

## Before completing the Financial Workbook, please read these instructions carefully.

The Seed Investment Stream plays an important role in our Investment Strategy, and only specific types of projects and costs are eligible.

- Only include expenses to be covered by the Ontario Trillium Foundation (OTF) in this Financial Workbook.
- Do not include ineligible costs. Inclusion of ineligible costs will result in the application being declined. Note that:
  - 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. Contingency/Other costs are **not eligible** expenses. OTF will only consider actual, identified project costs. **Do not include** contingencies or other costs in your Financial Workbook.

## Quotes

Quotes are required when you are requesting OTF funds for goods and/or services (including equipment, consulting services and non-consulting services) valued above \$10,000. OTF asks your organization to show it sought the best value for money. The amount requested must be reasonable and supported by two or more competitive bids/quotes. 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, competitive bids of two or more written quotes are required. OTF may request submission of these quotes at any time.

## Overhead and Administration: Emerging Governance Platform Administration Fee

Emerging Governance Platforms (EGP) can include in their budget overhead and administrative costs directly associated with the funded project to a maximum of 25% of the total OTF Grant Budget:

- A maximum of 15% can be applied for standard overhead and administrative costs
- Up to an additional 10% can be requested for an EGP administration fee\*

\*The additional EGP administration fee can only be applied if your organization has been pre-approved as an EGP and your organization is submitting an application as an EGP.

For the purpose of applying to OTF, an EGP is an organization eligible for OTF funding that enters into an agreement with an unincorporated group, where the eligible organization is legally responsible for the grant application and the grant for the project that will be delivered by the unincorporated group. Refer to the [EGP Tip Sheet](#). The EGP administration fee will provide the unincorporated group with EGP support related to planning, governance, administration, mentoring and financial management.

# SEED FINANCIAL WORKBOOK INSTRUCTIONS

## 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)
<b>Direct Personnel Costs</b>	Salaries, mandatory employment-related costs and employee benefits for staff positions funded specifically to carry out the project.	1 FTE - Workshop Coordinator: Salary, mandatory employment-related costs, and employee benefits at (\$19/hr + 25 % MERC) x 40 hr/week x 26 weeks = \$24,700
<b>Direct Non-Personnel Costs</b>	All non-personnel costs directly related to project delivery.	
<b>Purchased Services</b>	Services purchased including the services of consultants / contractors / subject experts specifically relating to the delivery of the project.	<ul style="list-style-type: none"> <li>• Marketing Consultant: \$11,000 (quotes received)</li> <li>• Translation of Materials: \$6,000</li> <li>• Workshop facilitator: \$2,000</li> <li>• Website design: \$5,000</li> </ul>
<b>Workshops, Meetings, Convening</b>	Meeting/convening costs incurred relating to the delivery of the project.	<ul style="list-style-type: none"> <li>• Space rental (6 sessions): \$4,000</li> <li>• Childminding for evening workshops: \$200 x 12 sessions = \$2,400</li> <li>• Healthy snacks for participants: \$3 x 5 sessions x 50 participants = \$750</li> </ul>
<b>Supplies and Materials</b>	Items purchased specifically for use in the delivery of the project.	<ul style="list-style-type: none"> <li>• Art supplies for youth program: \$10,000</li> <li>• Posters and flyers for seniors' physical activity program: \$2,000</li> </ul>

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<b>Equipment</b>	Equipment purchased specifically for use in the delivery of the project.  New construction, renovations and repairs are not eligible.	<ul style="list-style-type: none"> <li>• Purchase of sports equipment including soccer balls, nets and cones for 5 locations: \$5,000</li> <li>• Purchase of 10 computers: \$11,000 (quotes received)</li> </ul>
<b>Travel</b>	Travel costs incurred by employees, volunteers and participants, that are directly related to delivering the project.	<ul style="list-style-type: none"> <li>• Mileage for employee travel for community outreach: 20,000km @ \$0.40 per km = \$8,000</li> <li>• 300 participants x 10 transit fares at \$3 = \$9,000</li> </ul>
<b>Evaluation</b>	Up to a maximum of 10% of the total OTF Grant Budget can be used to evaluate the funded project.	<ul style="list-style-type: none"> <li>• Hire a consultant to administer a pre/post survey of our project: \$7,500</li> <li>• Conduct a focus group on the effectiveness of convening program activities: \$2,500</li> </ul>
<b>Overhead and Administration</b>	OTF will support overhead and administrative costs directly associated with the funded project, to a <b>maximum of 15% of the total OTF Grant Budget</b> . 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.  Please refer to the <a href="#">Overhead and Administrative Costs Policy</a> on the OTF website for further details.	<ul style="list-style-type: none"> <li>• Incremental (new) costs generated such as rent, utilities, insurance, audit: \$3,000</li> <li>• Pro-rata of apportioned costs of existing rent, utilities, insurance, audit: \$2,000</li> <li>• 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</li> </ul>
<b>Total OTF Grant Budget</b>	<b>Total funding requested from OTF must be between \$5,000 and \$75,000 for up to one year</b>	