WHAT HAPPENS AFTER YOUR APPLICATION IS APPROVED?

- Grant Contract
- Learning
- Keeping in Touch
- Reporting
- Auditing
- Recognition
The Grant Contract is a legally binding contract.

It includes:

- OTF Terms and Conditions associated with your grant
- Declaration of Understanding and Authorizing Signatures page
- Schedule A, containing details of your grant
Certain terms and conditions apply to every OTF grant, including:

Use of Grant Funds
Maintaining Eligibility Status
Payment of Grant Funds
Mandatory Orientation Session
Grant Results and Metrics
Reporting and Grant Monitoring
Records
Advocacy
Recognition of Foundation’s Funding
Evaluation and Audit
Applicable Laws
Insurance

Indemnity
Termination
Acquisition of Goods & Services; Distribution of Assets
Entire Agreement
Modification and Waiver
Acknowledgement
Capital Grants (for grants with capital component only)
No partnership or Joint Venture
Non-Assignability
Reliance by Foundation
Severability of Provisions
DECLARATION OF UNDERSTANDING

- Attend orientation
- Read and understand the Grant Contract
- Provide accurate bank account details
- Follow OTF procedures for reallocating funds, reporting and evaluation
Schedule A contains important details about your grant, including:

- The approved grant amount and term
- The name of the Program Manager monitoring your grant
- The Priority Outcome related to your grant
- The Grant Result you’ve agreed to achieve
- The approved grant budget
- The Payment and Report schedule
SIGNED AND SEALED — THE GRANT CONTRACT

Next Steps

- Confirm Primary Contact
- Confirm project start date
- Sign the Grant Contract electronically within 60 days
Two-Step Process:

1. **Enter** the organization’s bank name and account number, and upload a void cheque or direct deposit letter from the bank.

2. **Link** the banking information for your organization with the approved application.

Information on uploading banking information is available inside the OTF grant portal, under the 'Help' tab.

**Call the OTF Support Centre at 1 800 263-2887 for assistance**
What did you learn from this project?

Would you do anything differently if you were to do this project again? Why?

How do you plan to use what you learned from this project?
AWAY YOU GO – KEEPING IN TOUCH

We want to hear from you …

- If you have a technical problem: Support Centre
- If you need to make changes to your workplan or budget: Program Manager
- If you think you may not achieve your targets or meet your report due dates: Program Manager
- If you have questions or concerns: Program Manager

You’ll be hearing from us if we have questions or concerns
AWAY YOU GO - REPORTING

We want to hear about:

- Your achievement toward the Grant Result
- How the funds were spent
- What you learned from the project and how you will use those learnings
- How you recognized OTF
- Volunteers involved, economic impact (FTEs), financial and in-kind support.

How? A Final Report at the end of the grant
• Report only on OTF funds spent during the grant.
• Report on actual costs, less any costs (including HST and other taxes) for which you have received or are eligible to receive a rebate, credit or refund.
• Include notes to explain any surplus’, deficits and reallocations.
• Surplus funds at the end of the grant must be returned to OTF, per OTF's Grant Rescind and Recovery Policy.
• Read our policies on Eligibility and Reallocation of Grant Funds.
• Review Use of Grant funds in Grant Contract Terms and Conditions
When nothing can be done to keep a grant on track, it may be rescinded – either at the grantee’s request, or ours.

OTF may rescind a grant if:

- A grantee fails to observe, or uses grant funds for purposes that are contrary to, OTF policies, program guidelines or Grant Contract
- A grantee is unable to achieve the grant’s outcomes
- The grant is not completed within the timelines listed in the Grant Contract
- Circumstances prevail that seriously jeopardize the successful completion of the grant or management of grant funds
- Grant funds have been misappropriated

Refer to OTF’s Grant Rescind and Recovery policy.
The Grantee Compliance Audit asks grantees to substantiate:

- Their achievement of the learnings and progress toward the Grant Result (e.g., research, feasibility studies, or other material produced as a result of the project)

- Their spending of the grant funds as per the approved Grant Budget – e.g., general ledger, payroll, contracts, receipts, bank statements, etc.
Required grantee recognition of OTF

The OTF Grant Recognition Policy states grant recipients will:

1) Hold a grant recognition event at the beginning, middle or end of the grant
2) Invite your local MPP and an OTF representative
3) Include an OTF logo on your website
4) Acknowledge the funding in grant-related materials, online and in print
5) Display your OTF plaque in a public area
GOING PUBLIC — RECOGNIZING OTF GRANTS

Four things to remember when planning your grant recognition event:

- Give OTF and your local Member of Provincial Parliament (MPP) a minimum of **three weeks’ notice** of your recognition event for operational requirements.
- Invite OTF and your MPP at the same time.
- Review the Public Relations Toolkit before contacting OTF.
- Include the 5 Ws in your invitation: who, what, why, when & where.
OTF Public Relations Associates review and approve grant recognition materials related to your grant

- Media Releases and Media Advisories
- OTF Public Relations Associate will contact your local MPP’s constituency office in order to obtain a quote from the MPP to be included in the media release
- Grant recognition event details; event logistics, agenda and inviting your MPP and OTF
- Any draft promotional materials that include OTF name and OTF logo
GOING PUBLIC - RECOGNIZING YOUR GRANT

Visit the OTF website and click on Already Got a Grant

We are here to help

Lori Kay, lkay@otf.ca
1.800.263.2887 x.216 or 416.963.7916
Collective Impact | Youth Opportunity Fund (yof) | Local Poverty Reduction Fund | Ontario150 Community Capital Program

Edwige Jean-Pierre, ejean-pierre@otf.ca
1.800.263.2887 x.213 or 416.963.7913
Algoma, Cochrane, Manitoulin, Sudbury | Champlain | Essex, Kent, Lambton | Grand River | Northwestern | Quinte, Kingston, Rideau | Thames Valley | Waterloo, Wellington, Dufferin | Francophone events