

PARTNERSHIP TABLE		
Name of Organization	Contribution to the Project	Status of Partnership
	(i.e., financial, time, location, space, etc.) Max. 50 words per cell	Select one: <ul style="list-style-type: none"> Confirmed In Progress
<i>Add rows if needed</i>		

FINANCIAL WORKBOOK

[Financial Workbook Instructions](#) (pdf)

What is the total project cost? Outline the total expected cost of the project, including any costs that may exceed the requested funding from OTF.

How much funding are you requesting from OTF? (Amount will auto-populate based on values entered in the Financial Workbook)

How much funding have you secured, in total, from sources excluding OTF? (You must enter an amount. If none enter \$0)

In this chart list the sources of secured funding, indicate the dollar amount and describe how the funds will be used:

SOURCES OF SECURED FUNDING		
Source of Funding	Amount of Funding (\$)	How will the funds be used?
		Max. 50 words per cell
<i>Add rows if needed</i>		

Provide the total amount of unsecured funding you are expecting from sources excluding OTF. (You must enter an amount. If none enter \$0).

If applicable, what is your plan to obtain the unsecured funds and how will these funds be used?

(100 words max.)

Financial Workbook Acknowledgements

I have read the Financial Workbook Instructions and have completed the Financial Workbook.

I confirm that the OTF Grant Budget items listed in the Financial Workbook do not include taxes, such as GST and HST, for which the organization is eligible for a tax rebate, and all other costs eligible for rebates.

I understand that project activities that take place outside of Ontario are not eligible. I confirm that we have not requested funds to support any project activities that will take place outside of Ontario.

I confirm that we have obtained at least two quotes for goods and/or services valued above \$10,000 and I understand that OTF may request these quotes at any time.

I understand the importance of avoiding any conflicts of interest (or the appearance thereof) when obtaining goods and/or services.

I confirm that our organization has a proof of ownership or a five-year lease agreement as required in the funding application for purchase of fixed equipment. If this funding application is successful, I understand OTF will require proof prior to releasing funds.

PEOPLE

Seed grants support projects that are designed to help you learn. Provide a clear learning plan by answering the following:

- **What do you expect to learn from this project? (100 words max.)**
- **What key questions will you need to answer to achieve your expected learning? (100 words max.)**
- **How will you capture the learning and how will you use it? (100 words max.)**

PROJECT DESCRIPTION

To help complete your project's impact statement and identify the number of people impacted by your project, choose the appropriate drop-down option and describe your project in 10 words. Once completed, you will be able to review the full impact statement.

Ensure the number you enter in the project description represents the total number of people who will directly benefit from this project, and the number is realistic, achievable and measurable.

Project Description Acknowledgement

I confirm that the number I have entered represents the total number of people who will directly benefit from this project. This number is realistic, achievable, measurable and will be reported on as part of our final report.

RECOGNITION PLAN

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

Recognition Plan Acknowledgement

I agree, that if our project is approved for OTF funding, we will publicly recognize OTF's investment in the project.

ACKNOWLEDGEMENTS

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 Information details are up-to-date, including current information on our Board of Directors and financial statements from our most recently completed fiscal year, and that these financial statements meet OTF requirements (based on the size of our organization's annual revenues).