

RESILIENT COMMUNITIES FUND: FINANCIAL WORKBOOK INSTRUCTIONS

Before completing the Financial Workbook, please read these instructions.

- Only include expenses to be covered by the Ontario Trillium Foundation (OTF) in the Financial Workbook
- Do not include ineligible costs
- **Inclusion of ineligible costs will result in the application being declined**

Notes

- a. Only project activities that **take place in Ontario** are eligible for OTF funding.
- b. Taxes, such as **GST and HST**, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates are not eligible OTF request items.
- c. **Do not include** contingencies or other costs in your Financial Workbook. Contingency/Other costs are **not eligible** expenses. OTF will only consider actual, identified project/capital costs.
- d. Applications **cannot exceed \$150,000 and cannot be less than \$5,000**. Funds may be requested for project related costs, capital costs or a combination of both, as long as it aligns with what you want to do.
- e. A **maximum of 15%** can be applied for standard **overhead and administrative** costs.

The amount required must be reasonable to carry out your project.

Quotes

OTF funds requested for goods and/or services (including equipment, consulting services and non-consulting services) valued above \$10,000 must be based supported by **at least one quote**.

Multiple sub-contracts with the same organization/supplier on the same project will be considered as a cumulative total. This means if the total of these goods and/or services exceeds \$10,000 a quote will be required.

You do not need to include the quotes in your application. Please note however that OTF may request submission of these quotes at any time.

OTF Grant Budget Notes

OTF Grant Budget notes are **required** in the Financial Workbook - be clear about your funding needs. Provide a breakdown of the costs for which you are seeking coverage from the Ontario Trillium Foundation. OTF Grant Budget notes should apply only to the identified OTF costs.

Sample OTF Grant Budget Table

OTF GRANT BUDGET	DESCRIPTION	NOTES (EXAMPLES)
Direct Personnel Costs	Salaries, mandatory employment-related costs and employee benefits for staff positions funded specifically to carry out the project.	1 FTE – Project Manager: Digital Specialist, mandatory employment-related costs, and employee benefits (\$19/hr + 25% MERC) x 40 hr/week x 26 weeks = \$24,700
Direct Non-Personnel Costs	All non-personnel costs directly related to project delivery.	
Purchased Services	Services purchased including the services of consultants / contractors / subject experts specifically relating to the delivery of the project.	<ul style="list-style-type: none"> • Strategic Planning Consultant: \$11,000 (quotes received) • Organizational consultation on human centered design - \$5,000 • Translation of Materials: \$6,000 • Digitizing Art/Heritage collections: \$5,000 • Online program design: \$2,000 • Website design: \$5,000
Workshops, Meetings, Convening	Virtual or in-person meeting/convening costs incurred relating to the delivery of the project.	<ul style="list-style-type: none"> • Online Platform usage (licensing): \$3,000 • Knowledge mobilization costs (video production): \$10,000 • Organizational training/facilitation (adapting to the new norm; staff health and wellbeing): \$5,000 • Equipment rental (6 sessions): \$4,000 • Digital marketing and promotional costs: \$7,000
Supplies and Materials	Items purchased specifically for use in the delivery of the project.	<ul style="list-style-type: none"> • Art supply packs for youth program: \$10,000 • Equipment rental (6 sessions): \$4,000 • Health and safety supplies - \$2,500
Travel	Travel costs incurred by employees, volunteers and participants, that are directly related to delivering the project.	<ul style="list-style-type: none"> • Employee program travel : 5,000km @ \$0.40 per km = \$2,000 • 300 participants x 10 transit fares at \$3 = \$9,000
Evaluation	Evaluation costs such as project evaluation, survey administration, evaluation reporting can be included in your OTF Grant Budget. Up to a maximum of 10% of the total OTF Grant Budget can be used for project evaluation.	<ul style="list-style-type: none"> • Hire a consultant to administer surveys: \$2,000 • Undertake feedback opportunities: \$2,500

Capital	Repairs, renovations, equipment purchased specifically for use in the delivery of the project.	<ul style="list-style-type: none"> • Purchase of 10 computers: \$10,000 • Renovate programming space to ensure safety and physical spacing: \$45,000 (quotes received)
Overhead and Administration	<p>OTF will support overhead and administrative costs directly associated with the funded project, to a maximum of 15% of the total OTF Grant Budget. These do not include the direct costs to run or deliver the project, including the staff or equipment associated with the project but include a portion of regular operational expenses that can be attributed specifically to this project.</p> <p>Please refer to the Overhead and Administrative Costs Policy on the OTF website for further details.</p>	<ul style="list-style-type: none"> • Incremental (new) costs generated such as rent, utilities, insurance, audit: \$3,000 • Pro-rata of apportioned costs of existing rent, utilities, insurance, audit: \$2,000 • Salaries, mandatory employment-related costs and employee benefits of Executive Director: \$300/day x 0.5 day/week + 25%MERC x 52 weeks = \$9,750
Total funding requested from OTF		