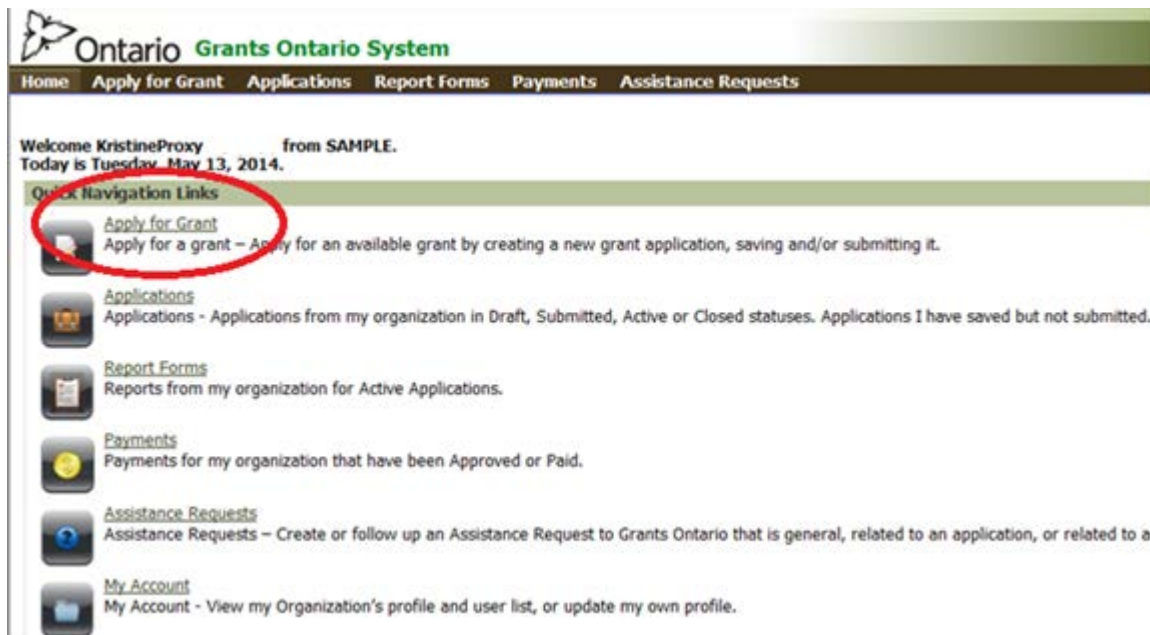


Quick-Start Guide: Applying for a Grant Using the Grants Ontario System

Grants Ontario has recently made some changes to the application process. Below you will find a quick-reference guide to completing your grant application.

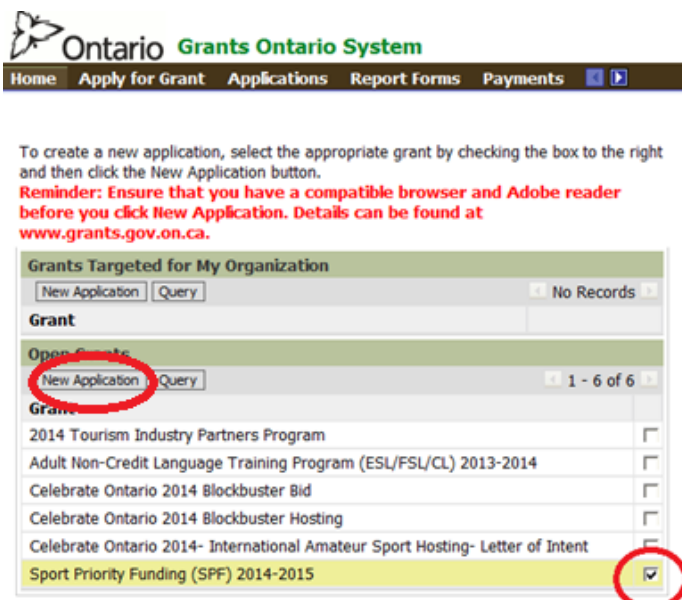
Please navigate to: <http://www.grants.gov.on.ca>

Step A: To begin a new application, click “Apply for Grant” as seen below. If you or someone else has already started an application, you can find it by clicking “Applications” and continue to Step C.



The screenshot shows the Grants Ontario System homepage. The navigation bar includes: Home, Apply for Grant, Applications, Report Forms, Payments, Assistance Requests. The user is logged in as KristineProxy from SAMPLE. The date is Tuesday, May 13, 2014. A section titled "Quick Navigation Links" is highlighted with a red circle around the "Apply for Grant" link. Below this are links for Applications, Report Forms, Payments, Assistance Requests, and My Account, each with a brief description.

Step B: Select the grant you would like to apply for by checking the box that corresponds to the grant as seen below. Then click “New Application.”



The screenshot shows the "Grants Targeted for My Organization" page. The navigation bar includes: Home, Apply for Grant, Applications, Report Forms, Payments. Below the navigation bar, there is a message: "To create a new application, select the appropriate grant by checking the box to the right and then click the New Application button. Reminder: Ensure that you have a compatible browser and Adobe reader before you click New Application. Details can be found at www.grants.gov.on.ca." Below this is a table with columns for "Grant" and a checkbox. The table is titled "Open Grants" and shows a list of grants. The "Sport Priority Funding (SPF) 2014-2015" grant is highlighted in yellow and has its checkbox checked, which is circled in red. The "New Application" button is also circled in red.

Grant	
2014 Tourism Industry Partners Program	<input type="checkbox"/>
Adult Non-Credit Language Training Program (ESL/FSL/CL) 2013-2014	<input type="checkbox"/>
Celebrate Ontario 2014 Blockbuster Bid	<input type="checkbox"/>
Celebrate Ontario 2014 Blockbuster Hosting	<input type="checkbox"/>
Celebrate Ontario 2014- International Amateur Sport Hosting- Letter of Intent	<input type="checkbox"/>
Sport Priority Funding (SPF) 2014-2015	<input checked="" type="checkbox"/>

Quick-Start Guide: Applying for a Grant Using the Grants Ontario System

Step C: This is our new 4 step application process. Step 1 is seen below and is called "Review Program Information." Step 1 allows you (if available) to view and download any Program Documentation that the grant program area has provided. Below the Program Documentation section you will find a list of required attachments that you will need to attach to your application in Step 3. Once you have reviewed this section you can click Next or click on Step 2.

Ontario Grants Ontario System | My Account | Help | Log Out | Français

Home | Apply for Grant | Applications | Report Forms | Payments | Assistance Requests

Steps

1. Review Program Information
2. Complete Application Form
3. Attach Supporting Documents
4. Confirm Submission

Application Details

*Application: 2014-05-1-26755844
Grant: Grants Ontario Demo

Applicant: Adam CEO
*Date Created (mm/dd/yyyy): 5/12/2014 03:53:50 PM
Status: Draft

Step 1 - Review Program Information
Below you will find a list of documentation related to this grant program. You are strongly encouraged to review all of this information prior to beginning your application. Click on the name of the document to open the file. You may wish to save these documents locally as well.

Program Documentation 1 - 4 of 4

Document Name	Comments
1. Program Overview	
2. Program Guidelines	Guidelines of how to apply for the grant
3. FAQs	Frequently Asked Questions (FAQs) about the program
4. Budget Template	Template of the Budget that needs to be attached to the application

Below you will find a list of Required Attachments to be included with your application submission. Please review the list along with the Program Information above in order to determine how to properly complete this requirement of the submission.

Required Attachments 1 - 2 of 2

Document Type
Published Financial Statements
PowerPoint Presentation

Next

Step D: In Step 2, as seen below, you can either open the application form online or download the application form. If you open the application form you MUST ensure that you are using a compatible or supported version of Internet Explorer or Mozilla Firefox AND that it opens using Adobe Reader in your browser window.

Ontario Grants Ontario System | My Account | Help | Log Out | Français

Home | Apply for Grant | Applications | Report Forms | Payments | Assistance Requests

Steps

1. Review Program Information
2. Complete Application Form
3. Attach Supporting Documents
4. Confirm Submission

Application Details

*Application: 2014-05-1-28247114
Grant: Sport Priority Funding (SPF) 2014-2015

Applicant: KristineProxy
*Date Created (mm/dd/yyyy): 5/13/2014 02:41:17 PM
Status: Draft

Step 2 - Complete Application Form
You have two options: you may work on the application form online by clicking on the "Open Online Application" button immediately below OR you may work on the application in offline mode by clicking the "Download Application Form" button further below. If you work in Online mode, you will need to Save the Draft application as you work as it will NOT auto-save.

Click this button to open the application form in your browser.
This will allow you to edit, save and complete the application form directly from your browser.

Open Online Application

Click the Download Application Form button to download a copy of the application form to your computer.

Download Application Form | Upload Application Form

No Records

Back | Next

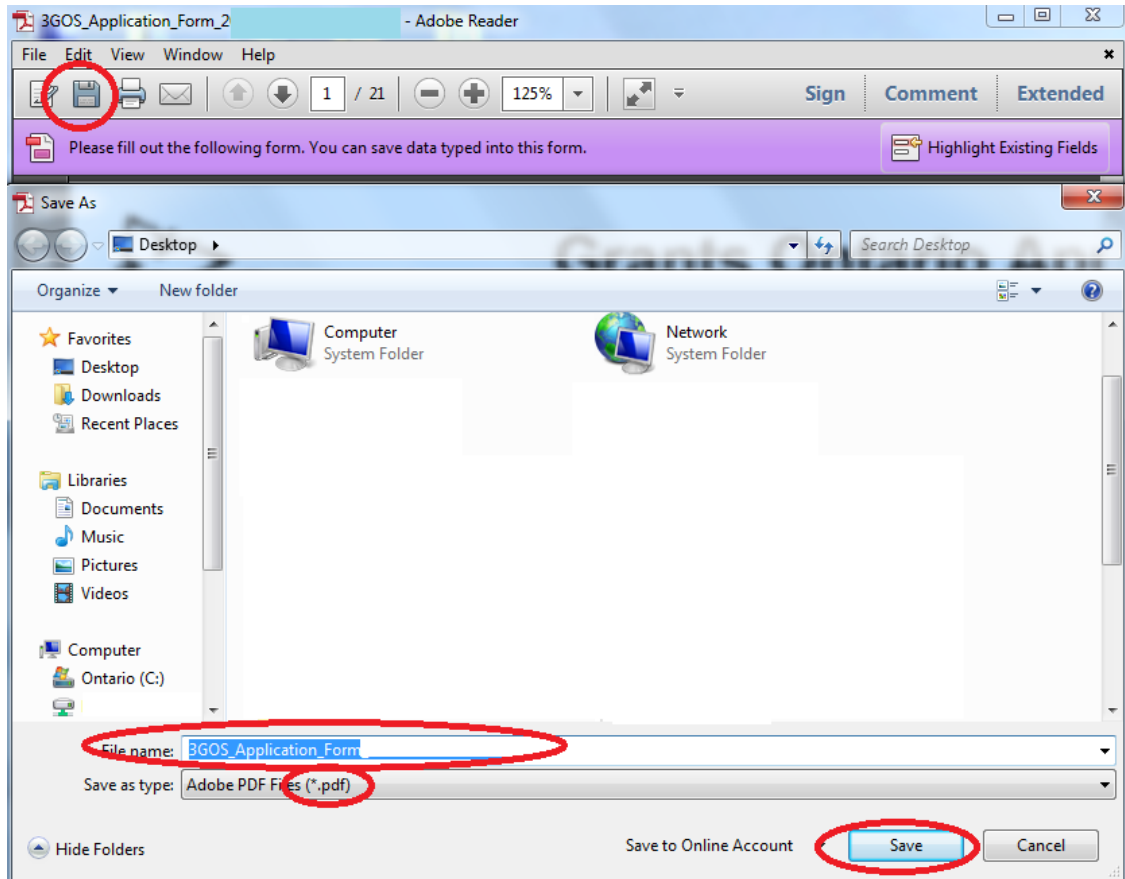
Quick-Start Guide: Applying for a Grant Using the Grants Ontario System

Option1: Opening the application form online:

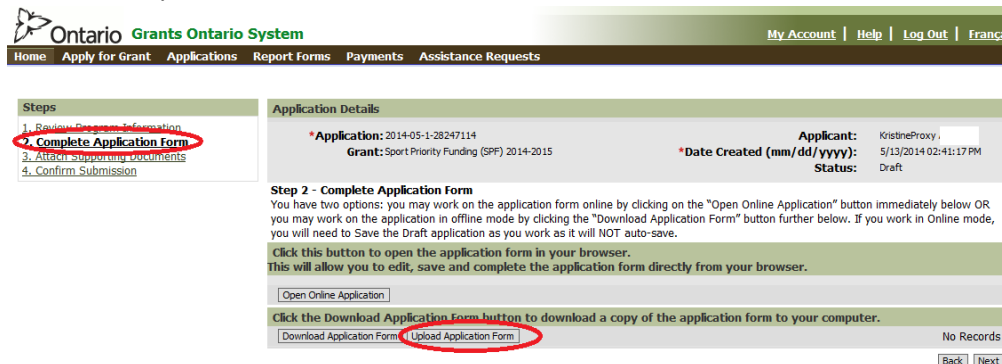
If you open it online you MUST click the “SAVE DRAFT” button every 10 minutes (at the top right of the form). Then when you are finished you must click “VALIDATE” (at the top right of the form) and ensure that it validates successfully. Remember to sign the declaration page at the bottom by clicking “Sign Document,” then click “COMPLETE.”

Option2: Downloading the application form offline to avoid possible timeout or network issues:

Download the application form to your Desktop, save it and opening it with Adobe Reader (only). Once you are finished with the application you must click VALIDATE to ensure that you have not missed any mandatory fields. Save it (see example below)



Upload using the “Upload Application Form” button by logging in and navigating to Step 2. When you are finished you can click Next. Please see below.



Quick-Start Guide: Applying for a Grant Using the Grants Ontario System

Below you will see a sample of what an Online application looks like.

Application Details

***Application:** 2014-05-1-28247114 **Applicant:** KristineProxy

Grant: Sport Priority Funding (SPF) 2014-2015 ***Date Created (mm/dd/yyyy):** 5/13/2014 02:41:17 PM

Status: Draft

Step 2 - Complete Application Form

You have two options: you may work on the application form online by clicking on the "Open Online Application" button immediately below OR you may work on the application in offline mode by clicking the "Download Application Form" button further below. If you work in Online mode, you will need to Save the Draft application as you work as it will NOT auto-save.

Application Form

Last Saved:

Grants Ontario Application Form

Sport Priority Funding (SPF) 2014-2015

Grant Case # 2014-05-1-28247114

Save Complete Validate Expand All

Instructions	A - Organization Information	B - Organization Address Information
C - Organization Contact Information	E - Grant Payment Information	F - Application Contact information
G1 - Project Information	H - Project Financial Information	Y - Terms & Conditions
Z - Declaration / Signing		

Instructions

This section provides information on how to complete and submit your application. Users of this application may also hover their mouse over any heading to learn more about the requirements.

Step E: Step 3: Attach Supporting Documents. In this section you have the opportunity to attach any documents regarding your Organization or your specific Application. To add an attachment to either section, click the "Add" button for the corresponding section (either attach it to your Organization or to your Application) and follow the prompts. There may be pre-existing attachments. Please follow the next step carefully as there may be Required Attachments.

Ontario Grants Ontario System

[Home](#) | [Apply for Grant](#) | [Applications](#) | [Report Forms](#) | [Payments](#) | [Assistance Requests](#)

Steps

[1. Review Program Information](#)

[2. Complete Application Form](#)

[3. Attach Supporting Documents](#)

[4. Confirm Submission](#)

Application Details

***Application:** 2014-06-1 **Applicant:** Heritage Organization Operating Grants (HODG)

Grant: Heritage Organization Operating Grants (HODG) 2014-2015 ***Date Created (mm/dd/yyyy):** 6/2/2014 10:22:05 AM

Status: Draft

Step 3 - Attach Supporting Documents

Below you will find a list of Required Attachments to be included with your application submission. Please review the list along with the Program Information above in order to determine how to properly complete this requirement of the submission.

Required Attachments

1 - 5 of 5

Document Type
Current proof of incorporation
Minutes of last AGM
list of your organization's community engagement activities in 2013 or 2013 Annual Report
financial statement or treasurer's report for your last fiscal year signed by the President or Treas
completed 2014 HODG Revenue & Expense form

Below is a list of all attachments that have been uploaded to your Organization profile in the Grants Ontario System. You are able to upload any additional documentation. Please note you cannot upload files with the following extensions: .zip, .rar, .mp3/.mp4, .wav, .mov, .avi, .bmp, .exe, .bat, .com, .dat

Organization Attachments

1 - 1 of 1

Attachment Name	Document Type	Size (In Bytes)	Type	Date & Time	Comments
Incorp papers		1,895	doc	10/31/2012 10:23:32 AM	Proof of status <input checked="" type="checkbox"/>

Below is a list of all attachments that have been uploaded to support your application. You are able to upload any additional documentation. Please note you cannot upload files with the following extensions: .zip, .rar, .mp3/.mp4, .wav, .mov, .avi, .bmp, .exe, .bat, .com, .dat

Application Attachments

No Records

Attachment Name	Document Type	Size (In Bytes)	Type	Date & Time	Comments

Back Next

Quick-Start Guide: Applying for a Grant Using the Grants Ontario System

Step E: If your application has Required Attachments, you must attach those to your application. Once you have clicked the Add button for the corresponding section you would like to attach your attachments to, click the box to the right of Attachment Name and follow the prompts to Upload/Attach your attachments. The box below that is Document Type: this box allows you to specify from a list of Required Attachments, what your attachment is. To do so, click the box to the right of Document Type to reveal the options, then place a checkmark to the right of the option that corresponds to your attachment.

Ontario Grants Ontario System My Account | Help | Log Out | Français

Home | Apply for Grant | Applications | Report Forms | Payments | Assistance Requests

1. Review Program Information
2. Complete Application Form
3. Attach Supporting Documents
4. Confirm Submission

*Application: 2014-06-1
Grant: Heritage Organization Operating Grants (HODG) 2014-2015
Applicant: [redacted]
*Date Created (mm/dd/yyyy): 6/2/2014 10:22:05 AM
Status: Draft

Required Attachments 1 - 5 of 5

Document Type

- Current proof of incorporation
- Minutes of last AGM
- list of your organization's community engagement activities in 2013 or 2013 Annual Report
- financial statement or treasurer's report for your last fiscal year signed by the President or Treas
- completed 2014 HODG Revenue & Expense form

Below is a list of all attachments that have been uploaded to your Organization profile in the Grants Ontario System. You are able to upload any additional documentation. Please note you cannot upload files with the following extensions: .zip, .rar, .mp3/.mp4, .wav, .mov, .avi, .bmp, .exe, .bat, .com, .dat

Organization Attachments 1 - 1 of 1

Attachment Name	Document Type	Size (In Bytes)	Type	Date & Time	Comments
Incorp papers		1,895	doc	10/31/2012 10:23:32 AM	Proof of status

Below is a list of all attachments that have been uploaded to support your application. You are able to upload any additional documentation. Please note you cannot upload files with the following extensions: .zip, .rar, .mp3/.mp4, .wav, .mov, .avi, .bmp, .exe, .bat, .com, .dat

Application Attachments

Attachment Name *:

Document Type:

Type:

Comments:

Below is an example of the options you have under Document Type. Click the box beside the attachment type that corresponds to the specific attachment you are attaching.

https://www.app.grants.gov.on.ca/#SWEApplet8 - Attachment Types - Windows In... 1 - 5 of 5

Attachment Type

- Current proof of incorporation
- Minutes of last AGM
- completed 2014 HODG Revenue & Expense form
- financial statement or treasurer's report for your last fiscal year signed by the President or Treas
- list of your organization's community engagement activities in 2013 or 2013 Annual Report

Quick-Start Guide: Applying for a Grant Using the Grants Ontario System

Failing to label your Required Attachments may result in your being unable to submit your application in Step 4 if your grant application has specified Required Attachments (as listed in Step 3). If you are attaching additional information that is not a Required Attachment, do not label your attachment; instead simply click Submit once you have located your attachment on your computer.

Attachments must be added individually. You cannot add several attachments at one time.

Step G: The confirmation step. To submit your application, please click the “Submit” button. If there are any errors you can go back and address them.

The screenshot shows the Grants Ontario System interface. At the top, there is a navigation bar with the Ontario logo and the text 'Ontario Grants Ontario System'. To the right of the logo are links for 'My Account', 'Help', 'Log Out', and 'Franca'. Below the navigation bar is a menu with links for 'Home', 'Apply for Grant', 'Applications', 'Report Forms', 'Payments', and 'Assistance Requests'. The main content area is divided into two columns. The left column, titled 'Steps', contains a list of four steps: '1. Review Program Information', '2. Complete Application Form', '3. Attach Supporting Documents', and '4. Confirm Submission', with the fourth step highlighted. The right column, titled 'Application Details', displays application information: '*Application: 2014-05-1-28247114', 'Grant: Sport Priority Funding (SPF) 2014-2015', 'Applicant: KristineProxy', '*Date Created (mm/dd/yyyy): 5/13/2014 02:41:17 PM', and 'Status: Draft'. Below this information is the heading 'Step 4 - Confirm Submission' followed by a warning message: 'Are you sure you want to submit your application package? Once you've submitted your application you won't be able to make any further changes to the form. You are still able to attach documents to the case.' At the bottom right of this section are 'Back' and 'Submit' buttons.

If you have any technical questions please feel free to call us at:

T- (416) 325-6691 or Toll Free 1-855-216-3090

You may also email us at: GrantsOntarioCS@ontario.ca

If you have any questions regarding information in the application please contact your regional advisor or the program office. To find the contact information, please follow these steps:

- 1- Navigate to: <http://www.grants.gov.on.ca>
- 2- Select your language
- 3- On the left navigation bar click “Grant Opportunities”
- 4- Click “List of Grants (A-Z)”
- 5- Click on the Grant Program you are working on
- 6- The contact information will be at the bottom of the page.