite your local MPP and an OTF representative
- 3) Include an OTF logo on your website
- 4) Acknowledge the funding in grant-related materials, online and in print
- 5) Display your OTF plaque in a public area



# GOING PUBLIC — RECOGNIZING OTF GRANTS

## Four things to remember when planning your grant recognition event:

- Review the Public Relations Toolkit before contacting OTF
- Give OTF and your local Member of Provincial Parliament (MPP) a minimum of **three weeks notice** of your grant recognition event for operational requirements
- Invite OTF and your MPP at the same time
- Include the 5 Ws in your invitation: who, what, why, when & where



# GOING PUBLIC — RECOGNIZING OTF GRANTS

## OTF Public Relations Associates review and approve recognition materials related to your grant:

- Media Releases and Media Advisories
- Grant recognition event details: event logistics, agenda and answers to questions around inviting your MPP
- Any draft promotional materials that include an OTF logo

# GOING PUBLIC - RECOGNIZING YOUR GRANT

Visit the OTF website and click on **Already Got a Grant**

Please contact your Public Relations Associate. **We are here to help**

**Lori Kay, [lkay@otf.ca](mailto:lkay@otf.ca)**

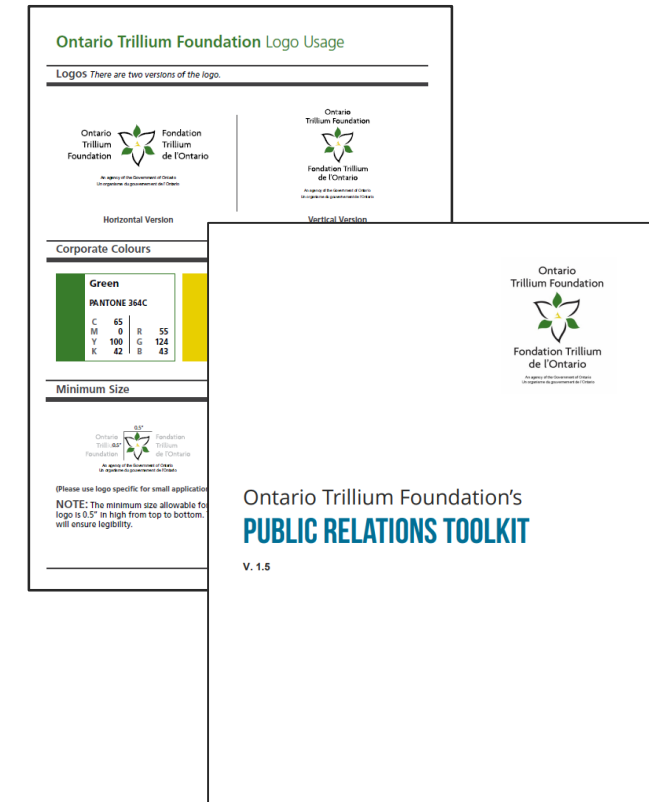
1.800.263.2887 x.216 or 416.963.7916

Durham, Haliburton, Kawartha, Pine Ridge | Grey, Bruce, Huron, Perth | Halton-Peel | Hamilton | Muskoka, Nipissing, Parry Sound, Temiskaming | Niagara | Simcoe-York | Toronto | Ontario | Collective Impact | Youth Opportunity Fund (YOF) | Local Poverty Reduction Fund (LPRF)

**Edwige Jean-Pierre, [ejean-pierre@otf.ca](mailto:ejean-pierre@otf.ca)**

1.800.263.2887 x.213 or 416.963.7913

Algoma, Cochrane, Manitoulin, Sudbury | Champlain | Essex, Kent, Lambton | Grand River | Northwestern | Quinte, Kingston, Rideau | Thames Valley | Waterloo, Wellington, Dufferin | Francophone events





# QUESTIONS?



**SUPPORT  
CENTRE**

1 800 263-2887 | [otf@otf.ca](mailto:otf@otf.ca)

