



ONTARIO150

COMMUNITY CAPITAL PROGRAM

APPLICATION GUIDELINES 2016-2017

This guide provides an outline of the *Ontario150 Community Capital Program*, a one-time funding program launched as part of the Province of Ontario's initiative to commemorate the sesquicentennial anniversary of Canada and Ontario.

Instructions on the program application process are detailed in this guide.

Deadline for Submission: September 14, 2016 – 5:00 p.m. ET

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Introducing the *Ontario150 Community Capital Program*

Background

Ontario will celebrate the 150th anniversary of its establishment as a province within Canada in 2017. This anniversary provides an opportunity to celebrate our achievements as a society and to position Ontario as a place of economic growth and prosperity for generations to come.

A cross-government, multi-faceted Ontario150 Program will recognize and celebrate the past, while building a solid and secure foundation for the future.

As reported in the 2016 Ontario Budget, this celebratory year will create a strong economic, social and cultural legacy for Ontarians. The *Ontario150 Community Capital Program* was developed in response to this Provincial commitment.

Purpose

The *Ontario150 Community Capital Program* is a grant program that will strengthen communities by supporting the repair, renovation or retrofitting of existing infrastructure to better address the diverse needs of Ontario communities while fostering economic growth. Supported projects will occur within one year of grant approval and be completed by March 31, 2018.

The *Ontario150 Community Capital Program* is administered by the Ontario Trillium Foundation (OTF).

Overview of Program Guidelines

Important Deadlines

All *Ontario150 Community Capital Program* applications must be completed and submitted no later than 5:00 p.m. (Eastern TIME) on September 14, 2016.

Before you can submit your application, you must first register your organization with the Ontario Trillium Foundation. To guarantee that registration can be verified in time, it is recommended that you register your organization as soon as possible.

Submission Limits

Only **one** application per project will be considered for the *Ontario150 Community Capital Program*.

Only **one** application per organization will be considered for the *Ontario150 Community Capital Program*.

Submission Format and Process

Applications for the *Ontario150 Community Capital Program* must be submitted through the Ontario Trillium Foundation online application system.

Upon submitting your application, you will receive a confirmation that it has been received. If you do not receive a confirmation upon submission, please contact the OTF Support Centre at otf@otf.ca or 1.800.263.2887 for information and assistance.

Amount and Term

Amount range: \$5,000 - \$500,000

Duration: All projects must be 'shovel-ready' and can begin no earlier than January 1, 2017. Supported projects should occur within 1 year of grant approval and be completed with all supported costs incurred by March 31, 2018.

- Applicant organizations with a total operating budget of **less than \$1 million** are eligible for funding amounts **up to 75%** of the total project costs to a maximum of **\$250,000**
- Applicant organizations with a total operating budget **equal to or greater than \$1 million** are eligible for funding amounts **up to 50%** of the total project costs to a maximum of **\$500,000**
- Applicants are encouraged to combine funding sources in support of their project
- Combining funds from government sources (municipal, provincial, federal) is permissible, however cannot exceed 90% of total project cost. (Municipalities, their cultural and recreation agencies, Local Service Boards and First Nations are exempt from this requirement)
- 10% of the funding for successful projects will be held back, to be paid upon satisfactory review of the final report

Eligibility

Eligible Applicants

Eligible applicants include:

- Registered charities and not-for-profit organizations including those with mandates that serve and support newcomers, seniors, women, sport, recreation, arts and culture, persons with disabilities as well as multicultural, francophone and LGBTTTQIA communities
- Municipalities, their cultural and recreation agencies and Local Service Boards operating community facilities
- First Nations, Indigenous communities, including Métis and Inuit, and organizations serving urban Indigenous people

Ineligible applicants, such as for-profit organizations, non-legal entities and provincial agencies, boards and commissions, may collaborate with eligible applicants in connection with a proposed project. Collaborative initiatives require formal agreements in place between the organizations involved.

The applicant organization must have been in existence and have legal status in Ontario for at least one fiscal year, as well as financial statements for at least one year prior to the application deadline (e.g. applicant organizations must be established by or under legislation, federally or provincially incorporated, band councils established under the *Indian Act*, Canada or other Indigenous organizations that are incorporated).

Applicants must not be in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario.

Eligible Projects

All supported projects must achieve a measured impact in their community. The *Ontario150 Community Capital Program* will provide funding for capital projects that:

- Extend the life and maximizing use of existing community facilities
- Increase access to community facilities and programs
- Improve health and safety, accessibility and environmental standards
- Improve the capacity of community organizations to support the economic, physical and social well-being of Ontarians throughout the province

Eligible projects include repair, renovation or retrofitting of public meeting places and spaces, such as multicultural or immigrant welcome centres, playgrounds, sport facilities, arts centres, theatres and museums, heritage sites, cenotaphs, elderly person centres, youth centres and libraries.

Proof of ownership or a five-year lease agreement is required for all renovations or improvements. If an existing lease expires prior to the end of the five-year term required, a letter from the lessor documenting the commitment to renew the existing lease is required.

Eligible projects must:

- Occur in the province of Ontario
- Be open for use to the public
- Have an applicant organization that meets eligibility requirements

Please note that the purchase or construction of new buildings and purchases of land are **not** eligible projects under this program.

Eligible Project Costs

The *Ontario150 Community Capital Program* will provide funding for renovations, repairs or retrofits to existing facilities for community use. Funding will be provided for direct, specific expenditures deemed reasonable and incurred solely for the successful development and delivery of the proposed project.

Eligible expenses include:

- Development costs associated with construction such as the development of plans, legal fees or permits that are a part of a capital project; these costs are limited to 20% of the total grant
- Project-related costs for general contractors, consultants and technical personnel
- Project materials
- Fixed equipment and technology costs, such as furnaces and boilers

Ineligible Project Costs

Expenses not eligible for funding include:

- Contributions to funding drives or campaigns
- Activities completed or costs incurred prior to application approval
- Temporary installations and moveable equipment, such as motorized vehicles, furniture and computers
- Capital renovations, repairs or retrofits for facilities used for the specific purpose of religious observance
- Recipient's administrative or overhead costs, including services or work that is normally provided by recipient, their staff or a related party
- Salaries and other employment benefits of any employees of the recipient
- Taxes, such as GST and HST, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates

Application and Assessment

Application

Applicants will be required to:

- Identify one OTF Priority Outcome and Grant Result that aligns with their project
- Explain the purpose of their project and the community need that will be addressed
- Quantify the impact of their project (e.g. square feet)
- Demonstrate or outline how the project team members have the skills, knowledge or competencies needed to execute the project successfully
- Provide pictures / diagrams to support the request
- Describe activities required to complete the project
- Provide a project budget to help substantiate and assess the funding request
- Disclose all sources of additional funding

The *Ontario150 Community Capital Program* will use the same Priority Outcomes and Grant Results as the Ontario Trillium Foundation's Investment Streams.

Read more about the [OTF Priority Outcomes and Grant Results](#).

Assessment

Assessment will be based on Strategy, Process, People, Infrastructure and Metrics:

- The project must align with one OTF Grant Result
- The idea, challenge or opportunity is clearly understood
- The activities and approach being used are appropriate for achieving the desired goals in a reasonable timeline
- Need for the initiative is understood
- Competencies of the people involved aligns with project objectives
- The project is appropriate, with reasonable costs

Accountability

Project funding, if approved, will be provided to grant recipients under a funding agreement between the grant recipient and OTF. The first payment will be released after the signed Grant Contract has been submitted.

Grant recipients will be responsible for managing and executing their projects under the Grant Contract. The Grant Contract will set out the terms and conditions governing the payment of the grant and may include:

- Project budget
- Project management
- Communication strategies for monitoring and reporting requirements, including annual progress reporting, audits and financial reports
- Milestone and performance measures
- Mode and schedule of payment
- Contract termination and corrective action

Successful grant recipients will:

- Be accountable to OTF for all monies and project components and will be considered to be the final-decision making authority among partners for the project under the Grant Contract
- Manage their project plan to meet financial and accountability reporting requirements and deliverables, as identified in the Grant Contract
- Be responsible for the receiving, administering and allocating of funds to any participating organizations in accordance with the requirements of their Grant Contract
- Be responsible for measuring results and reporting on their performance as required by their Grant Contract

Recipient reporting and monitoring will be reviewed by OTF to ensure compliance with the Grant Contract and its terms and conditions.

Grants may be rescinded or grant funds may be recovered when the grantee is in violation of the Grant Contract, or where the grantee indicated they no longer need the grant or cannot complete the activities of the grant.

Recognition

All recipients are required to recognize the Ontario150 Program and OTF by:

- Recognizing and acknowledging their funding publicly through recognition events, press conferences, photo opportunities, social media and news releases
- Giving OTF a minimum of three weeks' notice ahead of a recognition event
- Using the Ontario150 and OTF logos and names according to guidelines and branding tool-kit provided to grantees
- Displaying any promotional material received from Ontario150 and OTF in a public area
- Reporting on all recognition activities and media coverage in their Progress and Final Reports

Successful grant recipients are required to observe a Communications Planning Period. This period starts after grants are approved and ends when the names of grantees are posted on the [Ontario150 web page](#) on the Government of Ontario's website and the [Ontario150 Community Capital Program page](#) on the OTF website and media releases are issued across the province. **During this period, grant recipients must not make any public/media announcements without OTF consent.** Grant recipients must sign their Grant Contract before any recognition events or activities begin.

Post-approval Grantee Engagement

A final report will provide an assessment of the project, including:

- Achievement against the Grant Result and associated metric (as applicable)
- Costs incurred in accordance with approved budget
- What was learned from the results of the project and what will be done with the learning
- Photographs of the work
- Final grant holdback (10% of funds) will be released, all or partially, upon successful completion of the project and OTF's review of the final report and analysis of grant-funds expensed

How to Apply to the *Ontario150 Community Capital Program*

Registration and online applications will be available beginning July 18, 2016

To allow time for your organization registration to be verified, we recommend you register your organization as early as possible. We will confirm within 10 business days whether your registration has been accepted and you are eligible to apply. We cannot guarantee registrations will be verified in less than 10 business days. Organization registration is required before the grant application is accessible.

Organization Registration Deadline: August 29, 2016, 5 p.m. ET

Application Deadline: September 14, 2016, 5 p.m. ET

(1) Register your organization

Before you begin a grant application for the *Ontario150 Community Capital Program*, you must first register your organization.

Before registering, read the [OTF Registration Checklist](#).

Registration happens in two parts. First, enter the basic information about your organization. This part must be done in one sitting. Once submitted, OTF will send you an email with your user ID and temporary password. The first time you login to the applicant portal, you will be asked to change this password. In the second part of your registration, you will enter more detailed information about your organization including board details and financials. This may be done over multiple sessions.

Once your registration is verified, OTF will email you confirmation that you can begin a grant application for the *Ontario150 Community Capital Program* and other OTF grants.

Already registered with OTF?

If your organization is already registered with OTF and verified as eligible to apply for OTF grants, your organization is automatically eligible to apply for the *Ontario150 Community Capital Program*.

Beginning July 18, 2016, the *Ontario150 Community Capital Program* application will be available to your organization in your OTF application portal.

(2) Review the Application questions and Assessment Criteria

Before you prepare your application, know what is required. Review the [application questions](#) and [assessment criteria](#) that will be used to assess your application. Identify one [OTF Priority Outcome and Grant Result](#) that aligns with your project.

(3) Submit an Application – Deadline: September 14, 2016 5 p.m. ET

Beginning July 18, 2016, using your user ID and password, log in and access the *Ontario150 Community Capital Program* online application. Upon submitting your application, you will receive OTF receipt confirmation. Your application will be reviewed for eligibility, completeness and how well your project fits with program criteria.

For additional information or application support please contact the OTF Support Centre at otf@otf.ca or 1.800.263.2887.

Definitions

Capital: a capital expenditure is an asset such as a building, machinery, equipment, etc., that has a useful life of more than one year and is subject to depreciation over its useful life

Community spaces: Includes physical spaces set up for communities to connect, gather and use, such as community centres, offices, recreation facilities, trails, fields or parks.

Project: A project that has a defined beginning and ending and a specific objective. For OTF purposes, initiatives that have a common objective, drive towards the same outcome and are close in time are considered to be part of one project.

Renovations: A repair or improvement to an existing structure or building.

Media release: A written communication directed at members of the news media for the purpose of announcing something newsworthy.

Press conference: A meeting in which someone gives information to news reporters and answers questions.

Social media: Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. Websites and applications dedicated to forums, microblogging and social networking are among the different types of social media.