

# RESILIENT COMMUNITIES FUND: APPLICATION ASSESSMENT

During the decision-making process, we carefully read each submitted grant application. Each grant application is evaluated on the organization's eligibility, project's eligibility and lastly, the project is scored based on three assessment areas.

## Organization Eligibility

When your organization is completing a grant application, you must first begin with the **Organization information** and upload the required attachments. We assess an organization's eligibility using the information submitted in the Organization section.

**An organization will be eligible for funding if they meet all the following criteria:**

ELIGIBILITY CRITERIA	
<ul style="list-style-type: none"> <li>The organization adheres to OTF's <a href="#">Anti-Discrimination Policy</a></li> <li>The organization adheres to OTF's <a href="#">Eligibility Policy</a></li> </ul>	<p>Yes / No</p> <p>Yes / No</p>
<b>Organization's Financials</b>	
<p>The appropriate financial statements are provided based on the organization's total revenues and fiscal year end date.</p> <p>See <a href="#">Financial Statement Requirements</a></p>	<p>Yes</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Financial Statements</li> <li><input type="checkbox"/> Up-to-date Financial Statements</li> <li><input type="checkbox"/> Financial Statements prepared by a Licensed Public Accountant</li> <li><input type="checkbox"/> (If applicable) Provided Audited Financial Statements</li> <li><input type="checkbox"/> Board approved Financial Statements</li> </ul>
<p>(If applicable) The organization has an accumulated surplus (12 months or greater) or accumulated deficit (10% or greater) that requires explanation, and the explanation meets OTF requirements</p>	<p>Yes</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Information meets surplus requirements</li> <li><input type="checkbox"/> Information meets deficit requirements</li> </ul>
<b>Board of Directors</b>	
<p>The Board of Directors meets OTF requirements</p>	<p>Yes</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Information meets requirements – minimum of three or more active Board members</li> <li><input type="checkbox"/> Information meet requirements – at least 50% of Board members are arms-length</li> </ul>

Granting History	
(If applicable) The organization has past OTF applications, either approved or declined, and OTF has no concerns with the organization's granting History	Yes
<b>ORGANIZATION ASSESSED AS ELIGIBLE</b>	<b>YES / NO</b>

## Project Eligibility

The second part of the grant application is where you provide your **Project information**.

During the assessment process, projects will be assessed as eligible for funding if they meet all the following criteria:

ELIGIBILITY CRITERIA	
The project complies with OTF policies	Yes <input type="checkbox"/> <a href="#">Anti-Discrimination Policy</a> <input type="checkbox"/> <a href="#">Capital Grants Policy</a> <input type="checkbox"/> <a href="#">Eligibility Policy</a> <input type="checkbox"/> <a href="#">Overhead and Administrative Costs Policy</a>
The project aligns with the Resilient Communities Fund	Yes <input type="checkbox"/> Demonstrated how the impacts on organization are COVID-19 related <input type="checkbox"/> Demonstrated how the project aligns with Resilient Communities Fund outcomes
<b>PROJECT ASSESSED AS ELIGIBLE</b>	<b>YES / NO</b>

## Project Assessment

Lastly, projects are scored based on the information submitted in the Project section of the application. The three assessment areas are: Impact on Organization, Strategy and Process. Each assessment area has a series of accompanying application questions and assessment considerations, and are scored as follows:

**SCORE: -2 (SD: Strongly Disagree) -1 (D: Disagree) 0 (N: Neutral) +1 (A: Agree) +2 (SA: Strongly Agree)**

Assessment Area	Assessment Considerations	Application Questions
<b>Impact on Organization</b> (10%)	<b>Organization has clearly articulated how COVID-19 has impacted their work</b>	
	<ul style="list-style-type: none"> <li>Impact of COVID-19 on the organization is clearly identified</li> </ul>	<ul style="list-style-type: none"> <li>Has COVID-19 had an impact on your organization?</li> <li>Based on the checkbox(es) you selected, please elaborate on how your organization's ability to deliver programs and services has been impacted?</li> </ul>
<b>Strategy</b> (50%)	<b>The strategy is well thought out and explains how the organization plans to rebuild and recover from the noted impacts</b>	
	<ul style="list-style-type: none"> <li>The project presented is clearly articulated and reasonable for addressing the noted impacts</li> <li>Alignment with OTF's Resilient Communities Fund outcomes is clear</li> <li>If applicable, the capital components are appropriate to address the noted impacts</li> </ul>	<ul style="list-style-type: none"> <li>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?</li> </ul>
<b>Process</b> (40%)	<b>The process is well thought out and identifies the steps needed for recovery</b>	
	<ul style="list-style-type: none"> <li>Key project activities are strongly aligned with organization's recovery strategy</li> <li>It is feasible to carry out the key project activities in the stated timeline</li> <li>The budget is reasonable and aligned to key project activities</li> </ul>	<ul style="list-style-type: none"> <li>List up to five key project activities that you will complete in order to successfully implement the project</li> </ul>
<b>TOTAL</b>		

## Project Selection and Approval

The final stage of the assessment process is when volunteers recommend the approval or decline of each application. Recommendations are considered, and then approved by the Board of Directors.

We do not fund retroactively, so choose your project start date so that it falls after the date when you would receive OTF notification that your grant has been approved. This is approximately a three-month period.