

RESILIENT COMMUNITIES FUND: APPLICATION



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 obtain authorization before moving forward. If you have any questions, please email the OTF [Support Centre](#) 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](#).

Details about your organization

- Organizations that are both an incorporated not-for-profit and a registered charity should register as a charity.
- Boards of Trade or chambers of commerce should register as an incorporated not for profit.
- Municipal libraries, County Library Boards and Local Services Boards should register as a municipality with a population of 20,000 or less.
- Collaborative projects must be led by an eligible organization that is registered with OTF and that accepts responsibility for the grant.
- Métis Nation of Ontario charter, Inuit or other Indigenous groups/organizations should register as either a charitable organization or an incorporated not for profit organization, as applicable.

Select your organization type:

- 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 / Metis / Inuit or other Indigenous community
- A municipality with a population of 20,000 or less, or their cultural and recreational agencies, including public libraries and museums

Please note that the following entities are not eligible for OTF funding:

- A municipality with a population of over 20,000, and their agencies
- A conservation authority or the conservation authority's foundation(s)
- An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization
- A for-profit organization or the for-profit organization's foundation(s)
- A university/college, hospital, school and or an agency or a foundation of one of these organizations
- An agency of provincial or federal government

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)

Upload your organization's most recent completed financial statements and surplus or deficit information, if required. Please ensure you are submitting the required financial statements based on your organization's fiscal year-end date and total revenues.

To consider an organization as eligible, the Ontario Trillium Foundation (OTF) requires at least one fiscal year of financial statements from the date of incorporation or charitable registration. Review our [Financial Statement Requirements](#) to ensure you submit the right type of Financial Statements based on your organization's total revenues and fiscal year end date.

Financial statements for the most recent completed fiscal year must have been completed within twelve months of your organization's fiscal year-end.

Organizations with annual revenues of over \$250,000 must submit audited financial statements for the most recent fiscal year end, which must include comparative information for the prior fiscal year. These statements must be prepared by a [licensed public accountant](#) external to your organization and need to include an Auditor's Report and accompanying notes.

Organizations with annual revenues between \$50,000 and \$249,999 must submit Financial statements for the most recent fiscal year end, which must include comparative information for the prior fiscal year. These statements must be prepared by a [licensed public accountant](#) external to your organization and need to include a Review Engagement Report or a Notice to Reader on the financial statements and accompanying notes.

For revenues \$49,999 or less, your organization is required to provide, at a minimum, internally prepared financial statements for the two most recent fiscal years. See examples [here](#)

The financial health of all organizations is assessed as part of the grant application process. This is why we require a complete set of current financial statements.

Submitted financial statements will be assessed for a surplus or a deficit. This forms the initial basis of our assessment of your financial health and need. You can use the [Financial Position Calculator](#) to conduct a simple assessment of your organization's financial health. However, OTF will conduct its own internal assessment as part of the application review process.

The following surplus or deficit documentation will be required for our review and consideration:

SURPLUS: If your organization has access to net assets worth more than 12 months operating expenses, you must upload an explanation as a separate document along with your financial statements, explaining why you have a surplus.

You must demonstrate that unrestricted net assets have been earmarked for an

imminent project or purpose; or where the circumstances can otherwise demonstrate significant financial need.

Please upload your explanation along with your financial statements in the Organization Information section of the grant application.

DEFICIT: If your organization has an accumulated deficit greater than 10% of annual expenses, you must upload a deficit reduction plan, as a separate document along with your financial statements, explaining how you intend to reduce it.

The plan must include details such as monetary targets to reduce the accumulated deficit and must be reasonable and achievable – and give a clear picture of your deficit situation and a strategy to eliminate the deficit. You must also demonstrate a history of strong financial management and deficit management by providing your current operating budget.

Please upload your plan along with your financial statements in the Organization Information section of the grant application.

Does your organization have a minimum of three active board members (active terms of grant application deadline date), 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 active 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.

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 organization information provided is correct, up-to-date and complete (including most recent completed financial statements and surplus/deficit information, if required)

PROJECT INFORMATION

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

For data collection purposes only:

Choose the Action Area that your organization's work or mission/mandate best fits:

- Active People
- Connected People
- Green People
- Inspired People
- Promising Young People
- Prosperous People

Select the population that your organization serves:

Lived-experience of population served:

- General population
- In care/leaving care
- Low income
- Newcomers/refugees
- People with disabilities
- People living with mental health/addiction
- Underhoused/homeless

Identity of population served:

- Black
- Francophone
- General population
- Indigenous or Aboriginal
- LBTTQ+
- Other racialized groups
- Women

(If population served is not listed, please indicate it in the text box)

Does your organization's leadership and/or decision making entities (Board, executive team, senior leadership etc.) reflect the lived-experience or cultural identities of the communities served by your organization?

- Yes
- Somewhat
- No
- Unsure

Select the community size primarily served by your organization:

- Rural or small
- Mid-size
- Urban centres

Select the age group primarily served by your organization:

- Children (0-12)
- Youth (13-24)
- Adults (25-64)
- Seniors (65+)
- All ages

Is your organization's mission and mandate to deliver programs/services at a provincial level in Ontario? Yes/No

Where is your organization located? Pick one of OTF's [catchment areas](#).

Select the census division.

What capacity is your organization currently operating at (as a percentage)?

For assessment purposes:

Requested term? (up to 12 months) 3, 6, 9 or 12 months

Project start date? No earlier than notification date/no later than six months after deadline date

Is your organization applying as a collaborative? Yes/No

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, and OTF's required [Collaborative Agreement Template](#) for more information.

- I acknowledge that the formal signed agreement for our collaborative is in place and I may be asked to provide the agreement(s) to OTF at any time**
(checkbox)

Add the names of the organizations listed in your Collaborative Agreement in the Collaborative Table provided.

Has COVID-19 had an impact on your organization's ability to (select all that apply):

- Deliver on mission
- Meet demand for services
- Operate facility or physical location due to mandated closures
- Operate facility or physical location due to rent or mortgage stress
- Deliver program/service – insufficient infrastructure/technology
- Deliver program/service – insufficient appropriate program content
- Meet staff payroll (staff have been laid off or reduced hours)
- Meet staff scheduling needs (fewer staff are available)
- Meet volunteer scheduling needs (fewer volunteers are available)
- Generate revenue
- Meet health and safety needs of staff/volunteers
- Other

Based on the checkbox(es) you selected, please elaborate on how your organization's ability to deliver programs and services has been impacted? Max. 200 words

Assessment Criteria:

Organization has clearly articulated how COVID-19 has impacted their work (10%)

- Impact of COVID-19 on the organization is clearly identified

OTF's Resilient Communities Fund is providing a flexible range of supports to address your diverse needs as you recover and rebuild your organization, programs and services

Please check the outcome(s) you hope to achieve with this OTF grant (select all that apply):

- Equip board members and employees with supports to implement new approaches, prepare for change and build resiliency (e.g. organizational training and coaching, strategic planning and implementation, research & development, mental and physical health and wellbeing supports)
- Improve and increase ability to access financial resources and develop new and/or alternative sources of revenues (e.g. develop fundraising plans, identify fundraising and financial technology resources, seek opportunities for public-private partnerships, social enterprises)
- Adapt or re-imagine the delivery of programs and services to meet the needs of the community, employees and volunteers (e.g. identify new health and safety processes and required personal protective equipment; technology supports; staffing and volunteer recruitment and training)
- Procure equipment or renovate spaces to meet the changing needs of the organization; its programs and services, and adapt to new ways of working (e.g. equipment and/or renovations to meet changing technology health and safety, and service delivery requirements)
- Create and adopt new approaches for organizations to work together to meet the needs of communities (e.g. peer learning, professional development, networking, resource, knowledge and data sharing)

Based on the impact identified and outcomes selected, please elaborate on the work your organization will do to recover and/or rebuild with OTF funds? Max. 400 words

Assessment Criteria:

The strategy is well thought out and explains how the organization plans to rebuild and recover from the noted impacts (50%)

- The project presented is clearly articulated and reasonable for addressing the noted impacts
- Alignment with OTF's Resilient Communities Fund outcomes is clear
- If applicable, the capital components are appropriate to address the noted impacts

List up to five key project activities that you will complete in order to successfully implement the project. Max. 200 words

When defining key project activities, keep in mind the high-level activities that are needed to take place for you to complete your project. Examples of Key Project Activities: Engage a consultant to work with staff to re-design a mentoring program; Virtually convene stakeholders to determine gaps, challenges and opportunities; Purchase and implement training on the technology requirements to operate virtually; Develop resources and train mentors and mentees on virtual mentoring.

As we are asking for up to 5 project activities, please focus on the key steps or milestone activities for your project rather than specific tasks.

Assessment Criteria:

The process is well thought out and identifies the steps needed for recovery (40%)

- Key project activities are strongly aligned with organization's recovery strategy
- It is feasible to carry out the key project activities in the stated timeline
- The budget is reasonable and aligned to key project activities

Financial Workbook

Please read these [budget instructions](#) prior to completing the workbook.

Please complete the Financial Workbook by clicking on the "Open" button below.

Please ask for only what you need – OTF funds full request amounts only and OTF wants to fund as many Resilient Communities Fund applications as possible.

Please ensure the costs you request will enable you to complete the project and are therefore aligned with the project activities/outcomes.

- Direct Personnel Costs
- Purchased Services
- Workshops, Meetings, Convening
- Supplies and Materials
- Travel
- Evaluation (max 10%)
- Capital – Equipment and Renovations
- Overhead and Administration (max 15%)

How much funding are you requesting from OTF?

Project Description

Our: organization/group/First Nation/Inuit community/Métis community/Indigenous community/municipality, *(select one from pick-list)*

with a \$xx Resilient Communities Fund grant, (auto-populates based on request amount)

will rebuild and recover from impacts of COVID-19 by: **Describe your project using up to 20 words** (entered by applicant)

Recognition Plan

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

- I have reviewed the Recognition Policy and agree, that if our project is approved for OTF funding, we will publicly recognize OTF's investment in the project.

Acknowledgements

- I have read the Financial Workbook Instructions and confirm that the budget request complies with OTF policies and requirements.
- I understand the importance of avoiding any conflicts of interest (or the appearance thereof) when obtaining goods and/or services.
- 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.
- A representative with designated signing/decision-making authority for the organization has authorized this application.
- I confirm that our organization has a proof of ownership or a five-year lease agreement as required in the funding application for all renovations or improvements to land or property, including purchase of fixed equipment. If this funding application is successful, I understand OTF will require proof prior to releasing funds.