LOCAL POVERTY REDUCTION FUND GRANT APPLICATION

Questions and Advice

General Information - Tab

QUESTIONS	APPLICANT ADVICE
Are you willing to share your evaluation results if your project is funded? - Project contact name - Project contact phone number - Project contact email - Project Postal Code	*The sharing of evaluation results is a condition of funding. To continue, you must choose 'Yes'.*
Are you applying for the dedicated funding for homelessness?	*See the [Application Guide](#) for the types of eligible homelessness projects and the expectation that you will upload a letter of support from your local Service Systems Manager.*
Are you applying for the dedicated funding for food security projects?	*See the [Application Guide](#) for the types of eligible food security projects.*
Write your two-sentence project description in the text box below (Brief Description)	*This is the description that will be used to publically describe your project, should it be funded. Write two sentences that describe your project. 75 words max.*
Will the project activities take place in Ontario?	*Only activities that take place in Ontario are eligible for LPRF funding.*
Where will the primary impact of this project be?	*If impact will occur across several catchments, pick the catchment where at least 75% of the impact will occur. Otherwise, pick 'All Ontario'.*
How much money are you requesting?	*This is the amount of funds you are requesting from the LPRF. Please do NOT include requests from other funders in this amount.*
Please identify if your organization receives funding from the Ontario Government?	*If you receive funding annually from more than one Ontario Ministry, select the Ministry that provides the largest amount of funding, followed by the Ministries providing the second largest and third largest amounts.*
Please select the range of funding received annually from the Ontario Government.	*Select 'Less than $49,999' , '$50,000-$249,999", '$250,000-$499,999', '$500,000-$999,999' or 'Over $1 million'.*
Please select the community size that is the primary focus of your grant.	*Rural or Small Communities (Population 20,000 or less)* *Mid-size Communities (20,001 to 100,000)* *Urban Centres and Metropolitan Hubs (100,000+)*

Project Overview – Tab

QUESTIONS	APPLICANT ADVICE
Anticipated start date and end date	*Enter dates as yyyy-mm-dd*
Please provide an overview of your proposed project: • What problem are you trying to solve and how does your intervention prevent or lift people out of poverty? • Which of the target populations identified in the Poverty Reduction Strategy do you work with? • How and why would you characterize your intervention as innovative? • What indicators will you use to measure project success? Be sure to include at least one indicator from the Poverty Reduction Strategy).	*See the "Project Overview" section of the [Application Guide](#) for details on what to include. Max. 500 words.*
Which Poverty Reduction Strategy indicator(s) does your initiative address?	*You must select at least one Poverty Reduction Strategy indicator(s) or your application will be declined. See the Application Guide for more information.*
Which secondary Poverty Reduction Strategy indicator(s) does your initiative address?	*Please select a secondary Poverty Reduction strategy indicator. See the Application Guide for more information.*
Which Poverty Reduction Strategy target group does your initiative address?	*Please choose from prepopulated list of groups. See the Project Overview in the Application Guide for more information.*
Which secondary Poverty Reduction Strategy target group does your initiative address?	*Please choose from prepopulated list of groups. See the Project Overview in the Application Guide for more information.*

Business Case/Rationale – Tab

QUESTIONS	APPLICANT ADVICE
Describe the business case or rationale for your intervention. Include where applicable: Jurisdictional scans, environmental scans, community snapshots, etc. • What does the literature/evidence say regarding the factors that contribute to the problem you have identified? (Include any research, statistics, references, etc.) • How does the literature explain the theory of change/impact for the problem you have identified? • Clearly show how the research/evidence supports the value or potential of your intervention to respond to the needs of the target group/address the problem in your community. • Are there other interventions in your community that offer similar or complementary services? How is your project different from these? • What does the literature/evidence show to support the causal connections between your local intervention and the desired outcome? • Please describe the potential relevant quantifiable analysis of the costs and dollar value of poverty addressed, or avoided, or the benefits of the intervention provided to the target population	*Please see the [Application Guide](#) for information on how to answer the questions in this section. Max. 750 words.*

Evaluation Approach – Tab

QUESTIONS	APPLICANT ADVICE
Please describe your evaluation approach. • What are your research questions and how do you intend to conduct your evaluation? • Explain why you think your proposed evaluation approach is the best method given the circumstances surrounding your intervention. How is your evaluation method reliable and valid and how does it meet the purpose of what you want to evaluate? • How will you ensure that the effects you identify are caused by your intervention, rather than other variables that may contribute to the outcomes of your clients (i.e., what are the dependent and independent variables and which variables may need to be controlled to determine the effect of the intervention)? • Please describe the quantitative (and qualitative if relevant) data that you will collect and a brief description of how you will collect it (e.g., focus groups, questionnaire, etc.).	*The Program Impact and/or Process evaluation will be considered for the Fund. See the* [Application Guide](#) *for more information. Max. 750 words.*
What is your anticipated sample size?	Please enter a numeric value for this field.
Please identify the third party evaluator that you will be working with to evaluate your intervention. • If you have identified an evaluation partner, at what stage is your relationship with the evaluator?	*Stage of relationship: 'formal', 'informal', 'in negations' or 'unknown'. Select 'unknown' if you have not yet approached a third party evaluator. You will then be asked to provide a plan to secure an evaluator.*
Select the desired outcomes and indicators associated with your project.	*Enter each your project's desired outcomes and list the corresponding indicators you will use to evaluate those outcomes as part of your evaluation approach. For each desired outcome, list the timeframe: short term (e.g. 1-2 years), medium term (e.g. 3-5 years), or long term (e.g. 5+ years).*
Upload Logic Model (If available)	*A logic model is not required, but may enhance your application. If you have one, you may upload it here.*

Partnership & Collaboration - Tab

QUESTIONS	APPLICANT ADVICE
Complete the partnership details.	*List the name of each partner organization, its role in the partnership/project, status of the partnership (formal, informal, new or not yet known), benefits of the partnership, and whether the partner relationship is new or existing.*
Please describe the partnerships that you are forming and the collaborative way that you are working to implement your intervention. • How will you harness the community resources that exist? • How will you complement, rather than duplicate, existing services, resources and infrastructure that exist in your community? • How are these partnerships changing the way you serve your clients and/or improving outcomes for your clients?	*See the "Partnership and Collaboration" section of the* *Application Guide* *for detailed expectations for this section. Max. 750 words.*

Project Plan - Tab

QUESTIONS	APPLICANT ADVICE
Please complete the Project Plan.	*All LPRF applications must include a project plan.* *See the 'Project Delivery and Sustainability Plan' section of the [Application Guide](#) for more information on how to respond to the questions.*
Please answer the following questions. • Please describe your capacity to work with partners to perform an evaluation, and your history in the provision of services to clients in the target populations identified for the purposes of the Fund. • Please provide a project performance measurement plan which describes how the successful delivery and implementation of the project will be assessed (Note: these are not the performance measures required for the actual evaluation). • Please describe how your intervention is currently funded and your plans to fund the intervention in the future. • Please detail your sustainability plan to ensure that no client served through your intervention would be dependent on funding from the Fund at the end of the project.	*Max. 750 words.*

Budget - Tab

QUESTIONS	APPLICANT ADVICE
Please complete the Budget Worksheet. Provide a detailed budget that outlines the incremental costs that would be incurred for the project, including the costs of the evaluation, and the source of funding to cover these costs. **Be sure to include:** 1. All incremental costs of the project, including a brief explanation of why each expense is needed; and, 2. The source of funding for each expense, including the Fund, in-kind contributions and funding from other sources.	*Include direct personnel costs, direct non-personnel costs (purchased services, meetings, supplies, travel, evaluation, equipment and other), and other funding sources. See the* [Application Guide](#) *for more information.*

Acknowledgements – Tab

QUESTIONS	APPLICANT ADVICE
By submitting this application form, the applicant confirms and acknowledges the following:	*Confirm / acknowledge all statements to proceed.*

- They have read and understand the information contained in the application form and the Application Guide.
- They agree to the terms and conditions governing the grant outlined in the Application Guide.
- The information provided in their proposal is true, correct and complete.
- The allocation of funding is discretionary and participation in this process and meeting the eligibility criteria will not guarantee a positive funding decision.
- They will not take any action, or incur any costs related to their proposal that are predicated on receiving funding or support from the Local Poverty Reduction Fund.
- No unfair advantage or conflict of interest exists with respect to the submission of their proposal and any conflict of interest that arises during the term of any funding agreement that may be entered into must be disclosed to the ministry or its designate and may result in the termination of the funding agreement.
- They are in currently in substantial compliance with all applicable laws (federal, provincial, municipal, and any other order, rules, and by-laws) related to any aspect of the proposed project.
- They are not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario.
- If selected for funding, the applicant will be required to enter into a funding agreement with OTF that must be adhered to.
- The ministry is bound by the Freedom of Information and Protection of Privacy Act and that any information provided to the ministry in connection with the Call for Proposals may be subject to disclosure in accordance with that Act. The information and documentation provided may be shared with others for the purposes of evaluating proposals, assessing funding eligibility and administering the project.