Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants
(PLOG/PE/FNSS)

Public Libraries Act R.S.O c.P. 44,
Regulation 976 R.R.O. 1990

2013-14 Program and Application Guidelines
Application Deadline: December 31, 2013
www.grants.gov.on.ca
INTRODUCTION
This Guide will assist you with your application for a Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants (PLOG/PE/FNSS) through Grants Ontario. It includes:

- Detailed instructions for completing the online application form.
- PLOG/PE/FNSS grant program requirements.

Much of the information required by the application is based on criteria set out in the Public Libraries Act, Regulation 976. If you have questions that are not answered by this Guide, please contact:

Mima Casola  
Culture Programs Advisor  
Tel: (416) 314-7613  
Email: mima.casola@ontario.ca

Shannon Khan  
Program Assistant  
Tel: (416) 314-5186  
Email: shannon.khan@ontario.ca

For Grants Ontario technical support contact:
- In Toronto: (416) 325-6691, or
- Toll Free: 1-855-216-3090, or
- grantsontariocs@ontario.ca

PREPARING YOUR APPLICATION

Before You Apply

Plan ahead! The PLOG/PE/FNSS application submission deadline is December 31, 2013.

Eligible PLOG/PE/FNSS applicants applying for 2013-14 grant(s) MUST use their Grants Ontario ONE-key ID and password to apply for public library grant(s). Clients currently registered with Grants Ontario have already created their ONE-key ID and do not have to register again.

Please review these guidelines before completing the 2013-14 PLOG/PE/FNSS grant application form. It is recommended that you print a copy of this guide and have all the required grant program documents available as you complete the application in Grants Ontario.

For information on Grants Ontario, visit this link www.grants.gov.on.ca.

The Ministry will not process an application or release funding until all grant program requirements are met.
APPLICATION INSTRUCTIONS
Once you are enrolled in Grants Ontario and have created your ONe-key ID, you can start your application. The PLOG/PE/FNSS application must be submitted, in either English or French, through Grants Ontario. Paper applications will not be accepted.

When your completed PLOG/PE/FNSS application is submitted through Grants Ontario, you will receive an email confirmation. If you do not receive this email, please follow-up right away with Ministry staff.

New this year

This year you can choose to fill out your application offline and then upload it to Grants Ontario.

If you want to complete an OFFLINE APPLICATION, here are the steps:
1. If you don’t already have it on your computer, you will need software called Adobe Acrobat Reader (Version 9 or 10). This can be downloaded FREE from Adobe Acrobat at http://get.adobe.com/reader/
2. Log in to Grants Ontario.
3. Create a new application.
4. Click DOWNLOAD APPLICATION FORM. The application is now saved on your computer.
5. Open the application form on your computer.
6. Fill in the draft application form as instructed.
7. Click SAVE as you work on your application. The application will be saved on your computer.
8. Click the VALIDATE button on the form to see if you have missed any mandatory fields.
9. Read over all your information and make sure it’s complete and signed electronically.
10. Log in to Grants Ontario. Go to the new application you started in step 3 above.
11. Click UPLOAD APPLICATION FORM. Your application is submitted to Grants Ontario.

Refer to the Reference Guide for Applicants on the Grants Ontario website for additional information.

Application Sections

The PLOG/PE/FNSS application is broken into the following sections:
A. Organization Information
B. Organization Address Information
C. Organization Contact Information
E. Grant Payment Information
F. Application Contact Information
G2. Additional Public Library Questions
Y. Terms and Conditions
Z. Declaration/Signing
Sections A, B and C – Organization Information, Address Information and Contact Information
- This information is automatically entered using the information you provided in the Grants Ontario enrolment process. No action is required. This section is Read-Only.

Section E – Grant Payment Information
- This section is explained on the application.

Section F – Application Contact Information
- This information is automatically entered using the information you provided in the Grants Ontario enrolment process. No action is required.

Section G2 – Additional Public Library Questions
- All library applicants MUST answer all the questions in this section.
- Instructions for completing this section are available on the application.

Section Y – Terms and Conditions
- The general terms and conditions governing grants awarded under the Public Library Operating Grant, Pay Equity Funding and First Nation Salary Supplement programs are contained in this application form. By signing the application form and submitting it to the Ministry, you are agreeing to these Terms and Conditions should a grant be awarded.

Section Z – Declaration / Signing
- By signing the application form and submitting it through Grants Ontario to the Ministry, the organization applying is formally verifying that it agrees to the following:
  a. the information given in support of this application for a grant is true, correct and complete in every respect;
  b. the applicant has read, understood and agrees to abide by the terms and conditions governing the grant outlined above and in subsequent correspondence from the Ministry;
  c. applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
  d. the applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any Ministry or agency of the Government of Ontario;
  e. the applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the provincial Freedom of Information and Protection of Privacy Act and,
  f. the applicant has read and understands the information contained in the Application.

What you need to do

All eligible library applicants must comply with the following grant program requirements to receive the 2013-14 Public Library Operating, Pay Equity, and First Nation Salary Supplement grant(s).
1. **All library applicants** must register in Grants Ontario.
   - If registered, applicants must use their unique ONe-key ID and password to log into Grants Ontario to obtain the application form and apply electronically for a 2013-14 Public Library Operating Pay Equity, and First Nation Salary Supplement grant(s).
     - If you have any questions about ONe-key please call Service Ontario at 416-326-1234 (GTA) or 1-800-267-8097.
     - If you require technical support for Grants Ontario, contact the Grants Ontario Help Desk at:
       - In Toronto: (416) 325-6691, or
       - Toll Free: 1-855-216-3090, or
       - grantsontariocs@ontario.ca
     - Other available Grants Ontario tools are the *Registration Guide for Applicants* and *Reference Guide for Applicants*.

2. **All library applicants** must complete the grant application in Grants Ontario.
   - Complete this application form: “Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants 2013-14”.

3. **Additional Public Library Questions**
   - **All library applicants** MUST answer all the questions in section G2.
   - If your library received a Pay Equity grant in 2012-13, pay equity questions are included in the Grants Ontario library application under section G2.
   - If your library received a First Nation Salary Supplement grant in 2012-13, First Nation Salary Supplement questions are included in Grants Ontario library application under section G2.

4. If your organization contracts for its public library services with a public library board(s), you must attach the library service contract(s) to your Grants Ontario application.

5. **All library applicants** must have a bank account in their legal name and have applied for Electronic Funds Transfer.
   - The Electronic Fund Transfer form is available on the Minister’s Grants Ontario web site [here](#).

6. **All library applicants** must attach the appropriate financial documents to their Grants Ontario application as outlined in the financial chart below.
This chart is based on “Total Previous Fiscal Year 2012-13 Annual Ministry Funding.”

<table>
<thead>
<tr>
<th>Annual Ministry Funding Programs</th>
<th>Previous Year’s Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Annual public library operating grant</td>
<td>$</td>
</tr>
<tr>
<td>2. Annual pay equity grant (Annual pay equity grant amount from the Ministry, only applicable to past pay equity grant recipients)</td>
<td>$</td>
</tr>
<tr>
<td>3. First Nation Salary Supplement grant * (Annual First Nation Salary Supplement only applicable to First Nation public libraries)</td>
<td>$</td>
</tr>
<tr>
<td>Total Previous Fiscal Year Annual Ministry Funding</td>
<td>$</td>
</tr>
</tbody>
</table>

Based on the “Total Previous Fiscal Year Annual Ministry Funding” from the chart above, the chart below sets out the financial reporting requirement for this funding year 2013-14.

<table>
<thead>
<tr>
<th>Financial Reporting Scale</th>
<th>Financial Reporting Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Total Annual Ministry Funding greater than $100,000</td>
<td>Audited Financial Statement</td>
</tr>
<tr>
<td>• Total Annual Ministry Funding greater than $25,000 and less than $100,000</td>
<td>Audited Financial Statement, or Review Engagement, or Ministry of Municipal Affairs and Housing (MMAH), Financial Information Return (FIR)</td>
</tr>
<tr>
<td>• Total Annual Ministry Funding less than $25,000</td>
<td>Annual Survey of Public Libraries (ASPL) (Note: Do not attach ASPL report to Grants Ontario)</td>
</tr>
</tbody>
</table>

* Note: First Nation libraries that received year end one-time funding from the Ministry Do Not include this funding amount in the chart above.

7. All library applicants must complete the Annual Survey of Public Libraries in the GO-Access database.
   - The Annual Survey of Public Libraries is **NOT the application form.** It is one of the requirements to receive funding.
   - Ministry staff will attach the Annual Survey of Public Libraries report to each library applicant Grants Ontario application.

   - Questions about the Annual Survey of Public Libraries should be directed to:
     - Adam Haviaras at 416 314-7158, email adam.haviaras@ontario.ca
     - Rod Sawyer at 416-314-7627, email rod.sawyer@ontario.ca
     - Dianne Thompson at 416 314-7125, email dianne.thomspson@ontario.ca
Quick Reference Guide on Application Requirements

Grant application requirements are summarized in the chart below. Each column tracks the required steps based on which grant(s) you received in the previous year.

<table>
<thead>
<tr>
<th>Step</th>
<th>Public Library Operating Grant (PLOG)</th>
<th>Public Library Operating and Pay Equity Grants (PLOG &amp; PE)</th>
<th>Public Library Operating and First Nation Salary Supplement Grants (PLOG &amp; FNSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>All library applicants must register in Grants Ontario using their ONe-key ID and password to <a href="#">log</a> into Grants Ontario.</td>
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</tr>
</tbody>
</table>
| 3.   | Section G2 – Additional Public Library Questions in Grants Ontario  
- All applicants MUST answer all of the questions.  
- Pay equity and First Nation Salary Supplement questions are included in this section | Section G2 – Additional Public Library Questions in Grants Ontario  
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- All applicants MUST answer all of the questions.  
- Pay equity and First Nation Salary Supplement questions are included in this section |
| 4.   | If you contract for public library services with a public library board, attach the public library service contract(s) to your application. | N/A | N/A |
| 5.   | Electronic Fund Transfer form. Complete this ONLY if your bank account information has changed. EFT form available [here](#). | Electronic Fund Transfer form. Complete this ONLY if your bank account information has changed. EFT form available [here](#). | Electronic Fund Transfer form. Complete this ONLY if your bank account information has changed. EFT form available [here](#). |
| 8.   | N/A | N/A | Step #1 - Mail in your signed Transfer Payment Agreement for the 2012-13 First Nation Year End funding, if you have not done so already.  
And  
Step #2 - Mail in the signed original Post Project Report with original receipts on or before Oct 31st, 2013. |