Ontario Sport and Recreation Communities Fund

(OSRCF)

Application Guide
2015-2016
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Program Guidelines

Introduction

Background on the Ministry of Tourism, Culture and Sport’s approach to fostering lifelong physical activity.
(Words or phrases in bold font are defined in Appendix D: “Glossary of Terms and Resources”)

The Ministry of Tourism, Culture and Sport (MTCS) recognizes that providing Ontarians with opportunities to engage in community sport, recreation and physical activity is critical to improving quality of life. Research demonstrates that sustained physical activity contributes to long lasting benefits such as physical, mental, emotional and social well-being, thereby strengthening human development and the diverse communities in which we live.

The Ministry also recognizes the value of existing literature that forms the basis upon which this funding program was developed, including: Active Canada 20/20, Canadian Physical Activity Guidelines, Canadian Sport for Life (CS4L), and National Recreation Summit Papers. Based on this body of knowledge, the Ministry is taking a focused approach to developing an environment whereby community sport, recreation and physical activity is valued in the everyday lives of Ontario citizens.

The Ontario Sport and Recreation Communities Fund (OSRCF) was established to achieve a vision of getting and keeping Ontarians active in community sport, recreation and physical activity through the support of short-term projects that deliver high-quality and meaningful experiences to individuals at every phase of life. The OSRCF is targeted at populations whom lack equitable access to participate and/or have been historically less physically active.

The goals of the OSRCF program are to:

- Increase opportunities for sport and recreation PARTICIPATION
- Implement PHYSICAL LITERACY in sport and recreation activity as a foundation for lifelong participation
- Strengthen the community sport and recreation sector by building CAPACITY

The Fund strengthens the Ministry’s efforts in delivering and sustaining high-quality policies and programs that strengthen the sport and recreation sectors and benefit all Ontarians. Quality, participation, equitable access, sustainability and effective use of public dollars are valued as significant guiding principles of the OSRCF. This approach to encouraging lifelong physical activity will:

- Provide an opportunity for eligible organizations to apply for non-capital, short-term project funding in support of achieving their respective mandates and the Ministry’s mandate
- Increase meaningful partnerships that provide Ontarians with better access to high-quality community sport, recreation and physical activity programs
- Use a focused and collaborative approach to improving quality of life at the community level, thereby providing organizations with an opportunity to share best practices for the benefit of participants and the sport and recreation sector
- Allow communities to identify programs and approaches suited to their own needs

There are two funding streams in the OSRCF:

Local/Regional Stream:
- Funding for projects that address community need at the local level in one to three Ministry regions

Provincial Stream:
- Funding for projects that encompass the province as a whole, with an impact across all four Ministry regions.
Program Goals, Objectives, Outcomes and Performance Measures

Applicants must meet one, and are encouraged to meet more than one, of the following goals:

<table>
<thead>
<tr>
<th>GOALS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>Increase opportunities for participation in quality sport and recreation for all Ontarians</td>
</tr>
<tr>
<td>Physical Literacy</td>
<td>Implement physical literacy as the foundation for enabling lifelong physical activity</td>
</tr>
<tr>
<td>Capacity</td>
<td>Strengthen the community sport and recreation sector</td>
</tr>
</tbody>
</table>

OBJECTIVES

Applicants must consider the program objectives in their project design; preference will be given to projects which meet multiple objectives. Projects must demonstrate alignment with the Canadian Sport for Life continuum, Stages 1, 2, 3 & 7 (Active Start, FUNdamentals, Learn to Train, and Active for Life). See www.canadiansportforlife.ca for more information.

- Encourage the inactive population to become active
- Develop fundamental movement skills in individuals
- Support accessible, safe and high quality programs
- Remove barriers and improve accessibility to opportunities for target populations
- Enhance outreach and engagement with communities to meet their identified needs
- Heighten engagement with the 2015 Pan/Parapan American Games and its legacy of active living through increased participation
- Improve safety standards and risk management policies and procedures
- Develop leadership, staff and volunteers to enhance capacity
- Foster information exchange and distribution through strong networks

PROGRAM OUTCOMES

- More physically active Ontarians throughout all phases of life
- Equitable access to sport, recreation and physical activity opportunities
- Widespread adoption of approved quality assurance and risk management standards
- Innovative and meaningful partnerships between service providers
- Increase community sport and recreation sector capacity, connectivity and coordination

PERFORMANCE MEASURES

- Participation opportunities offered
- Project participants engaged
- Opportunities which remove barriers
- Implementation of Fundamental Movement Skills
- Training in Fundamental Movement Skills concepts
- Qualified leaders trained
- Resources developed, adopted, and shared
- Partnerships developed
- Strategies and plans created
- Jobs created
- Volunteers engaged
OSRCF and the *Canadian Sport for Life* Continuum

Projects funded by OSRCF must focus on community-level sport, recreation and physical activity. Under the *Canadian Sport for Life (CS4L)* framework and the *Canadian Sport Policy 2012* this includes one or more of Stages 1, 2, 3 or 7:

- **Stage 1 - Active Start**: focuses on development of movement skills through active play.
- **Stage 2 - FUNdamentals**: focuses on teaching a wide variety of fundamental movements and building motor skills as they participate in a number of different activities, including sport.
- **Stage 3 - Learning to Train**: focuses on learning fundamental sport and decision-making skills by participating in a variety of sports and activities.
- **Stage 4 - Training to Train**: This stage is not eligible for funding.
- **Stage 5 - Training to Compete**: This stage is not eligible for funding.
- **Stage 6 - Training to Win**: This stage is not eligible for funding.
- **Stage 7 - Active for Life**: focuses on the lifelong enjoyment of sport and physical activity.

Applicants with projects involving sport(s) should consult the relevant Ministry-recognized [Provincial or Multi-Sport Organization (PSO/MSO)](#) to ensure their project aligns with the PSO/MSO CS4L development model. You may also wish to consult a relevant [Provincial Recreation Organization (PRO)](#). Projects targeting *Train to Win, Train to Compete or Train to Train* stages will **NOT** be funded. Assessment tools and stage checklists can be found on the [Canadian Sport for Life](#) website to assist recipients with their project planning and reporting.
Who Can Apply?

Incorporated not-for-profit organizations that can offer high-quality sport, recreation and physical activity programs and have operated and been incorporated for at least one year in Ontario (this includes First Nations, Local Services Boards and municipalities).

Universities/colleges are eligible to apply in the provincial stream for applied research projects that address emerging trends and priorities in the sport and recreation sector. Applied research projects must address needs identified by sport and recreation practitioners and assist in addressing barriers that hinder participation in sport and recreation. Listed project partners must include sport and recreation practitioners who commit to using the research findings in the development of future initiatives and programs. For 2015-16, OSRCF will give priority consideration to applied research projects focusing on physical literacy.

Ministry-recognized PSOs and MSOs are eligible to apply for provincial projects and must submit documentation or a web link demonstrating organizational alignment with levels 1-3 and 7 of the CS4L framework in program design, development and delivery. Documentation could include a CS4L implementation plan, program alignment audits, and/or partnerships with recreation program stakeholders such as municipalities, schools and private recreation providers.

Universities/colleges and PSOs/MSOs can only participate in local/ regional projects as a project partner. Applications will not be accepted from public health units, hospitals, government agencies, schools, individuals, for-profit organizations, or private foundations. Organizations whose purpose is related to political activity – as defined by the Canada Revenue Agency (www.cra-arc.gc.ca) are not eligible.

Partnerships are highly recommended. Project applications demonstrating effective partnerships may be given additional consideration. Each partner must be involved in one or more of project phases (planning, development, implementation and evaluation) and receive full copies of the project application, reports and products as soon as they are available.

What Qualifies as a Local/Regional Project?

A project application that does not have an impact in all four Ministry regions is considered to be a local/regional project.

What Qualifies as a Provincial Project?

Provincial projects are usually delivered by an organization with a province-wide or national mandate. However requests from a network of organizations will be accepted providing the project has an impact across the four Ministry regions. Provincial projects must have an impact in all four Ministry regions: Central, East, North and West (see map in Appendix B). All products and materials from provincial projects must be made available in English and French.

Target Populations

The OSRCF supports initiatives that provide inclusive opportunities with priority placed on:

- Aboriginal persons
- Children (up to 12 years of age)
- Youth (13 to 24 years of age)
- Francophone communities
- Ethnic communities
- Low-income persons
- Older adults (55 to 64 years of age)
- Seniors (65 years of age and over)
- Persons with disabilities
- Women and girls

(Words or phrases in bold font are defined in Appendix D: “Glossary of Terms and Resources”)

Applicants can also self-identify the population(s) that their project will serve.
Sample Projects

- Deliver training workshops for volunteers assisting with the 2015 Pan/Parapan American Games
- Adopt or revise a municipal facility allocation policy that gives priority consideration to groups that are aligned with CS4L, are associated with a provincial body, and follow a quality assurance system
- Adopt or extend an existing Quality Assurance program for sport, recreation or physical activity programming
- Develop municipal planning tools that align with the Canadian Sport for Life framework and serve to increase and sustain participation
- Develop and coordinate a community-of-practice to share knowledge and resources
- Create and implement an equitable access policy that includes tracking program/facility fees and addresses financial barriers
- Build a Pan/Parapan American sports participation opportunity into an existing or new recreation program
- Implement existing toolkits in communities with limited or no access to physical activity programs
- Develop low-impact activity programs for seniors living in isolation
- Implement an inter-generational program which encourages families to explore local trails together
- Plan and implement a physical literacy program for children and youth from low-income families
- Provide certification to instructors, staff and volunteers in Fundamental Movements Skills (FMS) and the National Coaching Certification Program (NCCP)
- Conduct applied research that develops a physical literacy curriculum for municipal sport and recreation programs

Projects will be eligible for one-year or two-year funding and must be completed by March 31, 2016 or March 31, 2017 respectively. Funding for multiple projects to the same organization is dependent on total demand for funding; multiple applications from one organization may be prioritized. Priority consideration may be given to applicants not currently implementing OSRCF projects in fiscal 2014-15.

Funding Criteria

Cost-sharing Requirements

The Ministry will fund a percentage of eligible project expenses requested by the applicant:

- Projects serving First Nations, Local Services Boards and municipalities (as defined by the most recent Census Canada data) with a population greater than 20,000 can receive up to 60 per cent of eligible project expenses. This includes all provincial projects.
- Projects serving First Nations, Local Services Boards and municipalities (as defined by the most recent Census Canada data) with a population less than 20,000 can receive up to 80 per cent of eligible project expenses.

All applicants must make a cash contribution of at least 10 per cent of eligible project expenses. Remaining expenses can be covered by the applicant and/or its project partners as additional cash and/or in-kind contributions. Contributions that come from other sources such as project funding from other ministries or grants from agencies such as the Ontario Trillium Foundation are not eligible as cash or in-kind contributions.

In-kind Contributions

In-kind contributions are the cash value of donated goods, commodities, or services such as volunteer hours, marketing services, equipment, office space, etc. Financial donations, sponsorships, grants or loans of cash are not considered in-kind contributions. Volunteer hours are calculated at the General Minimum Wage for Ontario unless acting in their professional capacity which is calculated at a fair market value. Examples of in-kind contributions include:

- A community provides a school gymnasium or a community centre room to an applicant to run a physical activity program; the regular permit fee is waived
- A consultant donates time to your program; he/she normally charges for these services
- A taxi company donates the use of its taxis at no cost
- A local company donates postage and labour for a mail-out brochure about your program
- Advertising space (online, on a billboard, newspaper, etc.) that is donated to you
- Volunteers perform the outreach and publicity for your project
The following list of eligible and ineligible project expenses is not exhaustive. The Ministry retains the right to determine, at its sole discretion, whether a cost is eligible or ineligible.

Eligible Project Expenses
Eligible expenses are directly related to the project and deemed reasonable and necessary for the successful implementation of the project. Administrative expenses cannot exceed 12 per cent of the eligible project expenses from OSRCF. Eligible expenses may include the following:

- Extending staff hours specifically for the delivery of the project, such as paid overtime
- Hiring additional staff specifically for the delivery of the project, such as a Project Manager
- Consulting fees and expenses; proposal must outline how existing staff will be mentored and/or how their skills will be enhanced.
- Hiring a temporary employee to replace permanent staff who is moved to the project – in this case, permanent staff working on the project could not be included as an in-kind contribution.
- Production expenses of deliverables
- Expenses related to project administration
- Fees for speakers/facilitators
- Staff training directly related to the project that will provide long-term benefit to the organization
- Expenses for meetings or networking events directly related to the project
- Project evaluation expenses; these cannot exceed 10 per cent of the eligible project expenses
- Travel, accommodation, and/or meal expenses cannot exceed the current provincial rates of the Broader Public Service Accountability Act (BPSAA) directives
- Expenses related to healthy eating and/or injury prevention
- Program supplies and equipment essential for project delivery
- Information technology (IT) expenses such as new software, design elements, webinars, etc. that strengthen sustainability of the project
- Conferences, forums and tournaments specifically connected to project deliverables and that demonstrate legacy

Ineligible Expenses
The following expenses will not be covered by the OSRCF even if they are related to the project:

- Project expenses covered by other sources of funding (i.e. government grants, foundations, donations, etc.)
- Feasibility studies
- One-time events, festivals, conferences or tournaments that are not connected to project deliverables and/or do not demonstrate legacy
- Administrative expenses related to an organization’s ongoing business activities, such as salaries, rent, utilities, telephone, regular website development/maintenance, and communication services. Some core operational expenses may be considered an in-kind contribution but must be directly related to the delivery of the project
- Legal/audit fees, annual general meetings, budget deficits, membership fees, fundraising activities, committee and political meetings, or religious activities
- Infrastructure or capital expenses including the renovation, construction or transformation of permanent spaces, parks or grounds; furniture, fixtures or other non-portable equipment
- Accessibility measures already required under the Ontario Human Rights Code
- Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code
- Contingency or unexplained expenses
- Re-granting activities such as using OSRCF funds to provide grants to other organizations
- Marketing/promotional activities not specifically related to the project
- Activities that take place outside of Ontario
- Refundable Harmonized Sales Tax (HST)
- Any expense incurred before receiving written Ministry approval

Please consult with your Ministry contact if the eligibility of certain expense items is unclear. The recommendation to fund all or part of an applicant’s request will depend on its alignment with OSRCF granting priorities, assessment criteria and the overall demand for funds in the program.
Assessment Process

Application Eligibility

- All project partners must receive full copies of the project application prior to its submission to the ministry.
- Applicants must be in full compliance with the Ontario Human Rights Code and any regulations made thereafter. Failure to comply with the letter and spirit of the Code will render the applicant ineligible for funding, and in the event a grant is made, the recipient is liable to repay the grant in its entirety at the request of the Ministry.
- Applicants must attach a complete copy of documents that confirm the eligibility of the organization. These include a Certificate of Status or articles of incorporation, letters patent, or special acts of incorporation of the applicant. Incorporated branches, chapters or member agencies of provincial or national organizations must submit proof of eligibility of the provincial or national organization.
- All applicants are required to submit a valid certificate of liability insurance with their application that covers the time period of the project. The Certificate must reference the project and confirm the requirements of Article 11 of the Terms and Conditions (see Appendix B and C).
- Applicants must submit financial statements for the last two fiscal years:
  - Applicants with gross annual revenues of $250,000 or more over the last two fiscal years must provide the latest available audited financial statement, complete and unabridged. This includes the auditor’s management letter along with the Board’s response, if applicable.
  - Applicants with gross annual revenues less than $250,000 over the last two fiscal years: We prefer that you produce an audited financial statement or the most recent Board-endorsed financial engagement review. If either of these are not available, we will accept Board-endorsed financial statements that include both a statement of revenues and expenses and a balance sheet. In any case, we require statements for the two most recent fiscal years.
- Applicants must have board-approved risk management policies and procedures publicly available on their website (or available electronically if the organization or partners do not have a website). Policies and procedures must address concussion prevention and management, volunteer and staff screening, and harassment. Policies and procedures should also include equitable access, conflict of interest, complaints, injury reporting and tracking, quality assurance, a code of conduct and ethical responsibilities. (see Article 2.3 of the Terms and Conditions).
- All other attachments required as per the “Mandatory Attachment Checklist” included with the OSRCF guidelines.

Assessment Criteria

Applications will be assessed based on their support for the goals of the OSRCF and their alignment with OSRCF objectives. The Ministry will also assess organizations and their applications against the following criteria to ensure fairness and accountability:

- Documentation of need for the project
- Financial need and capacity of organization: No significant accumulated deficit, significant unrestricted or internally restricted reserve funds, or significant accumulated surplus
- Applicant’s ability to achieve multiple OSRCF goals and objectives
- Potential impact of project in serving target populations
- Value for money – project goals and outcomes compared with project expenses
- Project legacy: the application demonstrates lasting impact to the community, sport and recreation sector, and recipient’s regular operation after the project is finished
- Applicant’s capacity to complete the project within stated timeframes and achieve results. This includes the project resources (financial, human and other) committed to the project. Soundness of project design, including its evaluation plan. This includes how the applicant intends to track the success of the project and project participants for at least a year after the end of the project
- Effectiveness of partnerships such as a partner’s contribution and involvement, financial or non-financial, to the project
- Project’s overall potential to support communities in becoming or staying physically active.
Recipient Obligations
Projects focusing on the creation of resource materials (e.g. toolkits) must demonstrate the need for such a resource from various sector stakeholders, as well as the commitment from the same stakeholders to use these resources upon project completion (e.g. letters from the stakeholders committing to pilot-test the resource). These stakeholders must be listed as project partners and for provincial projects, at least one stakeholder must reside in each of the four Ministry regions.

Reporting Requirements
All OSRCF grant recipients are required to report on the work for which they have received funding. A follow-up letter from your Ministry contact will specify when these reports are due. All grant recipients will be required to submit the Final Report 90 days after project completion and a follow-up report one year after the Final Report which will look at the legacy of the project on both the organizations and individuals involved in the project. Pictures and testimonials from the project must be submitted with the Final Report.

Project Expenses
Please note, for any goods/services expense that is greater than $5000, three different quotes must be obtained.

Project Products
Digital forms of all project products (e.g. manuals, reports, presentation, pictures, etc) must accompany the Final Report submitted to the Ministry and be publicly available for free on the organization’s and/or partner(s) website (or available electronically if the organization or partners do not have a website). All project products must be published under a Creative Commons ‘CC0’ or ‘Attribution 3.0 Unported’ license (see Terms and Conditions Article 4.10). All products must be AODA (Accessibility for Ontarians with a Disability Act) compliant.

Project Records
All grant recipients must indicate the grant separately on its books of accounts (e.g. financial statements) and are required to keep and maintain all project records, including project products, for at least seven years after the project has ended. (See Terms and Conditions Section 7.2)

Ongoing Communications
All OSRCF grant recipients will be assigned a primary contact person from the Ministry. Once successful applicants receive notice of Ministry approval from the Minister, the designated Ministry contact will send a subsequent follow-up letter. This Ministry contact will be able to provide grant recipients with support and guidance for the duration of the project.

Grant recipients are required to keep their Ministry contact and project partners informed of any changes that will affect their project. All fundamental changes to the project, such as budget or timelines, require written consent from the Ministry prior to implementation of these changes.

A Project Change Request Form must be used by grant recipients to make project adjustments, provided the fundamental purpose of the project remains the same. This form is available on request from your Ministry contact.

Acknowledgement
Public acknowledgement of support from the Government of Ontario is mandatory in the recipient’s annual report as well as all project reports, advertising, presentation and publicity (See Article 8 of the Terms and Conditions). Information regarding approved projects including the contact information of the recipient and project information from the application form will be made public by the Ministry. The Ministry reserves the right to make a public announcement about any approved project and use submitted project products (i.e. pictures, videos, reports) as part of any government communication.
Before You Apply

Consult With Us First!
Consultation with the appropriate Ministry contact before submitting an Application Form is expected. This should be done at least 3 weeks before the application deadline. This consultation will help determine whether the applicant and proposed project meet the eligibility requirements of the OSRCF and will provide guidance in the development of your application. Consultation means a dialogue, in writing or over the phone, in which the applicant provides detailed information on their proposed project. Please note: consultation does not mean a project will be recommended for funding.

Local/Regional Projects – Regional Advisors
Contact information for your local Regional Advisor may be obtained by visiting the MTCS Regional Culture and Sport Advisors website or contacting one of the following regional offices:

Regional Offices (see Appendix A for a map of these regions):
East Region: 1-800-267-9340 /613-742-3360  West Region: 1-800-265-2189/519-650-0200

Provincial Projects – Program Coordinators
Steven Boyd 416-314-7510  steven.j.boyd@ontario.ca
Kojo Mensah 416-314-8110  kojo.mensah@ontario.ca
Rachel Tennant (bilingual) 416-327-4860  rachel.tennant@ontario.ca
Deanna Lytwyn 416-326-0216  deanna.lytwyn@ontario.ca

How to Apply

Grants Ontario
All OSRCF application must be submitted electronically through Grants Ontario at www.grants.gov.on.ca. Applicants must have a Grants Ontario account in order to apply. If you do not have a Grants Ontario account, you must first create a One-key account and then register for a Grants Ontario ID and password. Please visit www.grants.gov.on.ca and click on the “How to Apply” link for information on how to get an account. You can also refer to the Grants Ontario System Registration Guide for Applicants for instructions, which is also found on the Grants Ontario website under “Grants Ontario Help”. Once you are registered and have access, the next step is to complete an application through Grants Ontario.

Registration may take up to 5 business days so give yourself plenty of time to register before starting the application process. If you have any questions or difficulties during this process, do not hesitate to contact the Grants Ontario Customer Service Line at (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at GrantsOntarioCS@Ontario.ca.

Local/Regional Projects: Applicants can proceed to full application.
Provincial Projects: Applicants are required to submit a Letter of Intent (LOI) first (see below).

Application Deadlines

Local/Regional Projects
Monday, February 2, 2015 at 5:00 pm, Eastern Standard Time (EST).

Provincial Projects
Letter of Intent (LOI) is due by Wednesday, December 17, 2014 at 5:00 pm, EST.
By invitation only, successful LOI applicants will be contacted by Ministry staff and requested to submit a full application, due Monday, February 2, 2015 at 5:00 pm, EST.
Appendix B: Insurance Certificate Guidelines

A certificate of insurance should:

1. State that the insured party is the recipient organization with whom the Ministry has contracted. This is important since a policy will only respond to cover the Named Insured on the policy.

2. Identify the date of coverage (e.g., the dates should be for the project duration).

3. Identify MTCS as an additional insured in language that is consistent with the language used in Article 11.0 of the Terms and Conditions (part of the 2015-16 OSRCF Application Form): "Her Majesty the Queen in Right of Ontario, her Ministers, agents, appointees and employees". This phrase should appear on the certificate face under a memo heading or special note box.

4. Identify the type (a) and amount (b) of coverage (Commercial General Liability Insurance is listed and is on an occurrence basis for two million dollars).

5. Identify all of the endorsements requested in the 2015-16 OSRCF Terms and Conditions (see Article 11.1 of the Terms and Conditions).

6. Include a statement that the certificate holder (the Ministry) will be notified of any cancellation or material change within 30 days.

7. Include the signature of an authorized insurance representative.

Note: The items below have been numbered to correspond with the sample insurance certificate on the following page (Appendix C).
Appendix C: Sample Insurance Certificate

This is to certify that the policies of insurance described herein have been issued to the insured named herein for the policy period indicated. Notwithstanding any requirements, term or condition of any contract or other document with respect to which the Certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims.

This certificate is issued as a matter of information only and confers no right upon the Certificate Holder other than those provided by this policy. This Certificate does not amend, extend or alter the coverage by the policies described herein.

<table>
<thead>
<tr>
<th>Name and address to whom issued:</th>
<th>Name and address of Insured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ontario Ministry of Tourism, Culture and Sport</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>INSURER</th>
<th>POLICY NUMBER</th>
<th>EXPIRATION DATE</th>
<th>COVERSAGES</th>
<th>Limits of Liability</th>
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<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>Insurance Company of Canada</td>
<td>October 1, 2015</td>
<td>Inclusive Limits Bodily Injury and Property Damage Liability</td>
<td>Each occurrence or Accident: $2,000,000 General Aggregate: $2,000,000</td>
<td></td>
</tr>
<tr>
<td>AUTOMOBILE</td>
<td>Company of Canada</td>
<td>October 1, 2015</td>
<td>Inclusive Limits Bodily Injury and Property Damage Liability</td>
<td>Each accident: $2,000,000 - Accident Benefits - Self Insured for Physical Damage</td>
<td></td>
</tr>
<tr>
<td>ERRORS &amp; OMISSIONS</td>
<td>Company of Canada</td>
<td>December 2, 2015</td>
<td>Wrongful Acts committed in the performance of or failure to perform</td>
<td>$2,000,000 per claim and Aggregate Claims Made</td>
<td></td>
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Description of Operations or Automobiles covered and other comments:

Additional Insured: Her Majesty the Queen in right of Ontario, her Ministers, agents, appointees and employees

SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE ABOVE NOTED POLICIES

**EVIDENCE OF INSURANCE ONLY**

CANCELLATION: Should any the policies described herein be cancelled before the expiration date thereof, the insurer(s) affording coverage will endeavour to mail 30-days written notice to the Certificate Holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) affording coverage, its agents or representatives.

Issued at: Toronto, Ontario
Date: February 10, 2015

Signature: [Signature]
Appendix D: Glossary of Terms and Resources:

Aboriginal Persons: According to the Ministry of Aboriginal Affairs, aboriginal persons are the descendants of the original inhabitants of North America. The Canadian Constitution (the Constitution Act, 1982) recognizes three groups of Aboriginal peoples – Indians, Métis and Inuit. These are three separate peoples with unique heritages, languages, cultural practices and spiritual beliefs.

Active for Life: a Canadian Sport for Life stage focusing on the lifelong enjoyment of sport and physical activity.

Active Start: a Canadian Sport for Life stage focusing on development of movement skills through active play in young children.

Applicants: The entity that submits an application to the Ministry for funding under the OSRCF who is responsible for undertaking the project. The applicant submits the application and supporting documents, and is the only party to enter into an agreement with the Ministry, should the project be approved for funding. The applicant must meet all eligibility requirements for the OSRCF, and if funded, is responsible for all reporting and contractual obligations, and for communicating with the Ministry.

Applied Research: An original investigation undertaken in order to acquire new knowledge. It is directed primarily towards a specific practical aim or objective and gives operational form to ideas. Applied research is undertaken either to determine possible uses for the findings of basic research or to determine new methods or ways of achieving specific and predetermined objectives. It involves considering the available knowledge and its extension in order to solve particular problems. (OECD's Frascati Manual, 2002)

Audited Financial Statement: Indicates that an organization has produced its financial statements and submitted them to an independent accounting firm for audit purposes. This means a certified public accountant examines documentary evidence from inside and outside the organization to verify the amounts recorded on the statements and to assess the reasonableness of the organization’s estimates.

Auditor’s Management Letter: At times, upon completion of a financial audit, the auditor may have a need to express written concerns to the Directors (outside of the audit itself) outlining deficiencies/issues pertaining to the financial management of the association. These concerns, with noted recommendations, would come in the form of a management letter. The Directors are to address these concerns by implementing the appropriate operating procedures and controls.


Canadian Physical Activity Guidelines: guidelines created by the Canadian Society for Exercise Physiology (CSEP) that provide a minimum target to gain substantial health benefits. They provide clear and concise instructions and tips for Canadians to achieve required levels of physical activity. The guidelines can be accessed on the CSEP website at: http://www.csep.ca/guidelines.

Children: Children are defined as 12 years of age and under.

Commercial General Liability Insurance (CGL): This is the primary general liability policy, which responds to the greatest range of liability risks and is in the widest use in Canada. Primarily, this insurance will respond to third party bodily injury and property damage as well as personal injury (libel or slander). CGL is perhaps the most important of all insurance policies in a contractual relationship as it offers the broadest coverage. This insurance ensures that a contractor/vendor/supplier has liability coverage for their products and operations during the contract.

Creative Commons: Creative Commons is a non-profit organization that enables the sharing and use of creativity and knowledge through copyright licenses to give the public permission to share and use your creative work. All OSRCF project products must be licensed under the ‘Attribution 3.0 Unported License’ (http://creativecommons.org/choose/), ‘CC0’ (public domain) license (http://creativecommons.org/choose/zero/). These licenses do not apply to future versions of products not supported by OSRCF funding.

Discrimination: The prejudicial treatment of an individual based on their membership in a certain group or category. It involves the actual behaviours towards groups such as excluding or restricting members of one group from opportunities that are available to another group.

Equitable access: All individuals have similar capacity (with assistance when needed) and similar opportunity (with assistance when needed) to make use of necessary services of similar quality, regardless of any barriers posed by social, geographical, ethno-cultural/linguistic, gender or socioeconomic factors, or physical, intellectual, cognitive, emotional or other challenges (Central Local Health Information Network’s Access and Coordination Panel).

Ethnic Communities: Ethnic/Visible minorities are defined by the Employment Equity Act as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour." According to Statistics Canada, a person's ethnic origin is the ethnic or cultural group(s) to which his or her ancestors belong. Therefore, the ethnic origin refers to a person's "roots" and should not be confused with his or her citizenship or nationality.

Evaluation Plan: How an organization intends to measure the success of a project in relation to its objectives and its overall impact. For information on how to develop an evaluation plan, please visit The Health Communication Unit (THCU) website at www.thcu.ca/infoandresources/evaluation.htm.

Facility Allocation Policy: a policy that defines application requirements, terms and conditions, and eligibility criteria for all groups applying to use a facility in a fair and consistent manner. Such allocation policies may give priority consideration in the form of subsidies, scheduling or booking rates or a combination of these three.

Financial Engagement Review: A report made by a certified public accountant that aims to present an attestation that he/she did not find elements challenging the legality, fairness of financial statements, financial condition or result at the end of the fiscal year. In general, these processes are confined to inquiries, analytical procedures and interviews with management. The Review leads to the establishment of a record delivered to the customer. It is not an audit, but it enables a conclusion to be made on whether the evidence considered is plausible under the circumstances. The Review provides a moderate level of assurance compared to audited financial statements.

FUNDamentals: a Canadian Sport for Life stage focusing on teaching children a wide variety of fundamental movements and build motor skills as they participate in a number of different sports and activities.

Fundamental Skills/Fundamental Movement Skills: the basic building blocks of physical literacy. Fundamental movement skills (FMS) are basic movements such as throwing, kicking, running, jumping, hopping and catching. Fundamental sport skills are these movement skills applied to a sport situation: for example, kicking a soccer ball, running a sprint, jumping up for a basketball rebound, catching a baseball. Learning fundamental sport skills before mastering the related fundamental movement skills actually reduces performance ability later. Ministry-subsidized workshops on FMS is available through the Coaches Association of Ontario (http://www.coachesontario.ca/ncep-training/fundamental-movement-skills/).

Healthy Eating: Eating practices and behaviours that are consistent with improving, maintaining, and/or enhancing health through a healthy eating pattern which includes:
- Eating amounts and types of food recommended in Canada’s Food Guide;
- Eating a variety of foods from each of the four food groups; and
- Using the nutrition facts panel on food to compare and choose foods lower in fat, saturated fat, trans fat, sugar and sodium.

For information on healthy eating and good nutrition, please visit the Eat Right Ontario website (www.eatrightontario.ca) or the “Food and Nutrition” page on Health Canada’s website at (http://www.hc-sc.gc.ca/fn-an/index-eng.php)
Healthy Kids Panel Report: Ontario has an ambitious goal to reduce childhood obesity by 20 per cent over five years and created a panel of experts to recommend how we can keep more kids at healthy weights. The Healthy Kids Panel conducted its deliberations from May to December 2012, and submitted its report, No Time to Wait: The Healthy Kids Strategy, to the Minister of Health and Long-Term Care in March 2013. To read the full report and recommendations, please click on the following link: http://www.health.gov.on.ca/en/public/programs/obesity/.

Inclusion: Is based on notions of belonging, acceptance and recognition and entails the realization of full and equal participation in economic, social, cultural and political institutions. It is about recognizing and valuing diversity; it is about engendering feelings of belonging by increasing social equality and the participation of diverse and disadvantaged populations (York Institute for Health Research).

Injury Prevention: A set of measures taken to prevent and/or reduce the incidence of injury. The emphasis is on preventing injuries before they occur.

In-Kind contributions: Contributions towards the expenses of the project which have a monetary value but are provided in the form of goods, commodities or services rather than as cash.

Learning to Train: a Canadian Sport for Life stage when pre-teens learn fundamental sport and decision making skills as they participate in a variety of sports

Low-Income Persons: A person placed in this category is someone whose family income falls below Statistic Canada’s low-income cut-offs (LICO). This cut-off reflects an income level at which a family is likely to spend significantly more of its income on food, shelter and clothing than the average family.

Municipalities: In Canada, a municipality is a city, town, village, metropolitan authority, township, district, county, or regional municipality which has been incorporated by statute by the legislatures of the Provinces and Territories of Canada (as defined by the most recent Census Canada data).

National Coaching Certification Program (NCCP): the Canadian standard of coaching competency, established in 1974 by the Coaches Association of Canada (CAC). Each year, more than 60,000 Canadians take an NCCP workshop and since it began, more than one million have participated in the program. For more information please see the CAC’s website at http://www.coach.ca/.

Not-for-profit organizations: According to the Ministry of Government and Consumer Services, a not-for-profit corporation:
- is a corporation without share capital;
- is dedicated to objectives other than the pursuit of profit;
- must use any surplus exclusively to achieve the not-for-profit purpose;
- encompasses both charitable not-for-profit organizations (such as medical research organizations and museums) and non-charitable not-for-profit organizations (such as trade associations and social clubs).

Ontario Human Rights Code: Legislation that provides for equal treatment in the areas of services, goods, facilities, accommodation, contract and employment without discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, family status, marital status, the receipt of public assistance (in accommodation only), and record of offences (in employment only).

Pan/Parapan American Games: the world’s third largest international multi-sport Games. Both the Pan and Parapan Am Games are held every four years for the athletes of the 41 PASO member nations, in the year preceding the Olympic and Paralympic Summer Games. In 2015, Ontario will host the Games which will include approximately 10,000 athletes and coaches competing in Pan Am and Parapan Am sports. See http://www.toronto2015.org/ for more information.
**Partner:** An organization that will undertake the project with the applicant to assist with the planning, development, implementation and evaluation of the initiative. OSRCF applicants are strongly encouraged to have at least one partner that will be involved in one or more of these project phases. All partners must receive a complete, unabridged copy of the project application and all project products as soon as they are available.

**Persons with Disabilities:** Those people who report difficulties with daily living activities, or who indicate that a physical, mental condition or health problem reduces the kind or amount of activities they could do. According to the Ontario Human Rights Code, a ‘disability’ is defined as:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- A condition of mental impairment or a developmental disability,
- A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- A mental disorder, or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Research shows that proportionately fewer Canadians with disabilities lead an active lifestyle due to a variety of factors including economic disparity, lack of access to transportation, intimidation, and negative attitudes or lack of knowledge on the part of physical activity providers.

The Active Living Alliance for Canadians with a Disability offers tip sheets to equip health and education intermediaries with general knowledge and tools to direct Canadians with a disability towards increased physical activity participation, promoting enhanced Physical Literacy. These tip sheets are available at: [http://www.ala.ca/Content/tipsheets/](http://www.ala.ca/Content/tipsheets/).

**Physical Activity:** any bodily movement performed by the skeletal muscles that causes an increase in energy expenditure. It ranges from vigorous exercise, such as jogging or bicycling, to non-vigorous activities such as walking and gardening. (Public Health Agency of Canada).

**Physical Literacy:** Physical Literacy is the mastering of fundamental movement skills and fundamental sport skills that permit a child to read their environment and make appropriate decisions, allowing them to move confidently and with control in a wide range of physical activity situations. It supports long-term participation and performance to the best of one’s ability. Physical Literacy is the cornerstone of both participation and excellence in physical activity and sport. Ideally, physical literacy is developed prior to the adolescent growth spurt. It has been adopted as the foundation of the Sport for Life concept in Canada. Children should learn fundamental movement skills and fundamental sport skills in each of the four basic environments:

- On the ground – as the basis for most games, sports, dance and physical activities.
- In the water – as the basis for all aquatic activities.
- On snow and ice – as the basis for all winter sliding activities.
- In the air – basis for gymnastics, diving and other aerial activities.

For more information, reference the Canadian Sport for Life website at: [http://www.canadiansportforlife.ca/](http://www.canadiansportforlife.ca/)

**Project:** Refers to the project for which a grant is awarded to the recipient under the OSRCF. Specifically, a project is a set of activities or functions that a recipient undertakes with the financial assistance of the Ministry. A project has one or more partners, clear start and end dates, and demonstrates measurable outputs and outcomes related to OSRCF goals, objectives and priorities.
Provincial/Multi-Sport Organizations (P/MSOs): independent, not-for-profit organizations, responsible for delivering programming province-wide and influencing participation, excellence, capacity and interaction in sport at the provincial level. Every Provincial and Multi Sport Organization is affiliated to a National Sport Organization and it is the responsibility of these two organizations to ensure the safe development and operation of every aspect of their sport. A list of ministry-recognized sport organizations can be found at [http://www.mtc.gov.on.ca/en/sport/sport/pso_listing.shtml](http://www.mtc.gov.on.ca/en/sport/sport/pso_listing.shtml).

Provincial Recreation Organization (PROs): non-profit incorporated organizations with a mandate to provide recreation programs and/or leadership and skills training for the recreation sector. PROs provide a wide range of recreation opportunities throughout the province. They ensure that recreation activities and programs are available at reasonable cost, physically accessible to all, environmentally friendly, safe, cost-effective and meet the needs of Ontarians. PROs have a history of assisting the ministry to deliver its priorities. A list of PROs can be found at [http://www.mtc.gov.on.ca/en/sport/recreation/pro.shtml](http://www.mtc.gov.on.ca/en/sport/recreation/pro.shtml).

Quality Assurance: planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled. Examples of quality assurance programs targeting the sport and recreation sector in Ontario include Club Excellence ([http://www.clubexcellence.com](http://www.clubexcellence.com)), International Standards Organization (ISO) 9001:2008 standard ([http://www.iso.org/iso/home/standards/management-standards/iso_9000.htm](http://www.iso.org/iso/home/standards/management-standards/iso_9000.htm)) and HIGH FIVE® ([http://www.highfive.org](http://www.highfive.org)). Examples of quality assurance programs focusing on organizational capacity in not-for-profits include: Imagine Canada ([http://www.imaginecanada.ca/standards](http://www.imaginecanada.ca/standards)). There are also sport-specific quality assurance programs such as the Ontario Soccer Association’s Club Excellence ([http://www.ontariosoccer.net/organization/clubdevelopment/clubexcellence.aspx](http://www.ontariosoccer.net/organization/clubdevelopment/clubexcellence.aspx)).

Recipient: Refers to the applicant who has been awarded a grant under the OSRCF.

Recreation: “all those things a person or group chooses to do to make leisure time more interesting, more enjoyable or more satisfying” (Ontario Community Recreation Policy Statement, 1987). Information on the benefits of recreation can be found at [http://benefitshub.ca/](http://benefitshub.ca/). For the purposes of OSRCF, recreation is further defined as active recreation focusing on one or more of the following Canadian Sport for Life stages: Active Start, FUNdamentals, Learn-to-Train and Active for Life.

Risk Management: The active process of identifying, assessing, communicating and managing the risks facing an organization to ensure that an organization meets its objectives. Resources on risk management include Imagine Canada at [http://www.imaginecanada.ca](http://www.imaginecanada.ca). Resources on policies and procedures for sport safety include the Ontario Physical Education and Health Association’s (OPHEA) Physical Education Safety Guidelines at [http://safety.ophea.net/](http://safety.ophea.net/). These guidelines are currently free to all Ontarians through funding from the Government of Ontario.

Sport: an activity that involves two or more participants engaging for the purpose of competition. Sport involves formal rules and procedures, requires tactics and strategies, specialized neuromuscular skills and a high degree of difficulty and effort. The competitive nature of sport implies the development of trained coaching personnel. It does not include activities in which the performance of a motorized vehicle is the primary determinant of the competitive outcome. For the purpose of OSRCF, sport is further defined as pertaining to community-level programming focusing on one or more of the following Canadian Sport for Life stages: Active Start, FUNdamentals, Learn-to-Train and Active for Life.

Sport-Specific: Training that develops sport skills that are necessary to progression through the Canadian Sport for Life framework. Such training includes the National Coaching Certification Program (NCCP) system available in Ontario through the Coaches Association of Ontario (CAO) ([http://www.coachesontario.ca](http://www.coachesontario.ca)).

Youth: Youth are defined as 13-24 years of age or 13-29 years for persons with disabilities. Applicants who identify youth as a target population are encouraged to engage them in the design and implementation of their project. Youth are a critical group to influence since they can be advocates for community development through quality sport, recreation and physical activity. Adopting youth engagement best practices and principles can help cultivate positive change within organizations and communities.
Youth Engagement: The meaningful participation and sustained involvement of a young person in an activity, with a focus outside him or herself. The kind of activity in which the youth is engaged can be almost anything – sports, arts, music, volunteer work, politics, social activism – and it can occur in almost any kind of setting. (Centre of Excellence for Youth Engagement, 2003).

Youth Engagement Principles:

- **Inclusiveness:** Acceptance and embracing of diversity including opinion, religion, gender, race/ethnicity, sexual orientation, image, ability, age, geography and mental health. This includes the removal of barriers, including economic barriers, to enable youth engagement.
- **Positive youth development:** Alignment with a positive youth development approach.
- **Accountability:** Developing standards of practice and accountability for youth engagement/development work, including responsibility for reporting back to youth. Include evaluation and monitoring as appropriate.
- **Operational practices:** Commitment to operational practices that sustain youth engagement and enable youth development workers – including approaches to meet the needs of youth. These may include:
  - Adults as allies/partners with youth
  - Youth-led and/or peer-to-peer initiatives
  - Approaches that provide opportunities to youth for meaningful action
  - Recognition of mutual benefit for adults and youth
  - Demonstration that youth contribution is valued
- **Strengths-based approach:** A commitment to working with youth to identify needs and build upon youth assets. This includes skill development and capacity building i.e. education, training, on-going professional development, opportunities for group knowledge, skills and networks. Also includes a commitment to facilitate/provide opportunities for ongoing feedback, peer-review and self-reflection.
- **Flexibility and Innovation:** Commitment of youth and adults working with youth to be open to new ideas, and have a willingness to take risks and challenge existing established processes and structures. Includes flexibility to hear and respond to youth-initiated ideas.
- **Space for youth:** Ensuring caring and supportive environments where youth feel safe. Includes both policies and practices that make space available to youth and enable youth to feel safe in that space.
- **Transparency:** Being clear about the purpose of engaging youth, using youth-friendly approaches when interacting with youth and ensuring youth understand outcomes and products of their engagement.
- **Sustainability of resources:** Sustainability of financial resources for best-practice youth engagement initiatives can help to ensure youth engagement initiatives are not limited.
- **Cross-sector alignment:** Youth engagement has been embraced across agencies of government at all levels (i.e. federal, provincial and municipal) and many non-governmental organizations. Organizations across all sectors should be committed to working with other partners and stakeholders to ensure alignment where possible of its youth engagement approach.
- **Collaboration:** A commitment to working with others doing similar work to share knowledge and facilitate action while fostering development of strong and lasting relationships. An example could include a youth engagement community of practice.
Appendix E: Service Standards

The Ministry of Tourism, Culture and Sport is committed to providing excellent, high calibre customer service, and to ensuring that services are timely, responsive, accessible and accountable.

The service standards for processing OSRCF applications under this policy are outlined in the chart below.

<table>
<thead>
<tr>
<th>Letter of Intent (LOI)</th>
<th>Action</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Provincial Applications Only)</td>
<td>The Ministry will confirm the receipt and completeness of the Letter of Intent. If the Ministry is unable to confirm the completeness, it will contact the applicant with an anticipated response date.</td>
<td>Within 5 business days</td>
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<tr>
<td></td>
<td>After receiving a complete form, the Ministry will advise all applicants of a decision. If the Ministry is unable to provide a decision, it will contact the applicant with an anticipated response date.</td>
<td>Within 20 business days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Application</th>
<th>Action</th>
<th>Standard</th>
</tr>
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<tbody>
<tr>
<td>(Provincial AND Local/Regional)</td>
<td>The Ministry will confirm the receipt of an application.</td>
<td>Within 10 business days</td>
</tr>
<tr>
<td></td>
<td>The Ministry will confirm the completeness of the application. If the Ministry is unable to confirm the completeness, it will contact the applicant with an anticipated response date.</td>
<td>Within 20 business days</td>
</tr>
<tr>
<td></td>
<td>After the receipt of a complete application, the Ministry will advise all applicants of a decision regarding their application. If the Ministry is unable to provide a decision, it will contact the applicant with an anticipated response date.</td>
<td>Within 120 business days</td>
</tr>
<tr>
<td></td>
<td>Payment will be sent for processing after an approval letter has been sent to the recipient and/or after the receipt of other required documents.</td>
<td>Within 20 business days</td>
</tr>
<tr>
<td></td>
<td>Final payments will be processed after receiving the final report.</td>
<td>Within 20 business days</td>
</tr>
</tbody>
</table>
Application Readiness Tool:
This tool is designed to help you ensure your application is aligned with the eligibility requirements and funding criteria described in the Program Guidelines and Application Instructions. This tool is for your reference only. You are not required to submit this form with your application.

ORGANIZATIONAL REQUIREMENTS:
- Register for Grants Ontario prior to beginning the application process (go to Grants Ontario)
- Must be an incorporated, not-for-profit organization that has been operating and incorporated for at least one year in Ontario (Note: Universities/colleges are eligible to apply in the provincial stream for applied research projects)
- Must have the ability to offer quality sport, recreation and physical activity programs
- Must have the following risk management policies and procedures publicly available online which address:
  - concussion prevention and management
  - volunteer and staff screening
  - harassment.
  - Additional recommended policies and procedures may include:
    - Equitable access, conflict of interest, complaints, injury reporting and tracking, quality assurance, a code of conduct, and ethical responsibilities

Ineligible organizations:
- Public health units, hospitals, government agencies, schools, individuals, for-profit organizations, or private foundations.
- Organizations whose purpose is related to political activity – as defined by the Canada Revenue Agency (www.cra-arc.gc.ca)

PROJECT ELIGIBILITY:
- Must be a non-capital project
- Must be aligned with the Canadian Sport for Life continuum (one or more of Stages 1, 2, 3, or 7)
- Must meet a minimum of one of the following program goals:
  - Increase participation
  - Implement physical literacy
  - Strengthen capacity

FUNDING/FINANCIAL REQUIREMENTS:
- Requested funding does not exceed 60% or 80% of total eligible expenses (Guidelines, p. 7)
- Cash contribution is at least 10% of total funding request
- Contributions from other sources such as project funding from other ministries or grants from agencies such as the Ontario Trillium Foundation are not included as eligible in-kind or cash contributions.
- All cash and/or in-kind contributions are confirmed (verified with letters from partners).
- “Anticipated” cash or in-kind contributions are not included in the final project budget.
- Administrative expenses do not exceed 12% of the eligible project expenses
- Project evaluation expenses do not exceed 10% of the eligible project expenses
- Travel, accommodation and/or meal expenses do not exceed the current provincial rates of the Broader Public Service Accountability Act Directive
MANDATORY ATTACHMENTS REQUIREMENTS

☐ Proof of Eligibility
Applicants must attach a complete copy of documents confirming the eligibility of the organization, including one of the following: Certificates of Status, articles of incorporation, letters patent of the applicant, or special acts of incorporation.

Note for local/regional applicants only: Municipalities and First Nations are exempt.

Note for provincial applicants only: Incorporated branches, chapters or member agencies of provincial or national organizations may be asked to submit proof of eligibility of the provincial or national organization.

☐ Valid Certificate of Insurance
A valid 1-page certificate of liability insurance is required that covers the entire time period of the project. The certificate must reference the project, confirm the requirements of the Terms and Conditions, and state any pertinent exclusions as applicable, contained in the policy(ies).

NOTE: Your Certificate of Insurance must also list the as additional insureds “her Majesty the Queen in right of Ontario, her Ministers, agents, appointees and employees.”

☐ Evidence of approval for this application
Written approval from the Board of Directors is required. In most cases this will consist of a document such as a certified copy of a resolution of the Board.

Note for local/regional applicants only: Municipality, Local Services Board or First Nations community application approval can be given by either a council resolution or by-law or by a staff member who has been delegated authority by council to enter into the Agreement with the Ministry.

☐ List of current elected Board of Directors, Council Members, or Band Council.
This list must include names, Board positions, Officer positions, telephone numbers, and e-mail addresses. Also indicate Board members’ and Officers’ occupations if relevant to their participation on the Board.

☐ Financial statements
Applicants must submit financial statements for the last two fiscal years:
- Applicants with gross annual revenues of $250,000 or more: provide the latest available audited financial statement, complete and unabridged, including the auditor’s management letter and the Board’s response, if applicable.
- Applicants with gross annual revenues less than $250,000: Produce an audited financial statement or the most recent Board-endorsed financial engagement review. If unavailable, we will accept Board-endorsed financial statements (including a statement of revenues/expenses and a balance sheet).

☐ Letters from Partner(s) (if partners identified)
A signed letter from each partner involved in the project that outlines/acknowledges involvement in the project and/or the amount of in-kind and/or financial support provided for the project is required. These letters must be signed by an authorized signing official from each partner organization.

☐ Electronic Fund Transfer Application Form
Applicants who have not received money from the Province of Ontario within the last 12 months should complete a form to receive payments via Electronic Fund Transfer. Submit the original to the Ministry of Government Services and a copy with this application. Click here: Electronic Funds Transfer Form.
Application Instructions

Reminder:
Once you have registered with Grants Ontario, all application forms can be downloaded and completed off-line. Applications completed off-line must be uploaded in Grants Ontario by the application deadline to be successfully submitted.

For program-related questions, refer to the “Before You Apply” section of the Program Guidelines.

Application Sections
The Ontario Sport and Recreation Communities Fund (OSRCF) application is broken into the following sections:

A. Organization Information
B. Organization Address Information
C. Organization Contact Information
D. Organization Capacity
E. Grant Payment Information
F. Application Contact Information
G1. Project Information
G2. Additional Questions
G3. Project Work Plan
H. Project Financial Information
I. Performance Measures
J. Partnership/Stakeholders Information
Y. Terms and Conditions
Z. Declaration/Signing
All questions will have a limited character count. For the purpose of planning your answers, this guide includes the character counts for each of these questions in green. Character counts include spaces and punctuation.

As soon as a complete application is submitted through Grants Ontario, an email will be sent to the main application contact confirming receipt of the application. Please ensure that this confirmation email is not sent to your junk email folder.

In many questions, the rows in the application will expand to include additional entries or responses—simply click the “+” sign. Similarly, to remove a row click the “x” sign.

**Sections A to C – Organization Information, Address Information and Contact Information**

*These sections are explained directly in the Application Form. Sections A and B are read-only.*

**Section D – Organization Capacity**

*Information about the organization that will make the proposed project successful.*

1-5) Number of full time staff, part-time staff, volunteers, accumulated deficit and accumulated surplus.
- Please include the relevant numbers based on the most recent available information on your organization.

6) Describe your organization’s core business or field of activity. (maximum 2,000 characters)
- What does your organization do? What is your organization’s primary purpose and the primary client group served? Briefly describe your organization’s current programming and services that are relevant to your project application. If your organization is affiliated with a larger governing body (e.g. a provincial or national association) please name the governing body.

7) How does your strategic plan guide your organization’s activities?
- Not applicable, do not answer.

8) Outline your organization’s risk management plan for prevention of abuse of clients, members and staff: (maximum 2,000 characters)
- Applicants must have board-approved risk management policies and procedures publicly available on their website (or available electronically if the organization or partners do not have a website). Policies and procedures must include:
  - Concussion prevention and management;
  - Volunteer and staff screening (applications, interviews, reference, etc) and training; and
  - Harassment.
- Policies and procedures should include:
  - Equitable access
  - Conflict of interest
  - Complaints procedures
  - Police reference checks (where projects involve contact with children and/or youth)
  - Quality assurance
  - Codes of Conduct and ethical responsibilities
  - Health and safety (equipment/facility safety checks);
- Include a website link to where these policies are available.

9) How is your Board elected?
- Not applicable, do not answer.
10) How does the composition of your Board represent the community it serves? Not applicable, do not answer.

11) What practices/procedures exist to ensure the Board conducts its activities with accountability and transparency?
   • Not applicable, do not answer.

12) Describe your organization’s history of managing similar projects and include past achievements. (2000 characters maximum)
   • Describe successful strategies your organization has used to ensure that program outcomes are achieved.
   • Describe your organization’s experience developing, tracking and reporting on outcomes and performance measures successfully.
   • Provide additional details on whether your organization is up-to-date in meeting all requirements related to funding received from the Government of Ontario, or agency of the Government of Ontario such as the Ontario Trillium Foundation (e.g. outstanding reports or refunds).

13) Describe your organization’s ability and capacity to successfully undertake this project. (2000 characters maximum)
   • How will your project be supervised and managed? Include the number of people designated as project managers or supervisors as well as their skills, knowledge and expertise. Also, provide details on your project staff (existing staff or potential recruits) and their relevant experience.

14) Provide details on your staff and relevant staff experience for those involved in the project.
   • Not applicable, do not answer.

15) Describe successful strategies your organization has used to ensure achievement of program outcomes.
   • Not applicable, do not answer.

16) Describe your organization’s experience developing, tracking and reporting on outcomes and performance measures successfully.
   • Not applicable, do not answer.

Section E – Grant Payment Information
This section is explained directly in the Application Form.

Section F – Application Contact Information
This section is explained directly in the Application Form.

Section G1 – Project Information
Developing the Project Concept
Consider the following questions before obtaining approval from your board/executive:
• What needs has your organization identified at the local/community level or provincial level in terms of increasing participation, implementing physical literacy, and/or enhancing capacity? Please refer to “sample projects” in the Project Guidelines for a list of project examples.
• What types of initiatives are needed to address the needs identified by your organization?
• How do these initiatives align with your organization’s mandate?
• Which project concept(s) will provide the greatest return on a new investment of time and money in the next one or two years?
• How will this project leave a legacy for your organization (i.e. new/revised policies and/or programs) as well as for the sport and recreation sector (resources, sharing of best practice, etc.)?
• Does the project concept achieve at least one of the program goals? Please refer to the “Program Goals,
Objectives, Outcomes and Performance Measures” in the Program Guidelines.

Preparing your Project Application
Points to consider as you begin writing your project proposal:

- Answer every question in full. Each question is marked and weighted toward a total score. For example, do not write, “see answer from question #2” when answering question #3. Each answer must stand alone.
- Make sure your presentation is clear, concise and designed to provide a thorough understanding to a reader who is unfamiliar with your organization. Do not use unexplained acronyms.
- Test your proposal each step of the way! Have an outside reader (e.g., someone outside of your organization) review the application to provide objective comments. Does he/she understand the project as it is written? Does he/she think that the project is a good use of public money? If your presentation is sufficiently detailed and transparent, anyone inside and outside of your organization should be able to understand and comment on the validity of your proposal.
- Do a final proofread for spelling, grammar, and formatting prior to submission.

1) Project Name (maximum 250 characters)
   - A short, descriptive name that will easily identify your project.

2) Project Start Date
   - This is the anticipated start date of the project. For Ministry purposes, this is the date applicants receive formal notification from the Minister of their project’s approval status. Based on previous funding releases, we encourage you to list your project start date as no earlier than June, 2015. Any expenses incurred before receiving written Ministry approval are deemed ineligible.

3) Project End Date
   - This is the end date of the project. One-year projects must be complete by March 31, 2016 and two-year projects must be complete by March 31, 2017.

4) Event Start Date: Not applicable. Do not answer.

5) Event End Date: Not applicable. Do not answer.

6) Target Sector
   - Select the appropriate sectors that your project will benefit, or have the greatest impact on, from the drop-down menu provided. If it is not listed, select “Other” and provide a description. Since there is no dialogue box to include your description of “Other” within this section, please write your description within the Project Beneficiaries (Question 14) below. Please review “Target Populations” in the Program Guidelines for more information.
   - Please indicate your target population(s). You may select more than one.
   - Indicate which selection is the primary target population by checking the box under the ‘Primary’ column.

7) Project Scope
   - Refers to geographic reach of the project, meaning local (e.g., a community such as a First Nation or municipality), regional (e.g. a regional municipality, a county, multiple counties, a Tribal Council, etc.) or provincial (i.e. all four regions of the province). Please refer to “Appendix A” of the Program Guidelines.
   - Ensure that you do not select the international or national options as this is outside of the OSRCF scope.

8) Host Municipality
   - Please select all municipalities and/or First Nation communities in which your project is implemented from the drop-down list.

9) Project Priority
• All applicants must address at least one (but are encouraged to address more than one) of the three goals identified in the Program Guidelines (see "Program, Goals, Objectives, Outcomes and Performance Measures"). Please select as many goals as apply to your project.

10) Project Summary (2,000 characters maximum)
• Provide a brief description of your project, including numbers, to demonstrate the full scope of the project. (e.g. “The “Go Girls!” program will develop fundamental movement (FMS) and ball-sport skills to 5,000 girls aged 6-8 years by training 200 leaders to deliver FMS clinics in 100 elementary schools across the province.”) If your application is successful, this wording may be published in both official languages on the Ministry website.

Before answering questions 11-17 (Project Description to Evaluation) please read through all the instructions below for these questions, to ensure you are providing the required information in the appropriate section.

11) Project Description (4,900 characters maximum)
• The Project Description provides the details of your project.
• Describe your project in general making sure to address basic components of the project: Who will be doing what, where, when and how?
• Why have you chosen to take this particular approach?

12) Project Objectives (2,000 characters maximum)
• Do not list the OSRCF objectives here – these are covered under Section G2- Additional Questions
• Describe the project objectives that will be accomplished along the way to achieving the overall project goal(s). A clear objective provides an instant understanding of the intent and potential impact of the project- what you are trying to achieve.
• How does the project effectively address OSRCF goals and your chosen target populations?

13) Rationale / Need (1,000 characters maximum)
• Describe why your project is viable, including steps or measures taken to ensure that your project does not overlap with, or duplicate, any existing projects with similar objectives/outcomes in your targeted community/ies.
• Explain why there is a need for this project (e.g., what information and/or research has your organization gathered to identify or confirm the need for your project?).
• Indicate how your project will provide value for money (e.g. cost per participant, leveraging other funding, appropriate cost for the identified population(s), etc.).

For example, consider whether the need for your project links to:
• Programming and policy weaknesses identified in a program audit or strategic review.
• Recommendations from expert groups.
• Results from a stakeholder analysis (e.g., participant feedback from surveys, focus groups, interviews, etc.).
• Other forms of research (e.g., best practices from other organizations).

14) Project Beneficiaries (2,000 characters maximum)
• If you selected “Other” from Question 6 – Target Sector, please include a description of this target population here.
• Describe how the target sectors (the population(s) that you selected earlier in Question 6 of the application form) will benefit from your project and include geographic and/or demographic information (e.g., geographic location and population characteristics).
• Describe how your project will reach out to the target population(s). Outreach usually involves an engagement strategy with the identified population(s) rather than activities focused solely on dissemination or education.

15) Risk Assessment and Management (2,000 characters maximum)
• Provide a description of the challenges that may affect the achievement of your project outcomes. Your answer should also include strategies that will be used to manage these challenges.
• Note: This question is not to be confused with the question in Section D regarding your organization’s risk
management plan for the prevention of abuse to clients, members and staff. Please focus on project risks such as contingency plans if the project lead leaves the project, the project goes over budget, etc.

16) Project Outcomes (1,000 characters maximum)
• Describe your project and its anticipated results in clear and concise terms. List all of the outcomes for this project. Your answer should include the impact the project will have on the organization in detailed, measurable terms. It is not sufficient to indicate the project will be completed, but rather to provide specific accomplishments that will result if the project is undertaken.
• Specific, quantitative outcomes allow evaluators to understand the exact purpose, or reason the project is being implemented, while also recognizing the potential return on investment associated with the project.
• Outcomes should be expressed as a rate, number, percentage or frequency where possible. When determining the list of outcomes, think of what you can point to as achievements of the project. For example, “increasing participation of teenage girls in sport and recreation” might be part of your objective, but “increasing the number of girls aged 13-17 by 10% and certified instructors by 40% in 10 program locations province-wide” is more specific and concrete.
• Your answers should be linked to the project objectives you identified in Question 10. For example: You listed an objective in Question 10 (Project Summary) of introducing a new FUNdamentals-level program of CS4L. Measured outcomes could include:
  1. Establish two community recreation centres as pilot locations for program delivery.
  2. Recruit two staff from each pilot location for a total of 4 leaders and deliver a one-day training session in August 2014.
  3. Deliver the FUNdamentals program over an 8-week period between September and December 2014.
  4. Reach 140 children through the pilot locations with a targeted 40% increase (56 children) by the end of the 2014-2015 season.

17) Evaluation Plan / Criteria (2,000 character maximum)
• Describe your project’s evaluation plan. An evaluation plan must include feedback from the majority of the recipients and/or potential recipients of your project, in measurable terms. For example, “obtaining positive feedback from participants” is not a measurable indicator of participant satisfaction, whereas “achieving a final satisfaction rate of 8/10 on project surveys from 85% of participants” provides a specific and measurable target.
• Full and unabridged results of all project evaluations, including participant surveys, must be submitted with the Final Report to the Ministry and made available to all project partners and recipients upon project completion.
• Explain how the success of the project will be sustained after the approved funding has ended (e.g. project participants continue to share what they have learned, a permanent change has been achieved in the community, a model has been repeated in another community, etc.).

Section G2 – Additional Questions
• Indicate which OSRCF objectives your project is addressing by simply answering ‘Y’ (Yes) if your project addresses the objective or ‘N’ (No) if it does not address the objective. Please put a ‘Y’ or ‘N’ in every space. No other text is required.

Section G3 – Project Work Plan
• The work plan is designed to provide the Ministry with a clear idea of how you are going to carry out your project. Your work plan should demonstrate a systematic approach as to how you will accomplish the project including all phases of planning, development, implementation and evaluation.
• The results and activities identified in this section will be used as benchmarks for you and the Ministry to measure the progress and success of your project.
• The work plan should be detailed enough that a new project manager could be appointed half way through the implementation phase and could manage the project based on the plan.
• Partner organizations identified in the work plan must also be listed as partners in Section J of the Application Form.
• All OSRCF applicants are required to complete the following work plan components for their project:
Section H – Project Financial Information

A sample budget is shown on the next page. Fill out ‘Year 1’ for one-year projects and ‘Year 1’ and ‘Year 2’ for two-year projects. Do not fill out years 2-5 for one year projects or years 3-5 for two year projects.

• We suggest you use the "Collapse/Expand" button to hide budget years you don’t need.
• In this section, list your expenses and identify how each one will be supported.
  o List each expense by category (e.g. Staffing Expenses)
  o click the “Eligible Expense?” check box only if the expense listed is eligible to be funded
  o then record the total expense amount.
• Next, identify the revenue sources and corresponding allotted amounts that will cover the cost of the expense item, including requested funding.
  o All Cash and In-Kind contributions must be confirmed before your final application is submitted. No numbers should be entered into the ‘Anticipated Cash’ or ‘Anticipated In-Kind’ cells.
  o All cash and in-kind contributions from other organizations must be confirmed in writing and included as an attachment (see list of mandatory attachments in the OSRCF Application Form under “Instructions- How to Complete Application”).
• Please refer to “Funding Criteria – Cost-sharing Requirements” section of the Program Guidelines (see page X in Guidelines) to ensure the total funding requested from the OSRCF meets the appropriate 60% or 80% threshold
• All applicants must make a cash contribution of at least 10% of total eligible expenses.
  o The remaining costs can be covered by the applicant and/or its project partners as additional cash and/or in-kind contributions.
  o When disclosing cash and in-kind contributions, please list all the dollar amounts and revenue sources of the funds that will make up these contributions.
  o Cash or In-Kind contributions that come from other sources such as project funding from other Ministries or grants from agencies such as the Ontario Trillium Foundation are not eligible as cash or in-kind contributions.
• Itemize ALL expenditures and contributions required to carry out your project, both eligible and ineligible, to provide a holistic picture of the total project value.
  o Although we ask that you disclose ineligible expenses, remember that OSRCF funding cannot be used to cover these costs (see "Funding Criteria – Ineligible Costs" in the Program Guidelines).
• Be sure to document details of each item. For staffing positions, include a description of responsibility, number of hours per week and wage and benefits as they relate to the project. For purchased items, include the cost per unit and number of items needed.
• The total amount in the three boxes for revenue sources (Confirmed Cash/Confirmed In-Kind/Requested Funding) will make up the total expense amount.

Additional Comments Relevant to Project Financial Information (4,900 characters maximum)
• Add any information required to explain the project budget. This could include a costing break-down of expenses. All totals and sub-totals will be automatically calculated in the “Total Project Financials (All Years)” table at the end of this section.
• The following is sample budget for a 1-year project:
<table>
<thead>
<tr>
<th>Staffing Expenses</th>
<th>Eligible Expense?</th>
<th>Revenue Type (from Applicant and Other Sources)</th>
<th>Revenue Source</th>
<th>Amount</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Program Officer - Janice Chan</td>
<td>□</td>
<td>Confirmed Cash</td>
<td>DO NOT USE</td>
<td>$3,800.00</td>
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<td></td>
<td></td>
<td>Anticipated Cash</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Confirmed In-Kind</td>
<td>OSRCF Applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anticipated In-Kind</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requested funding from this program</td>
<td></td>
<td></td>
<td>$1,500.00</td>
</tr>
<tr>
<td>X Fundamental Movement Skills Clinican (1 day * 10 weeks)</td>
<td>□</td>
<td>Confirmed Cash</td>
<td>OSRCF Applicant</td>
<td>$700.00</td>
<td></td>
</tr>
<tr>
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<td>Anticipated Cash</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Confirmed In-Kind</td>
<td>DO NOT USE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anticipated In-Kind</td>
<td>DO NOT USE</td>
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<tr>
<td></td>
<td></td>
<td>Confirmed In-Kind</td>
<td></td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
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<td></td>
<td>Anticipated In-Kind</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Requested funding from this program</td>
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<td></td>
<td>$4,000.00</td>
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<tr>
<td>Benefits Expenses</td>
<td>Eligible Expense?</td>
<td>Revenue Type (from Applicant and Other Sources)</td>
<td>Revenue Source</td>
<td>Amount</td>
<td>Total Expense</td>
</tr>
<tr>
<td>X Program Officer - Janice Chan</td>
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<td>Confirmed Cash</td>
<td>DO NOT USE</td>
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<tr>
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<td></td>
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<td>DO NOT USE</td>
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<td></td>
<td></td>
<td>Anticipated In-Kind</td>
<td>DO NOT USE</td>
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<tr>
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<td>Requested funding from this program</td>
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<td>TOTAL BENEFIT EXPENSES</td>
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<tr>
<td></td>
<td></td>
<td>Confirmed In-Kind</td>
<td></td>
<td>$450.00</td>
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<tr>
<td></td>
<td></td>
<td>Anticipated In-Kind</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Requested funding from this program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Expenses</td>
<td>Eligible Expense?</td>
<td>Revenue Type (from Applicant and Other Sources)</td>
<td>Revenue Source</td>
<td>Amount</td>
<td>Total Expense</td>
</tr>
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<tr>
<td></td>
<td></td>
<td>Confirmed In-Kind</td>
<td>DO NOT USE</td>
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<tr>
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<td></td>
<td>Anticipated In-Kind</td>
<td>DO NOT USE</td>
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<tr>
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<td>Requested funding from this program</td>
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<td>$300.00</td>
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<td>X Program Officer - Janice Chan</td>
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<td></td>
<td>Confirmed In-Kind</td>
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<tr>
<td></td>
<td></td>
<td>Anticipated In-Kind</td>
<td>DO NOT USE</td>
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<td></td>
<td>Requested funding from this program</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>X Lunches (3 lunches *30 people @ $10/lunch)</td>
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<td>Confirmed Cash</td>
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<tr>
<td></td>
<td></td>
<td>Confirmed In-Kind</td>
<td>Rotary Club</td>
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<tr>
<td></td>
<td></td>
<td>Requested funding from this program</td>
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<td></td>
<td>$1,150.00</td>
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<tr>
<td>TOTAL PROJECT EXPENSES</td>
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<tr>
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<td></td>
<td>Anticipated Cash</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Confirmed In-Kind</td>
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<td></td>
<td>Requested funding from this program</td>
<td></td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>Administration/Other Expenses</td>
<td>Eligible Expense?</td>
<td>Revenue Type (from Applicant and Other Sources)</td>
<td>Revenue Source</td>
<td>Amount</td>
<td>Total Expense</td>
</tr>
<tr>
<td>X Desktop Computer (negligible)</td>
<td>□</td>
<td>Confirmed Cash</td>
<td>OSRCF Applicant</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anticipated Cash</td>
<td>DO NOT USE</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Confirmed In-Kind</td>
<td>DO NOT USE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anticipated In-Kind</td>
<td>DO NOT USE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requested funding from this program</td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>TOTAL ADMINISTRATION/OTHER EXPENSES</td>
<td></td>
<td>Confirmed Cash</td>
<td></td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anticipated Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confirmed In-Kind</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Anticipated In-Kind</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requested funding from this program</td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
The total for your project will be displayed in a summary at the end of the budget section. Please note: you will have to manually calculate and enter the Total Eligible Expense figure and the Total Project Budget figure. Below is the summary for the sample budget:

### Total Project Financials (All Years)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Requested</th>
<th>Confirmed Cash</th>
<th>Anticipated Cash</th>
<th>Confirmed In-Kind</th>
<th>Anticipated In-Kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing Expenses</td>
<td>$4,000.00</td>
<td>$700.00</td>
<td></td>
<td>$2,000.00</td>
<td></td>
<td>$6,700.00</td>
</tr>
<tr>
<td>Benefits Expenses</td>
<td></td>
<td></td>
<td>$450.00</td>
<td></td>
<td></td>
<td>$450.00</td>
</tr>
<tr>
<td>Project Expenses</td>
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<td>$900.00</td>
<td>$650.00</td>
<td></td>
<td></td>
<td>$1,850.00</td>
</tr>
<tr>
<td>Administration/Other Expenses</td>
<td>$1,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,300.00</strong></td>
<td><strong>$2,600.00</strong></td>
<td><strong>$3,100.00</strong></td>
<td></td>
<td></td>
<td><strong>$10,000.00</strong></td>
</tr>
</tbody>
</table>

- **Total Eligible Expense**: $9,000.00 (Manually Entered)
- **Total Project Budget**: $10,000.00 (Manually Entered)

- Please consult the program guidelines and check this table to ensure:
  - You have not entered numbers into the ‘Anticipated Cash’ or ‘Anticipated In-Kind’ cells
  - You have manually entered the number for the ‘Total Eligible Expense’ and the ‘Total Project Budget’. These fields do not auto-calculate.
  - The ‘Total Requested’ does not exceed 60 or 80 % of the ‘Total Eligible Expense’
  - The ‘Confirmed Cash’ total is at least 10 % of the ‘Total Eligible Expense’
  - Total administrative expenses is no higher than 12 % of the ‘Total Eligible Expense’
  - Total evaluation expenses are no higher than 10 % of ‘Total Eligible Expense’

### Section I – Performance Measures

**Applicants must record the “goal” (the targeted or projected number) for the following “metrics” that are applicable to their project.**

- Each field within the Ministry Provided Performance Metrics chart requires a value. If a particular performance metric is not applicable to your project, you must enter “0” as the goal for that particular metric. Applicants will not be able to proceed with the application process until values are added for each metric.

**Client Provided Performance Metrics**

- Your project may have additional performance measures that may be added within this section of the Application Form. When reporting final results, there will be space within the Final Report template to explain project outcomes that have been achieved which are not easily measured by numbers (see instructions for “Project Outcomes” above).
- Add more rows as necessary.

### Section J – Partnership/Stakeholders

1. **Name** (100 characters maximum)
   - Provide the name of each partner organization that has committed to assisting your organization with delivering your project, or a site where the project is being implemented.

2. **Type**
   - Three values will appear: partner, stakeholder, or site. For OSRCF, only two apply: “partner” or “site”.
   - Sites listed should include municipalities/First Nation communities selected in G1, Question 8: Host
Municipality.

3. **Role (1,000 characters maximum)**
   • Specify whether each partner/site is an existing or new partner/site.
   • For Sites: List the full address of the project site(s) including address, municipality, and postal code.

4. **Description (1,000 characters maximum)**
   • For Partners: describe how your partners are involved in the planning, development, implementation and evaluation of the project.
   • For Sites: leave blank.

**Note:** Applicants must include signed letters from each partner listed indicating their involvement in the project and verifying their financial and/or in-kind contributions to the project. All project partners must receive full copies of the project application prior to submission to the Ministry. Remember to note the cash and/or in-kind contribution by each partner in Section H. Partners identified in the work plan (Section G3) must also be listed as partners in this section.

**Section Y-- Terms & Conditions**
This section is explained directly in the Application Form. All OSRCF grants awarded by the Ministry are governed by the Terms and Conditions in the Application Form.

**Section Z – Declaration/Signing**
These sections are explained directly in the Application Form. By signing the Application Form and submitting it to the Ministry, the organization applying is formally verifying that it agrees to abide by the Terms and Conditions governing the grant, if awarded.

**Help and Assistance**
For technical assistance, please contact Grants Ontario Customer Service at (416) 325-6691 or 1-855-216-3090 or GrantsOntarioCS@Ontario.ca, Monday to Friday from 8:30 a.m. to 5:00 p.m. EST.