

STEP 1: PROVIDE YOUR ORGANIZATION INFORMATION

I confirm I have been given authority to submit this application.

You must have authorization from your organization to complete this application. Please get authorization before moving forward. If you have any questions, please email the OTF Support Centre at otf@otf.ca or call 1 800 263-2887.

Your Organization Contact is the designated person who has the authority to submit this application.

Your organization contact's details:

- Name
- Position
- Email
- Phone

I have read and agree that this organization will comply with the Ontario Trillium Foundation's [Anti-Discrimination Policy](#).

I understand and agree that data provided throughout the application may be shared with other funders and/or may become public. Please review our [Open Data Policy](#).

Please provide the following details about your organization:

Select your organization type:

- A municipality with a population of over 20,000, and their agencies
- A conservation authority
- An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization
- A for-profit organization
- A university/College, hospital, School and or an agency of one of these organizations
- An agency of provincial or federal government
- A charitable organization or public foundation registered as a charity by the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction
- A First Nation community
- A municipality with a population of 20,000 or less, or their cultural and recreational agencies, including public libraries

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Your organization's legal name.

Your organization's charitable or incorporation number, and year of registration.

Your organization's operating name.

Your organization's address:

- Street Address/RR or PO Box #
- City
- Province
- Postal Code (format X1X 1X1)
- Phone
- Website (If none enter N/A)

If your organization is active on social media, please provide the handles you operate under. For example, @ONTrillium is OTF's Twitter handle.

Your organization's mission statement. (200 words max.)

Your organization's typical activities, services or programs and number of people served annually. (200 words max.)

On average, how many paid staff did your organization have over the last 12 months, regardless of full-time or part-time status?

On average, how many volunteers did your organization have over the last 12 months, regardless of the number of hours volunteered? (Numeric)

Your organization's total revenues from your most recent completed financial year-end.

Upload your organization's most recent completed financial statements. Please ensure you are submitting the required financial statements based on your organization's financial year-end date and total revenues.

I confirm that the total revenues provided is correct (from the most recent completed financial statements) and the correct type and year of financial statements have been uploaded based on the organization's total revenues and fiscal year-end.

Please provide a breakdown of your organization's revenues from your most recent completed fiscal year.

Using your organization's financial statements for the most recent completed fiscal year, please calculate the percentage of revenues for each category: Federal funding, Provincial funding, Municipal funding, Fundraising/Donations, Income-Generated, Other.

For example, if your organization's total revenues are \$100,000 and you receive \$55,000 from the provincial government, generate \$25,000 in fundraising and receive \$20,000 in donations, you would enter 55% for provincial funding and 24% for fundraising/donations.

Your organization's revenue sources	
Type of Revenues	% of Revenues
Government funding:	
Municipal	%
Provincial	%
Federal	%
Fundraising/Donations	%
Income-Generated	%
Other	%
Total revenues	100%

Does your organization have three or more board members, with at least 50% of board members at an arm's length relationship to each other? YES/NO

Your organization must have a minimum of three board members. To be eligible for funding, at least 50% 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.

Answer yes if: 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.

Answer no if: board members and organization executives **are** married or related to each other, do work as business partners or are otherwise in a relationship where interests may be compromised.

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Your organization's Board of Directors:

First Name	Last Name	Term Start Date	Term End Date	Position	Arm's Length (Yes/No)

Your organization's Signatory Contact is the person who has signing authority to legally bind your organization and will be responsible for signing an OTF Grant Contract.

Your organization's Signatory Contact details:

- Name
- Position
- Email
- Phone

I confirm that all the information provided about the organization is correct and up-to-date.

STEP 2: PROVIDE YOUR PROJECT INFORMATION

Your organization's Project Contact is the person who will be responsible for implementing your organization's OTF grant and responding to requests for information throughout the lifetime of the grant, if approved.

Your organization's Project Contact details:

- Name
- Position
- Email
- Phone

Is your organization applying as an Emerging Governance Platform (EGP)? YES/NO

Before you submit an application as an Emerging Governance Platform (EGP), the Ontario Trillium Foundation (OTF) must have pre-approved your organization's EGP status. If your organization has been pre-approved as an EGP and your organization is submitting this application as an EGP, you must submit a signed formal EGP agreement.

An Emerging Governance Platform (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 pre-approved EGP organization will provide the unincorporated group with support including planning, governance, administration, mentoring and financial management. For more information about Emerging Governance Platforms, visit the [OTF website](#).

Upload your signed formal Emerging Governance Platform agreement

Is your organization applying as a Collaborative? YES/NO

If your organization is submitting this application as a Collaborative, you must submit a signed formal Collaborative Agreement.

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 be eligible and 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](#) for more information.

Upload your signed formal Collaborative agreement.

Only project activities that take place in Ontario are eligible for OTF funding. Will the project activities funded by OTF take place in Ontario? Yes/NO

Where will the greatest impact for this project occur? Select the primary catchment where the greatest impact will occur:

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

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

Then:

- **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)**

Anticipated project start date. (Select from calendar)

Requested Project Term (Months).

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
- LGBTTQ+
- 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)

Grow grants support projects that are designed to increase the impact and/or quality of a program or service. What is the primary activity you will focus on in your project?

Select one:

- **Launch, replicate or adapt a program**
- **Scale up a program currently being delivered, thus impacting more people**
- **Improve the quality of a program currently delivered to increase impact**

Strategy

All grant applicants must identify which Grant Result their project will work towards achieving. The Grant Results are organized first by Action Area (OTF's broad areas of investment), then by Priority Outcome (mid- to long-term outcomes for our investments).

After you have selected a Grant Result that aligns with your proposed project, you will need to determine a target for the metrics associated with your Grant Result. Depending on the Grant Result, the metrics are most often the number of people trained, or the number of people benefitting from a program.

Your project's alignment with a Priority Outcome and Grant Result is an eligibility requirement. To ensure eligibility, your project must demonstrate how it will contribute to or achieve the selected Grant Result. Please ensure this alignment is clear when responding to the following questions. Read more about [Priority Outcomes, Grant Results, and Metrics](#).

OTF requires the use of standardized survey tools for some Grow grantees, depending on the selected Grant Result. These surveys help grantees and OTF track progress toward achieving the Grant Result. Learn more about these Grow grant survey tools on the OTF website.

Acknowledgement

(If applicable) I acknowledge our organization has reviewed the OTF survey tool associated with our Grant Result, acknowledged its appropriateness and will administer an OTF standardized survey for this project.

What Action Area is the focus of your project?

What Grant Result is the focus of your project?

Enter the Grant Result metric amount (I.e. number of people impacted, etc.)

I confirm that the number(s) I have entered is/are realistic, achievable and measurable and reflect the direct impact we want to achieve with the project.

This is your opportunity to provide a clear and compelling summary of your project. The following five questions will summarize key aspects of your project:

- **What is your project and what do you want to do?** (100 words)
- **Why is your project needed, and why is now the right time to be doing it?** (100 words)
- **Who will benefit from the project?** (50 words)
- **Where will the project take place? 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.** (50 words)
- **How does the project align with the Grant Result you selected?** (50 words)

Does your project have a capital component (renovations or equipment)? Yes/No

If yes: Please upload photos or diagrams that support the capital needs. This is a mandatory requirement. Include a short description for each uploaded file.

- For renovations: Provide at least one 'before' photo for each area to be renovated or repaired.
- For equipment purchases: Provide photos of the most significant equipment to be purchased.

(Maximum of 5 photos or diagrams)

Process

The design of your Grow project must be supported by an evidence-based model. The evidence supports how your project design (the approach you are using to deliver this program) will result in the impact you want to achieve through the Grant Result you selected above.

The evidence you identify could be in the form of: project evaluations, research studies, statistical analysis and traditional knowledge, and can come from your organization and/or external sources.

Please summarize the evidence-based model that is informing your project:

- **Briefly describe the key program components, and any adaptations or improvements you are making to the model.** (150 words)
- **Who produced it?** (50 words)
- **When was it developed?** (50 words)

- **Where was it implemented?** (50 words)
- **Who was the target population?** (50 words)

The evidence-based model you are using must have achieved positive change in the Grant Result you have selected. Summarize the results achieved and describe how they were obtained (evaluation, research, etc.).

(100 words max)

Please upload the evidence which supports the model you are using and any relevant documents that informed the adaptations or improvements to the model.

(Maximum of 3 documents)

For each uploaded document, clearly identify specific page(s) or section(s) that is relevant for our review. (Text box)

Project Plan

Now that you have summarized your project and described the model you are using, please tell us the activities you will undertake to implement your project in the Project Plan table below. Your Project Plan must demonstrate how you will implement the evidence-based model and how you will achieve your Grant Result and metrics. You must clearly describe 3-5 main project activities for each year of funding requested.

PROJECT PLAN TABLE				
PROJECT YEAR	MAJOR ACTIVITIES TO IMPLEMENT YOUR PROJECT	SCHEDULE/ TIMEFRAME	RESOURCES	RESPONSIBILITY
Years 1-3 auto populate based on project term.	What are the main project activities you will undertake to implement your project	What is the timeframe to complete each project activity?	Estimate the project resources needed to complete each project activity (I.e. human resources, supplies, equipment, facilities).	Who is responsible to ensure each project activity is completed?

Please list one activity per cell / Max. 50 words per cell

Risk Management Plan

Over the life of your project, there may be risks which could impact your Project Plan and/or ability to achieve your project deliverables and Grant Result. Risks such as:

- changes to your board, staff, collaborative members or partnerships; environmental or external occurrences which may affect project management or implementation.
- expected funding sources are not acquired or received which could impact your Project Plan and/or ability to implement your project activities.

What risks have you identified for your project? (100 words max.)

What is the likelihood any of these risks might occur? Select one:

- Not likely
- Likely
- Very likely

What would be the impact on your project if any of these risks occurred? Select one:

- Low
- Medium
- High

What actions will you take in advance, to reduce the likelihood of any identified risk occurring or to mitigate the risks should they occur? (100 words max.)

Financial Workbook

Financial Workbook Instructions

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? (Amount will auto-populate based on values entered in the Financial Workbook)

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

In this chart list the sources of secured funding, indicate the dollar amount and describe how the funds will be used:

SOURCES OF SECURED FUNDING		
Source of Funding	Amount of Funding (\$)	How will the funds be used?
		Max. 50 words per cell
<i>Add rows if needed</i>		

Provide the total amount of unsecured funding you are expecting from sources excluding OTF. (You must enter an amount. If none enter \$0).

If applicable, what is your plan to obtain the unsecured funds and how will these funds be used?
(100 words max.)

How will you sustain this project beyond the term of the grant?
(125 words max.)

Financial Workbook Acknowledgements

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

I confirm that the OTF Grant 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.

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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.

People

Who are the core team members leading the project? List their positions and explain how their skills, qualifications and experience will lead to the success of the project.
(100 words max.)

Are there other organizations that you need to partner with to make this project a success? YES/NO

If you selected yes, list any organizations you are partnering with to successfully implement this project in the Partnership Table below.

Describe the contribution to the project (i.e., financial, time, location, space, etc.) of each organization. For each organization listed, indicate whether the status of the partnership is confirmed or in progress.

PARTNERSHIP TABLE		
Name of Organization	Contribution to the Project	Status of Partnership
	(i.e., financial, time, location, space, etc.) Max. 50 words per cell	Select one: <ul style="list-style-type: none">• Confirmed• In Progress
<i>Add rows if needed</i>		

Tell us about other projects (similar in size, cost, duration or scope) that your organization and/or partners previously implemented.
(200 words max.)

Evaluation and Learning

OTF believes planning for evaluation is important to the success of a project. Successful Grow applicants are required to develop and carry out an evaluation of their work. This evaluation could be on one or more of the following focus areas:

- Learning ways to improve your program or service delivery
- Building evidence of your program's effectiveness
- Measuring additional outcomes important to your mission
- Better understanding the value of your work
- Being able to tell a better story of impact

For more information related to evaluation planning, go to the [OTF website](#).

NOTE: Evaluation costs such as project evaluation, survey administration, evaluation reporting can be included in your OTF Grant Budget. Up to a maximum of 10% of the total OTF Grant Budget can be used for project evaluation.

To get started on your project evaluation, complete the following questions:

What do you expect to learn from this project?

(50 words max.)

What key questions do you want to have answered through this evaluation?

(100 words max.)

How will you collect the data needed to evaluate this project?

(100 words max.)

What is your plan to use and share your evaluation findings for this project?

(100 words max.)

Who will administer the evaluation plan for this project? Highlight their experience in project evaluation.

(50 words max.)

Acknowledgement

I understand that if this Grow grant application is approved, a requirement of the grant will be to submit a project evaluation as part of the final report submission.

Project Description

To help complete your project's impact statement and identify the number of people impacted by your project, choose the appropriate drop-down option and describe your project in 10 words. Once completed, you will be able to review the full impact statement.

Project Description Acknowledgement

I confirm that the number I have entered represents the total number of people who will directly benefit from this project. This number is realistic, achievable, measurable and will be reported on as part of our final report.

Recognition Plan

Review OTF's [Recognition Policy](#) to understand the public recognition requirements for OTF grantees.

Recognition Plan Acknowledgement

I agree, that if our project is approved for OTF funding, we will publicly recognize OTF's investment in the project.

Acknowledgements

The information contained in this application and in 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 the Ontario Trillium Foundation that is based on the information in this application and includes the terms and conditions of the grant.

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