# TABLE OF CONTENTS

## Part I – Program Guidelines

1. Who Can Apply? ................................................................. 3
   - Project Partners ..................................................................... 4
2. Before You Apply.................................................................. 4
3. Program Priorities................................................................. 5
4. Eligible Projects................................................................. 5
   - Research Projects ............................................................. 5
   - Innovation Projects .......................................................... 6
   - Ineligible Projects ............................................................. 8
5. Work Plan ........................................................................... 8
6. Performance Measures......................................................... 9
   - Project Outputs ................................................................. 9
7. Eligible Costs ...................................................................... 11
   - Ineligible Costs ............................................................... 11
   - In-kind Contributions ......................................................... 12
8. Assessment Process & Criteria ............................................. 12
9. Notification ......................................................................... 13
10. Requirements for Successful Applicants............................. 14
11. Funding Schedule .............................................................. 14
12. Reporting Requirements .................................................... 14
   - Changes to Your Project ................................................... 14
   - Interim and Final Reports ................................................ 14

## Part II – Applying to OLCF R&I through Grants Ontario

1. Getting Started ................................................................... 17
2. How to Apply ....................................................................... 17
   3. Project Priorities ............................................................. 22
   4. Project Outcomes ............................................................ 22
   5. Project Outcomes ............................................................ 22
   6. Evaluation Plan/Criteria .................................................... 22
      - Appendix A: Checklist of Required Attachments ............ 26
      - Appendix B: Sample Certificate of Insurance ................. 28
      - Sample insurance certificate ......................................... 29
      - Appendix C: Guidelines for Travel, Meal and Hospitality Expenses ............................................. 30
The Ontario Libraries Capacity Fund (OLCF) is a $10 million investment over three years that recognizes the key role public libraries play in building strong, vibrant communities across the province. In 2015-16 OLCF Research and Innovation (OLCF R&I) will invest $1 million in new initiatives in the public library sector.

This program supports the government’s economic plan for Ontario by investing in people’s talents and skills, reducing poverty, inequality and exclusion, increasing opportunities in Aboriginal communities, and helping to foster vibrant communities and a healthier population.

Part I – Program Guidelines

Projects are eligible for one or two years of funding beginning no sooner than the date of funding approval and ending on or before March 31, 2017 for one-year projects and March 31, 2018 for two-year projects.

A maximum of $100,000 is available per year; $200,000 over two years.

The deadline for applications is September 11, 2015 at 5:00 PM EDT.

Note: Incomplete and late applications will not be considered.

A list of the attachments required as part of the application appears in Appendix A.

This guide provides information on how to complete each of the sections on the application form, including a:

- 1-2 page project proposal
- work plan, including a project timeline
- budget, including all project revenues and expenses
- evaluation plan, including performance measures

1. Who Can Apply?

Only public libraries and public library organizations are eligible to apply for an OLCF R&I grant. Organizations that do not meet these criteria may participate as partners.

Applicants must be one of the following:

- an Ontario public library, funded under the Public Libraries Act
- an incorporated Ontario public library organization representing or working on behalf of public libraries
- an Ontario Library Service agency
- an incorporated national public library organization, with Ontario representation

Note: Applicants must not have overdue reports or be in default with the ministry.
Project Partners

You may choose to include partners in your proposed project. If you do, you must submit a letter from each partner outlining their involvement and any in-kind or financial support they will provide. Any of the following organization types can be project partners:

- not-for-profit organizations
- for-profit organizations
- First Nations
- municipalities
- classified agencies of the Province
- hospitals and health organizations
- Boards of Trade and Chambers of Commerce
- private and public schools
- colleges and universities
- public and private foundations

If you’re applying for funding for a research project, we encourage you to collaborate with organizations that have research expertise, such as universities and healthcare organizations.

Note: Project partners cannot be paid for the goods or services that they provide.

2. Before You Apply

Before filling out the application, you must:

- Read the Program and Application Guidelines
- Register for Grants Ontario at [www.grants.gov.on.ca](http://www.grants.gov.on.ca)

If you are not yet registered on Grants Ontario, you must complete the one-time two-step registration process as soon as possible.

The registration process can take up to 5 business days. Instructions on how to complete this process are provided in Part II, Section 2.

For assistance with Grants Ontario registration or application submission, please contact [Grants Ontario customer service](mailto:GrantsOntarioCS@ontario.ca):

Monday to Friday from 8:30 a.m. to 5:00 p.m. EST
Toll Free: 1-855-216-3090 or in the GTA: (416) 325-6691.
Email: GrantsOntarioCS@ontario.ca

For instructions on how to apply for an OLCF R&I grant, go to Part II – Application Guidelines.
3. Program Priorities

The Research and Innovation stream of the Ontario Libraries Capacity Fund supports new, replicable research and innovative projects that will have the potential for a positive impact on Ontario’s public libraries.

The program’s priorities are to:

1. Measure and evaluate the impact of public libraries on their communities and the wellbeing of Ontarians.

2. Strengthen and enhance the role of public libraries as community hubs that are focused on creating cultural, educational, social and economic opportunities.

3. Encourage the development of new ways to engage with and meet the changing needs of all Ontarians.

4. Develop new strategies and processes for identifying and preparing leadership candidates for success in senior management roles within the Ontario public library sector.

4. Eligible Projects

You must show that your proposed project meets the following criteria:

- is a research or innovation project
- directly supports at least one of the OLCF R&I priorities
- will have a positive impact on the public library sector, as a whole, or a significant segment of that sector (such as First Nations or northern public libraries)
- is replicable, scalable and/or applicable to communities outside your own
- will not replicate projects previously done in the public library sector
- will be measurable and widely adoptable or adaptable
- will be undertaken in Ontario (can be part of a national project, or project taking place in more than one province)

If your proposed project focusses on library leadership, please review Cultivating Global Library Leadership: A Review of Leadership Training Programs for Librarians Worldwide.

The proposed project must comply with all federal, provincial and municipal laws and regulations (e.g., human rights, accessibility, etc.).

Research Projects

Research projects must meet the criteria for eligible projects listed at the beginning of Section 4.
Applications must include a 1-2 page proposal (cannot exceed 5000 characters, including spaces), written in plain language, with the following numbered sections:

1. State the problem or inefficiency that your research will address.

2. Briefly describe solutions that have been proposed or implemented in the existing literature, including statistics and open access data, and in “soft” sources such as accumulated knowledge.

3. Explain the shortcomings of the solutions identified in # 2, e.g. how they fail to solve the problem, or why they will not work in this context.

4. Outline your proposed solution stating:
   - how it addresses the problem or inefficiency that you identified
   - its expected impact
   - how you will conduct your research and manage any data that you gather
   - how you will share the results of your project

5. Explain why you and your team are well suited to perform this research by outlining:
   - your qualifications, skills, and experience and how they fit the project
   - the support that you will receive from your organization
   - the resources that you will need to conduct your research, whether you have access to them, and if not, how you will acquire them

6. Provide a bibliography that supports your proposal. Your bibliography can be pasted into the Grants Ontario application form along with the proposal if space permits, or you can upload it to Grants Ontario as a separate attachment. It is not included in the 1-2 page proposal size limit.

Tools for evidence-based research:

- ALA Librarian and Researcher Knowledge Space – Research Methods
- Evidence Based Library and Information Practice (journal)
- Evidence Based Toolkit for Public Libraries
- Evidence Based Librarianship Interest Group (CLA) Wiki
- EBLIP-Gloss web pages (EBLIP-Gloss is an online interactive course)

The results of your research project must be made publicly available at no cost. We encourage the publication of research in English and French and in accessible formats.

Innovation Projects

Definition

Innovations are, put simply, new ideas that work. This definition distinguishes innovation from improvement, which implies only incremental change, and separates it from the concepts of
creativity and invention, that leave out the hard work of implementing and disseminating the idea that puts promising ideas into action.¹

Innovation can take a number of forms, including:

- Breakthrough innovation: a dramatic change in the way people use, get or do things
- Incremental innovation: smaller leaps, but more than continuous improvement
- New venture: new and often unusual partnerships, or new lines of business
- New business model: changes in how we do our business or provide services

To be innovative, an idea, product, process or service must add value, or transform current practice in the context to which it is applied. It must find a new way to solve a problem, or identify a change in the way of doing things that creates a significant improvement in efficiency, impacting the end user's experience.

‘First-generation innovators’ are those who do or create something new or different. ‘Second-generation innovators’ are those who take an innovation from one context and replicate, adapt or transform it for use within a new context².

Criteria

Innovation projects must meet the criteria for eligible projects listed at the beginning of Section 4.

Innovation applications must include a 1-2 page proposal (cannot exceed 5000 characters, including spaces), written in plain language, with the following numbered sections:

1. Outline the problem or need that your project will address.

2. Briefly describe alternate solutions to this problem or need that have been proposed or implemented by other libraries (including academic and special libraries), library organizations, and/or in similar sectors (e.g. non-profit sector).

3. Show how your project is original by outlining any shortcomings of these alternate solutions, e.g. how they fail to solve the problem, or why they will not work in the context in question.

4. Outline the solution that you are proposing, including:
   • how it addresses the problem or inefficiency you’ve identified
   • what impact you anticipate it having
   • how it is applicable or scalable to a broad range of public libraries
   • that it is testable and measurable
   • how you will share the results of your project to maximize its impact

5. Explain why you and your team are well suited to undertake this project by outlining:
   • your qualifications, skills, and experience

¹ From http://eureka.bodleian.ox.ac.uk/761/1/Social_Innovation.pdf pg 8.
• the support that you will receive from your organization
• the resources that you will need to conduct any research supporting your innovation, whether you have access to them, and if not, how you will acquire them

Project information and products created through your project and must be made publicly available at no cost. We encourage the publication of project information in accessible formats, and in English and French.

Here are some examples of innovative library projects to inspire you:

Library Acts of Culture
Making and Learning
Reach Out and Read
Partners for Healthy Living
Library of Things

Ineligible Projects

These projects and activities are not eligible for funding under the program:

• programming initiatives, that are already a part of your organization’s regular activities
• projects that replicate work of the Ministry of Tourism, Culture and Sport
• staff training
  o exception: staff training is allowed for OLCF R&I-funded pilot projects testing new strategies and resources that identify and prepare candidates for success in senior management roles
• providing grants to other organizations or people
• infrastructure or capital projects, such as renovation or construction
• feasibility/market studies and strategic plans for capital projects
• fundraising and/or fundraising plans
• deficit reduction plans
• digitization of collections
• religious, advocacy and/or political committee meetings/activities

5. Work Plan

The work plan must explain how your organization and any project partners propose to carry out your project. Timelines need to recognize the lead-up time required for larger, more complex projects or those with a number of partners – for example, putting in place relevant inter-institutional agreements.

Remember to include time and resources for evaluation activities in your work plan and budget.

The work plan must clearly identify:

• steps you will take to ensure the project is completed on-time and within budget
• stages, major tasks or activities, milestones, and project deliverables (e.g. outputs and outcomes)
• plans to monitor the project’s effectiveness on an ongoing basis so that you can make needed midcourse corrections

6. Performance Measures

All applications must include an evaluation plan that outlines how you will measure the success of your project.

Performance measures provide qualitative and/or quantitative information needed to determine whether a project achieved its intended outcomes.

- **Qualitative data** can be expressed in terms of change or comparison between two states (such as before and after surveys).

- **Quantitative indicators** can be expressed as a ratio, percentage, comparison, or figure.

Your evaluation plan must link the solution outlined in your proposal to the **outcomes** and **outputs** that you intend to measure. You are required to report both the total number of project outcomes and outputs, and provide specific information on each measure in Application form Section I.

In your evaluation plan:

- explain how things will be different as a consequence of this project
- describe the data you will collect to determine whether or not these changes occurred
- indicate the methods you will use to collect and analyze your data and to judge the overall effectiveness of the project
- describe how you intend to use the evaluation results and how they may affect long-term program planning
- explain how you will share the evaluation results

Examples of **project outcomes** related to OLCF R&I could include:

- evidence of the project resulting in libraries contributing to increased health, wellbeing or quality of life
- evidence of the project resulting in optimized use of available resources and partnerships that reduce poverty, inequality and exclusion

**Project Outputs**

Output: a product or resource that is created as a result of your project.

Outputs can be counted. They include, but are not limited to:

- frameworks
- criteria
- learning resources
- workshops
- reports
- learning objects
- tools
Examples of project outputs include:

1. Measure and evaluate the **impact of public libraries** on their communities and the wellbeing of Ontarians.
   - tools, metrics, strategies that measure the impact (e.g. cultural, educational, social, economic, etc.) of public libraries
   - studies and/or evidence of the value of the public library and its continued relevance in today’s digital age

2. Strengthen and enhance the role of public libraries as **community hubs** that are focused on creating cultural, educational, social and economic opportunities.
   - new service delivery models, tools or strategies to reach new users, remote communities or specific high-need groups
   - studies on the potential use of new and innovative delivery models, services or technologies

3. Encourage the development of **new ways to engage** with and meet the changing needs of all Ontarians.
   - partnerships with other sectors, such as healthcare, the business community, education and social services partners to meet the changing needs of shared audiences in new ways

4. Develop new strategies and processes for identifying and preparing **leadership** candidates for success in senior management roles within the Ontario public library sector.
   - research identifying effective strategies for identifying high-potential leaders, and/or the skills that individuals need to develop to be effective leaders
   - research on effective, widely-applicable methods for preparing existing managers and new senior managers for success in senior management positions and/or for making leadership training more widely available
   - new methods for enhancing the following skills of existing managers and new senior managers, including:
     - collaboration and partnership building
     - innovation,
     - advocacy
     - impact measurement
     - community engagement
     - strategic planning
     - risk-taking
     - change-making
• new strategies and processes for developing skills that will allow library leaders to develop libraries that are strong community hubs where creativity and interaction with the community flourishes

7. Eligible Costs

Eligible costs are cash expenses directly related to the project, excluding those explicitly identified as ineligible costs. Costs must be reasonable and necessary for the project’s successful completion.

You must retain proof of payment such as receipts and/or paid invoices for all expenses, and general ledger records for staff costs.

If your application is successful, you will be required to submit 3 quotes for the purchase of any goods and services valued at $5000 or more. You will also be required to submit written confirmation of existing full or part time staff on special assignment to the project.

Eligible costs can include, but are not limited to:

• salaries and benefits for:
  o existing staff on full-time or part-time special assignment to the project
  o new full-time or part-time staff dedicated to the project
• fees paid to consultants or experts
• technology costs e.g. purchase of software or hardware required for the project
• publicity, translation and printing costs
• honoraria to professionals (e.g. guest speakers, elders)
• costs required for hosting meetings, workshops, networking events, etc. including space, equipment, materials, and refreshments*
• transportation and accommodation costs within Ontario for key personnel directly related to the project*

* Reimbursement for travel, accommodation, meals and hosted events will not exceed the OPS-approved guidelines for public employee travel within Ontario (see Appendix C).

Ineligible Costs

Ineligible costs are expenditures included in the project’s total cost that are not funded or reimbursable. Ineligible costs under OLCF R&I include:

• costs that are not directly related to the project
• contingency or unexplained miscellaneous costs
• core administrative and overhead costs such as:
  o rent
  o office supplies
  o telephone and communication lines/services
  o utilities
  o maintenance costs
  o any operational expenses related to ongoing or regular activities, e.g. annual general meetings
• staff training and mentoring
  o Exception: pilot projects testing new strategies and resources that identify and prepare candidates for success in senior management roles.
• website development and ongoing non-project maintenance costs for websites
• costs for activities that take place outside of Ontario
• travel and accommodation costs outside of Ontario
• costs that will be covered by other government funding (municipal, provincial and federal)
• costs that will be covered by non-government funding
• credit or non-credit courses from a college or university
• registration and travel costs associated with participation at conferences
• hospitality expenses other than costs required for hosting meetings, workshops, networking events, etc.
• any portion of travel, accommodation, meal and/or hosted event costs that exceed the [link](#) OPS-approved guidelines for public employee travel within Ontario (see Appendix C)
• professional fees, including legal, accounting and audit fees, and interest
• insurance fees necessary for the project, e.g. Commercial General Liability Insurance
• capital assets, such as land, buildings, vehicles, furniture or major equipment
• refundable Harmonized Sales Tax (HST) and other refundable expenses (e.g., security deposits, etc.)
• costs incurred before the grant approval date or after the project end date identified in the signed transfer payment agreement

**In-kind Contributions**

In-kind contributions are **not** eligible for OLCF R&I funding.

In-kind contributions are goods or services donated to the project by the applicant, a project partner, or a third party. Although they are included in the total value of the project, they are not funded by OLCF R&I since there is no transfer of money.

Examples of in-kind contribution include:

- volunteer hours,
- marketing services,
- existing staff salaries, with the exception of:
  - existing staff on full-time or part-time special assignment to the project
  - new full-time or part-time staff dedicated to the project
- use of equipment,
- office or meeting space

Volunteer hours are calculated at Ontario’s current minimum wage. If volunteers are acting in a professional capacity (e.g. accountant or lawyer) calculate volunteer hours at fair market value.

**8. Assessment Process & Criteria**

Applications will be reviewed to determine whether they are complete and eligible. Then they will be assessed against the criteria listed below. Successful projects will be recommended to the Minister of Tourism, Culture and Sport, who has final approval.
The decision to fund all or part of an applicant’s request will depend on:
- quality and scope of the project
- fit with the program’s priorities
- clear, reasonable, and justified project budget and work plan
- overall demand for OLCF R&I funding

**Assessment Criteria**

All eligible applications will be assessed based on how well they meet the following criteria:

**Proposed Project (58%)**
- each section of the proposal (see Part I, Section 4 for detailed requirements)
- history of managing projects, reporting on outcomes, and managing risks
- extent to which the project addresses at least one of the program priorities
- work plan (complete with realistic timelines, activities, and deliverables)

**Outcomes and Performance Measures (24%)**
- clear, measurable performance measures that align well with the work plan and proposed solution, and will provide a good indication of the project’s success
- project will be shared, be sustainable, and/or have a lasting impact
- magnitude and breadth of impact across the public library sector in Ontario, including whether the project can be replicated or scaled for use in libraries of different sizes
- likelihood of direct or indirect impact on underserved communities or high needs populations
- quality of the evaluation plan outlining how the project will be evaluated against the project outcomes, and anticipated impact

**Financial Feasibility (18%)**
- detailed, realistic and balanced project budget
- financial stability of the organization

**9. Notification**

After you apply, you will receive:
- an automatic email confirmation that your application has been received
- an email from the ministry within 15 business days of the application deadline confirming the status of your application and whether it is complete and eligible for further assessment

If your application is eligible, you will receive an email notifying you of the outcome of your application within 90 business days after the application deadline.

You can check the status of your application through Grants Ontario. Feedback will be available to unsuccessful applicants.
10. Requirements for Successful Applicants

Before any payments will be made, you must submit:

- a signed Transfer Payment Agreement setting out the terms and conditions of the grant. Due within 25 business days of notification of funding
- a valid Certificate of Insurance (COI) (see details in Appendix B)

11. Funding Schedule

One year projects:
- 80% of the grant is paid out when the signed agreement and valid COI are received
- 20% will be paid out following submission of a ministry-approved final report

Two year projects:
- 40% of the grant is paid out when the signed agreement and valid COI are received
- 40% of the grant is paid out when a ministry-approved interim report is received
- 20% of the grant is paid out when a ministry-approved final report is received

12. Reporting Requirements

Grant recipients are required to report on their project’s progress, expenses, outcomes and outputs. Applicants must consider this when formulating the project’s work plan.

Changes to Your Project

No changes to an OLCF R&I project are permitted without the explicit written approval of the ministry. Grant recipients must contact the ministry to request any project changes including:

- scope of the project
- budget
- key personnel
- timelines
- partners

Interim and Final Reports

Interim report

Two-year grant recipients will be required to submit an interim report before the end of the first year of the project.

Failure to submit a satisfactory interim report may impact project funding, including funding for the second year of the project.
Final report

All grant recipients must submit a final report within three months of completing the project.

The report will include:

- a report on the quantitative and qualitative outcomes and outputs of the project
- performance metrics, including the measurement mechanism by which data was gathered and evaluated
- the type and number of organizations that benefited from the project. State how they benefited and may continue to benefit from the project.
- the impact that the project has had and will continue to have in the future
- how other organizations can use what has been delivered and achieved

Recipients must submit:

- A summary of project costs. To facilitate financial reconciliation the summary must use the descriptions (budget lines) used in the Transfer Payment Agreement Budget signed by the funding recipient.
- A summary of all Government of Ontario acknowledgements made using the Trillium logo and associated with the project.
- Electronic copies of all marketing materials (e.g., on-line, print) related to the project.

**Recipients of $100,000 or more**

An auditor’s opinion on the eligibility of the project expenses.

**AND**

If audited statements are normally prepared by the recipient:

- you must submit audited financial statements that account for the project revenues and expenditures as set out in the Schedule F of the Transfer Payment Agreement

If audited statements are NOT normally prepared by the recipient:

- you must submit a review engagement report which accounts for the project revenues and expenditures as set out in Schedule F of the Transfer Payment Agreement, prepared by an accredited accountant external to the recipient
Recipients of less than $100,000 must submit:

- Board-endorsed or Treasurer-certified financial statements which account for the project revenues and expenditures as set out in Schedule F of the Transfer Payment Agreement

AND

- a representation letter from the Recipient’s Chief Financial Officer or most senior official confirming that funding was used only for eligible expenses.

Any other details that may be requested by the Province.

Failure to submit a satisfactory final report may affect the ability of an organization to receive future funding from the ministry and may result in a request to return some or all of the funding.
Part II – Applying to OLCF R&I through Grants Ontario

Grants Ontario is the Government of Ontario’s online grant management system.

Here, you can:

- find information about grants
- apply for grants
- check the status of your grant application

1. Getting Started

Not all questions need to be answered. Questions in the OLCF R&I application that need to be answered are indicated in the following pages. Do not answer questions identified in this guide as “not applicable”; instead, write “N/A” in the space provided.

The Grants Ontario OLCF R&I application has general instructions next to each heading, and by positioning the mouse cursor over a key word, additional information will appear.

For technical assistance please contact Grants Ontario customer service

   Monday to Friday from 8:30 a.m. to 5:00 p.m. EST
   Toll Free: 1- 855-216-3090 or in the GTA: (416) 325-6691.
   GrantsOntarioCS@ontario.ca

Upon submitting your application through Grants Ontario, you will receive an email confirming receipt of the application. Please check your junk mail folder if you do not receive it. If you have not received it within 24 hours, please contact Grants Ontario customer service.

2. How to Apply

For more detailed instructions on any of the steps outlined below, please refer to the Grants Ontario System Registration Guide for Applicants

Step 1 – Register for a ONe-key account

   Each individual in your organization who needs access to Grants Ontario must register for his or her own ONe-key account.

   If you already have a ONe-key account, you can skip this step.

   If you have lost your ONe-key ID and/or password, please contact Service Ontario at: 416-326-1234 or 1-800-267-8097.

   To create your ONe-key, go to https://www.iaa.gov.on.ca/ and click on “Sign up now!”

   From the ONe-key confirmation page, click on “Continue” to proceed to the next step.
Record your ONe-key ID and password for future reference. You will need them again to complete Step 3, and whenever you need to access Grants Ontario.

**Step 2 – Request an Enrolment Number for Grants Ontario**

Your Enrolment Number (Enrolment ID) is used to link your ONe-key account to Grants Ontario.

On the ONe-key Services menu page, click on “Grants Ontario System”, click on “Request Enrolment Number”, and fill out the required information. Please have all of the required information ready, because the system will time out after 15 minutes of inactivity.

You will be required to enter:
- Your name and contact information
- Your organization’s name and contact information
- Your organization’s details including legal name, form of legal entity, year established, and mandate

If your organization is **NOT** a library, and no-one in your organization has previously registered for Grants Ontario, you will be required to submit proof of your organization’s status such as your Letters Patent, By-Laws, Articles of Incorporation, or a Band Council Resolution, as an attachment.

**Please note:** If your organization is a library, you do not need to submit proof of your organization’s status.

You will receive your Enrolment Number and PIN in two separate emails, within 5 days. If you do not receive them, please check your spam folder. If the email is not there, please contact Grants Ontario customer service (See Part II, Section 1 for contact information).

For more detailed instructions, please refer to the Grants Ontario System Registration Guide for Applicants

**Step 3 – Enroll in the Grants Ontario System**

Once you have received both emails, go to [https://www.iaa.gov.on.ca/](https://www.iaa.gov.on.ca/) and enter your ONe-key ID and password from Step 1 to sign in.

Select “Grants Ontario System” on the next page, enter the Enrolment Number (Enrolment ID) that you received by email in the text box at the bottom of the page, and click “Submit”.

On the next page, enter the PIN number that was emailed to you, and click “Submit”

You can now access Grants Ontario directly by logging in to [https://www.iaa.gov.on.ca/](https://www.iaa.gov.on.ca/) with your ONe-key ID and password, and clicking on “My Services” at the top left.
Step 4 – Gather the required supporting documents

Gather all the documents you need before you complete the application form.

You can find a complete checklist in Appendix A.

Step 5 – Access the OLCF R&I application form

To access the application form, go to http://www.grants.gov.on.ca and log in with your ONe-key ID and password to log in.

To begin a new application:

- click on “Apply for Grant”
- check the box next to the OLCF R&I grant
- click “New Application”

You’ll then be given the option to review information about the program. We strongly encourage you to review all of this information before starting your application.

- access the application form – online or by downloading onto your computer

If completing the form online, click the ‘save draft’ button often and note that you will lose any unsaved work after 15 minutes of inactivity. When you’re finished, click ‘validate’ to ensure you haven’t missed any mandatory fields. Sign the declaration page at the bottom by clicking ‘Sign Document’, then ‘Complete’.

If downloading, save the application form to your desktop and open it with Adobe Reader only. Once you’re finished with the application, click ‘validate’ to ensure that you haven’t missed any mandatory fields.

For more detailed instructions on how to access the application form, go to the Quick-Start Guide.

Step 6 – Complete the application form

The OLCF R&I application form has the following sections:

A. Organization information
B. Organization address information
C. Organization contact information
E. Grant payment information
F. Application contact information
G2. Additional questions
G3. Project work plan
H. Project financial information
I. Performance measures
J. Partnership/stakeholders information
K. Letter of Intent (LoI) Information
Z. Declaration of applicant/signing
You must follow the specific instructions for each section that appear below. Please note that character limits include spaces.

Saving your application form
Once a formal application is started online in Grants Ontario, you can save it at any point and return to it later. Please refer to the Grants Ontario System Reference Guide for Applicants for instructions on how to save and submit.

Sections A to C – Organization Information, Address, Contact Information
Sections A and B will be filled in automatically with information provided during the Grants Ontario registration process.

If the information is inaccurate, contact Grants Ontario customer service (see Part I, Section 2) to request that it be updated.

Section C may contain contact information for your organization from a previous application. You may edit this information or leave it as it appears.

Sections E – Grant Payment Information
Choose your organization’s name from the drop-down menu in Box 1, and verify that the address information is correct.

If it does not appear:
- pick “Other” from the drop-down menu in Box 1
- complete Boxes 2-7

Sections F – Application Contact Information
Type in the name of the person that will manage your OLCF R&I project.

**Proceed to section K. When section K is complete, return to section G2, and complete the rest of the application.**

Section K – Letter of Intent (LoI) Information

1. Project Name (255 character limit)

Indicate the name of your initiative.

2. Project Start Date

The anticipated start date of the project.

Note: Any costs you incur before funding is approved will not be reimbursed.
3. Project End Date

The date when the project will end.

Note: Any costs you incur after this date will not be reimbursed. It must be before March 31, 2017 for one-year projects or March 31, 2018 for two-year projects.

4. Requested Amount

The amount of funding you’re requesting from OLCF R&I (maximum $100,000 per year).

5. Target Sector

Choose whether your project will be a research project or an innovation project.

6. Host Municipality / First Nation Community

Select --Not Applicable-- /--Sans Objet— from the drop down list.

7. Project Priority

Projects must relate to at least one of the program priorities.

Go to Part 1, Sections 3 and 6 of this guide for:

- a description of the program’s priorities
- examples of project outcomes

Select the priority that best represents the primary goal of your project.

8. Project Summary (1000 character limit)

Provide a brief summary of your project. This should include a clear statement of your objective. If your application is successful, this information may be used on the ministry’s website.

9. Project Description (5000 character limit)

Paste your 1-2 page project proposal here. You must number each section.

See Part I, Section 4 for detailed proposal requirements.

Your can include your bibliography here, or you can upload it to Grants Ontario as a separate attachment.

10. Organization’s grant history

Not applicable. Indicate “N/A” in the space provided

11. Organization’s capacity
Not applicable. This should be covered in your proposal. Indicate “N/A” in the space provided.

12. Rationale / Need

Not applicable. Indicate “N/A” in the space provided

**Please return to section G2 of the application form.**

Section G2 – Additional Questions

1. **Organization’s Experience** (5000 character limit)

   Describe your organization’s experience developing, tracking and reporting on outcomes and performance measures successfully (5000 character limit).

   Use examples from past projects to demonstrate this experience.

2. **Risk Assessment and Management** (5000 character limit)

   Provide a description of the challenges, obstacles or threats to the successful delivery of your proposed initiative and the risk management plan you will put in place to ensure the safe and successful outcome of the initiative.

3. **Project Priorities** (5000 character limit)

   Describe how the project advances at least one of the priorities of OLCF R&I.

   Examples of outcomes related to priorities appear under program priorities in Part I, Section 6 of this guide.

4. **Project Outcomes** (5000 character limit)

   Explain the expected outcomes of your project. Outcomes must

   o align with the work plan, program priorities, objectives and performance measures
   o be measurable
   o provide a clear indication of the success of the project

5. **Project Outcomes** (5000 character limit)

   Explain any direct – or indirect – impact your project is likely to have on underserved communities, including First Nations, Northern and rural communities, priority neighbourhoods and/or on improving equity of access and service to high needs populations, such as at-risk youth.

6. **Evaluation Plan/Criteria** (5000 character limit)

   Describe your plan to evaluate the success of your proposed initiative with respect to the project outcomes reported in G2 #4, and 5. Include in your response the expected short- and
long-term outcomes of your project in the community or public library sector, and specify how you will measure and evaluate the outcomes of the project.

Describe how you will evaluate the success of your project, using the project outcomes [Section G2, Questions 4 and 5].

Please include:

- expected short- and long-term outcome of your project in the community or public library sector
- how you’ll measure and evaluate the outcomes of the project

Section G3 – Project Work Plan

Each cell is mandatory and must contain a response. You will **not** be able to submit your application if there is a blank cell in your work plan.

Each row of the work plan contains six fields that must be completed.

To add a row, click the “+” symbol – to the far right of the table.
To delete a row, press the “x” symbol – to the far left of the table.
Do not leave any blank rows, or you will not be able to submit your application.

Applicants must enter information in each field of the work plan, including:

- key milestones – these mark the completion of a project phase (255 character max.)
- activities – tasks that will be undertaken to complete the project (500 character max.)
- start date – anticipated start date of each activity
- end date – anticipated end date of each activity
- responsibility – indicates who is responsible for completing each activity (255 character max.)
- performance indicator – how you will know that the task was completed successfully (255 character max.)

Section H – Project Financial Information

You must present a balanced budget. Total projected expenditures **must** equal the total projected revenues.

Before completing the budget section, please refer to Part I, Section 7 for examples of eligible and ineligible costs.

If the project has staffing costs, record them as cash, not in kind.

The financial table appears five times allowing for a 5-year projection. Since OLCF R&I only funds one year and two years projects, please collapse the rest of the tables by clicking on the “Collapse/Expand” button.
Complete Section H as follows:

1. List each expense under the appropriate header (i.e., Staffing Expenses, Benefits Expenses, Program Expenses, Administration / Other Expenses). Please note that there is a limit of 255 characters (including spaces) in each cell.
2. Check the 'Eligible Expense?' box if the expense is eligible.
3. In the Revenue Source column, enter the source of the revenue if not from OLCF. Determine the appropriate row for each revenue source based upon whether the revenue will be cash or in-kind, and anticipated or confirmed.
4. In the Amount column state the amount of revenue that will be received from each revenue source. Enter the amount that is being requested from OLCF R&I in the row titled Requested funding from this program.
5. The Total Expense column auto-calculates the sum of all revenue amounts for that item.

- Clearly break down and enter all expenses.
  - For purchased items:
    - include the cost per unit and number of items needed
    - example: venue rental /10 workshops x $150 daily rental fee = $1,500
    - include non-refundable HST in your calculations
  - For staffing positions, include:
    - a descriptive title
    - whether the person is a new hire, or an existing staff member on full-time or part-time special assignment to the project
    - number of hours per week spent on the project
    - corresponding wages and benefits

The Total Project Financials (All Years) Table auto-calculates the sum of all financial data that you have entered, except for the “Total Eligible Expense” and “Total Project Budget” amounts. Please calculate those two figures using the financial data entered for Year 1 for one year projects, and Year 1 and Year 2, for two year projects.

Section I – Performance Measures

See Part I, Section 6 for detailed information on performance measure requirements.

In the Ministry Provided Performance Metrics table, report the total number of outcomes and outputs you will measure for your project.

In the Client Provided Performance Metrics table, provide information on each of the metrics counted in the table above. For example, if you have cited 4 outcomes, and 5 outputs, you would complete one line of the table for each of the 9 metrics.

Section J – Partnership / Stakeholders Information

Tell us about any partners and their involvement with the project. If applicable, provide the URL for all partner organizations' websites.

- Name – 100 character limit
- Role/Address – 1000 character limit
- Description – 1000 character limit
Please see Part I, Section 1 for additional details. Note: Although encouraged, project partners are not required for OLCF R&I.

Section Z – Declaration of Applicant / Signing

To complete your application for you must digitally sign the application form and submit it through Grants Ontario. Please ensure all required sections of the application form are completed.

Attachments

Your request for funding includes both a completed application form and the required attachments cited in Appendix A.

Please upload all attachments to Grants Ontario after you submit the application form.
Appendix A: Checklist of Required Attachments

Attach the following documents in Grants Ontario after you submit your application.

- If your 1-2 page project proposal is an attachment, remember to attach it after you submit your application form.

- If you are applying to do a research project, and your bibliography is an attachment, remember to attach it after you submit your application form.

☐ Required Attachment #1 → Evidence of approval

A letter from the Chair or most senior executive officer of the applicant organization demonstrating their commitment to the proposed activity and authorizing the application to OLCF R&I.

☐ Required Attachment #2 → Financial statements

A complete set of the applicant’s most recent audited financial statements. If your organization’s gross annual revenues are less than $100,000, you may submit unaudited financial statements that include:

- a statement of revenues and expenses
- a balance sheet

These statements must be endorsed by your Chief Financial Officer or equivalent.

☐ Required Attachment #3 → Letters of support from partners, if applicable

All signed letters from your project collaborators must be scanned and submitted in one document.

The letters must outline/acknowledge their involvement with the project and the amount of any in-kind or financial support provided for the project, as applicable.

☐ Required Attachment #4 → Board profile

- A list of the applicant’s current Board members. Note: for public libraries governed by Committee of Council, attach a list of that Committee’s members.

- First Nations Public Libraries provide a list of the names of the members of the Band Council

- Local Services Boards Public Libraries provide a list of the names of the members of the Local Services Board

☐ Required Attachment #5 → Letters Patent (for organizations that are not public libraries)
• Attach supplementary letters patent, if they have been issued since your organization was registered in Grants Ontario.
• Attach Letters Patent if your organization has not yet been registered in Grants Ontario.
Appendix B: Sample Certificate of Insurance

All successful applicants must carry at least $2 million commercial general liability insurance coverage before the legal grant agreement can be executed.

It is mandatory that “Her Majesty the Queen in Right of Ontario, as Represented by the Minister of Tourism, Culture and Sport” is added as an “additional insured”.

Generally, 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 cover the project duration
3. identify the Ministry of Tourism, Culture and Sport as an additional insured, represented in the following language:

   “Her Majesty the Queen in Right of Ontario, as Represented by the Minister of Tourism, Culture and Sport”.

   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 $2 million
5. include a cross-liability clause and contractual liability coverage
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 above items are numbered to correspond with the sample insurance certificate on the following page.
## Sample insurance certificate

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Insurer</th>
<th>Policy Number</th>
<th>Expiration Date</th>
<th>Coverages</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>Insurance Company of Canada</td>
<td></td>
<td>October 1, 2014</td>
<td>Inclusive Limits Bodily Injury and Property Damage Liability</td>
<td>Each occurrence or Accident: $2,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>General Aggregate: $2,000,000</td>
</tr>
<tr>
<td>AUTOMOBILE</td>
<td>Company of Canada</td>
<td></td>
<td>October 1, 2014</td>
<td>Inclusive Limits Bodily Injury and Property Damage Liability</td>
<td>Each accident: $2,000,000 Accident Benefits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Self Insured for Physical Damage</td>
</tr>
<tr>
<td>ERRORS &amp; OMISSIONS</td>
<td>Company of Canada</td>
<td></td>
<td>December 2, 2014</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>
</tr>
</tbody>
</table>

**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, 2014  
**Signature:**
Appendix C: Guidelines for Travel, Meal and Hospitality Expenses

You must follow these guidelines for any travel, meal and hospitality expenses.

Transportation

Projects are expected to use the most practical and economical way to travel and explore alternatives such as teleconferencing where possible.

Whenever practical, local public transportation/hotel shuttles must be used.

Rail or air transportation are permitted if either is the most practical and economical way to travel. The standard is coach/economy class.

Reimbursement Rates for Personal Vehicle Use

Southern Ontario = $0.40 per km, Northern Ontario = $0.41 per km.

Accommodation

When a member requires overnight accommodation, single accommodation in a standard room is allowed.

No reimbursement should be made for suites, executive floors, or concierge levels.

A maximum of $30.00 per night is allowed for private stays with family or friends (and no receipt is required).

Meal Rates (including taxes and gratuities)

Meal rates can not include reimbursement for alcoholic beverages.

Maximum meal rates –

- breakfast $8.75
- lunch $11.25
- dinner $20.00.

For a full day of meal claims (i.e., breakfast, lunch and dinner) you can allocate the daily total three-meal rate of $40, with a cap of $20 on the amount for any single meal.

Meal rates do not apply to training or other group events offered as part of the project.

Non-Eligible Expenses

Items not required for the successful completion of the project will not be reimbursed.

Record Keeping

You must collect – and keep on file – your original receipts. Photocopies will not be accepted.