

## Grant Review Team Member Application (Volunteer Position)

### SECTION 1 - Applicant Information

Full Name: \_\_\_\_\_  
*Last* *First* *Middle Initial*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*  
 \_\_\_\_\_  
*City/Municipality/Postal Code*

Phone/ Cell: \_\_\_\_\_ Email \_\_\_\_\_

### SECTION 2 - Experience & Qualifications

1. Why are you interested in volunteering as a Grant Review Team (GRT) member?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Are you a resident of Ontario? YES NO

3. Can you speak and read in French? YES NO  
   
 If yes, please identify your level of proficiency: Beginner  Intermediate  Advanced

4. Do you have experience reviewing and assessing grant applications? YES NO

5. Please rate your computer skills on a scale of 1 to 10 (1 = no experience and 10 = highly experienced)

- Email E.g. Microsoft Outlook	1 2 3 4 5 6 7 8 9 10
- Microsoft Excel	1 2 3 4 5 6 7 8 9 10
- Microsoft Word	1 2 3 4 5 6 7 8 9 10
- Microsoft Access E.g. Databases	1 2 3 4 5 6 7 8 9 10
- Online conference systems E.g. Skype	1 2 3 4 5 6 7 8 9 10

6. GRT members are required to assess grant applications using an online granting portal:

Do you have access to a secure computer? YES NO

Do you have access to secure internet? YES NO

7. Attendance is a very important part of the GRT member role. The work of a GRT member requires an average of **150 – 200** hours per year (divided into 3 cycles). This includes travel time to meetings and grant recognition events.

Are you able to contribute 150-200 hours per year? YES NO

8. Do you have knowledge of and/or experience in any of the Ontario Trillium Foundation's six Action Areas?

Fostering more active lifestyles YES NO

Enriching people's lives through arts, culture and heritage YES NO

Building inclusive and engaged communities together YES NO

Supporting the positive development of children and youth YES NO

Enhancing people's economic wellbeing YES NO

Encouraging people to support a healthy and sustainable environment YES NO

9. This position requires that you take the Oath of Allegiance and Oath of Office (unless one of the exemptions apply to you). Is there anything preventing you from taking these oaths? YES NO

10. As a part of this role, GRT members are asked to attend and speak at grant recognition events on behalf of the Ontario Trillium Foundation. Is there anything preventing you from attending and speaking at grant recognition events? YES NO

**11. Conflict of interest (COI) and Police Record Check**

As a public servant, you will be subject to the conflict of interest rules set out in the Public Service of Ontario Act and its applicable regulations. As part of the application process, you will be asked to complete:

- a) a Conflict of Interest (COI) Declaration
- b) a Police Record Check

12. Should I be selected as a GRT member, I, \_\_\_\_\_, agree to abide by:

- 1. OTF mission, values and mandate
- 2. OTF policies: Code of Conduct, Conflict of Interest, and the Public Service of Ontario Act

## **Next Steps**

Please submit the following via email to [volunteersupport@otf.ca](mailto:volunteersupport@otf.ca):

1. Application
2. Resume
3. Cover letter (optional)

All submitted applications will receive a notice of receipt. Available positions will be filled according to need. Shortlisted candidates will be invited for an interview via Skype.

**Thank you for your interest in volunteering at OTF!**