![Ontario logo]

Accessibility Directorate of Ontario

**Guidelines for Applications to
The EnAbling Change Program 2017-18**

Application Deadline: February 16, 2017

1.   The EnAbling Change Program

The Accessibility for Ontarians with Disabilities Act (AODA) requires organizations to implement Accessibility Standards to become more accessible to people with disabilities. Implementing and enforcing these standards will help us reach our goal of an accessible Ontario by 2025.

The EnAbling Change Program is an initiative of the Accessibility Directorate of Ontario (ADO). Through the ADO, the EnAbling Change Program provides financial support and expertise to incorporated non-profit organizations, such as umbrella organizations and professional associations, which have wide reach to help organizations comply with the **Accessibility for Ontarians with Disabilities Act** (AODA).

In 2017-18, the EnAbling Change Program priorities are:

- **Promoting and distributing resources to help organizations with the 2017 accessibility compliance reporting deadline**

  In 2017, businesses and non-profits with 20 or more employees, and public sector organizations must file an accessibility compliance report with the government of Ontario. Sector associations may receive funding to educate obligated organizations on their accessibility requirements and 2017 reporting obligations (i.e., distributing existing tools and resources). While all project proposal submissions will be given due consideration, focus will be on organizations which have extensive reach within their sector.

- **Educating small and medium sized employers about Ontario's Accessible Employment Standard.**

  In 2017, businesses and non-profits with 1-49 employees must comply with the Accessible Employment Standard**.** Sector associations may receive funding to educate small and medium sized employers about Ontario's Accessible Employment Standard to help increase accessibility in Ontario's workplace. While all project proposal submissions will be given due consideration, focus will be on associations which represent organizations that employ large numbers of employees and proposals that aim to set up a mentorship program framework or tool to promote inclusion of people with disabilities in the workplace.

- **Educating obligated organizations about Ontario's Design of Public Spaces (DOPS) standard**

  Municipalities and public sector organizations had to start making new or redeveloped public spaces compliant with DOPS in 2016. In 2017,

businesses and non-profits with 50+ employees will have to comply with DOPS for new or redeveloped public spaces. In 2018, businesses and non-profits with 1-49 employees will have to comply with DOPS. Associations and non-profits may receive funding to educate obligated organizations about Ontario's Design of Public Spaces Standard to help increase accessibility in communities. While all project proposals will be given due consideration, focus will be on organizations which have expertise in design and / or have extensive reach to all sectors.

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- **Promoting a culture of accessibility**

    This year the EnAbling Change Program may fund projects that promote a culture of accessibility, including a focus on organizations reaching or impacting off-reserve indigenous communities, and children and youth.

    Projects may include the promotion and distribution of existing tools and resources that look to achieve real and measurable change for indigenous communities or support a cultural shift and persuade children and youths' attitudes towards accessibility and disability at an early age.

The EnAbling Change Program DOES NOT provide funding for building renovations such as ramps, lifts, or elevators. This program IS NOT the same as the Government of Canada's [Enabling Accessibility Fund](#).

The EnAbling Change Program DOES NOT provide funding to directly cover the cost of meeting AODA requirements. For example, no funding will be provided to refresh websites to meet accessibility requirements.

The EnAbling Change Program DOES NOT provide funding to directly cover the cost of workplace accommodations, wage subsidies, or placement programs for people with disabilities. This program IS NOT the same as the [Abilities Connect Fund](#).

PLEASE NOTE: Submission of an EnAbling Change Program application does not guarantee funding. The program can only fund a limited number of projects. Meeting program priorities and parameters does not guarantee funding.

Before you apply

These guidelines will help you determine whether your project fits the EnAbling Change Program parameters. Please consider these questions carefully before you begin your application:

- Is my organization eligible for funding?
- Does my project idea meet the program priorities?
- Will my project idea lead to greater compliance with the Accessibility for Ontarians with Disabilities Act and/or communicate the value of accessibility?

Note: Applications for EnAbling Change must be submitted through Grants Ontario. Applicants must register for Grants Ontario. Processing a registration may take up to five business days. Enroll in Grants Ontario early on to ensure you can meet the application deadline. Please refer to the [How to Apply section](#).

2. Context

The Accessibility for Ontarians with Disabilities Act has Accessibility Standards in the areas of:

- Customer service
- Information and communications
- Employment
- Transportation
- Design of public spaces

The Act and its standards apply to about 400,000 organizations in Ontario. Organizations with one or more employees in the public, broader public, non-profit and private sectors must comply with accessibility standards. Organizations with 20 or more employees are required to file accessibility compliance reports with the Government of Ontario.

For more information about the Accessibility for Ontarians with Disabilities Act and its Accessibility Standards, please visit www.ontario.ca/accessibility.

Championing accessibility

The Accessibility Directorate expects partner organizations to be public accessibility leaders.

Organizations should demonstrate a commitment to accessibility in order to lead by example in their sector. This can involve:

- Ongoing membership in an active coalition of champion organizations committed to sustained change, including access to networking events and newsletters
- Access to a network of accessibility champions to provide you with expertise

3.   Eligibility Criteria

Eligible Applicants

Applicants must be non-profits that are able to reach or deliver their proposed project to organizations across an industry or sector in Ontario.

Organizations are eligible to apply to the EnAbling Change Program if the organization:

- Is a non-profit that has been incorporated in Ontario for at least one year
- Has accountability processes to administer, manage and oversee any funding received from the Directorate
- Provides proof of Commercial General Liability Insurance coverage in the amount of not less than $2 million, if the application is successful
- Is prepared to provide reports, as agreed on in the contract and/or at the request of the Directorate

Preference will be given to applicants that demonstrate:

- Ability to deliver proposed projects to employer networks across an industry or sector
- Understanding of challenges related to accessibility compliance within an industry or sector
- Projects will benefit stakeholders beyond the funding period
- Experience developing workplace training and adult education programs and products for employers.
- Access to expertise related to employers and people with disabilities in the workplace.

Program participants must be compliant under the AODA.

Program participants must comply with all relevant federal, provincial and municipal laws, regulations and orders that apply the project. In particular, applicants shall not infringe any provision of the Human Rights Code R.S.O 1990, c. H.19, as amended from time to time, in the course of carrying out its responsibilities or obligations during the project.

Secondary Partners

The EnAbling Change Program encourages collaboration.

Applicants are encouraged to partner with other organizations to meet project objectives. Applicants can apply for funding with secondary project partners, such as businesses, public sector organizations or other non-profits.

Example: Epilepsy Toronto creates a course on how to make workplaces more accessible for people with epilepsy. A secondary partner, such as a bank, asks staff in its HR department to test the course and provide feedback to Epilepsy Toronto. A bank representative endorses the course at the product launch event.

Accessibility Directorate participation

Program participants can expect active participation from the Directorate in the form of:

- Regular calls
- Project management support, if requested
- Review of project deliverables, if requested
- Advice on policy and communications
- Linkages to a wide variety of accessibility experts

Eligible Projects

The EnAbling Change Program funds projects that reach organizations across an industry or sector in Ontario.

For example:

- Promotion and distribution of existing educational resources about accessibility using industry communications channels and other media to increase awareness of accessibility and reporting requirements under the AODA
- Promotion of educational resources, such as webinars, podcasts, training sessions, workshops and conferences to an industry or sector
- Development and promotion of existing and/or new educational tools, such as a series of webinars, that promote a cultural shift towards greater inclusion for people with disabilities in the workplace
- Development and promotion of existing and/or new education awareness tools that help organizations realize the social and economic advantages of increased accessibility in all aspects of life

One-year projects will be given priority, with the possibility of extension.

4.   Costs

Eligible Costs

The Accessibility Directorate will contribute up to 75 per cent of total project costs and contribute expertise in accessibility and public outreach and the development of partnerships.

Applicants must contribute a minimum of 25 per cent of the total project cost in funds or in kind. In kind contributions can include staff time or other organizational resources.

For example: Total budget for Project X = $25,000
Accessibility Directorate contribution = $25,000 X 75% = $18,750
Applicant contribution = $25,000 X 25% = $6,250

Applicants are required to outline all project costs in the budget section of the application form.

Eligible costs for EnAbling Change Program funding are:

- Salaries for staff and consultants/contractors directly/indirectly involved in the project
- Project development and implementation costs
- Project administration and coordination
- Promotion and marketing of resources
- Development of a website or other informational materials related to the project
- Production of products

Ineligible Costs

The program **DOES NOT** fund:

- ✕ Wage subsidies, placement programs, employee assistance programs or workplace accommodations
- ✕ Building renovations (such as ramps, elevators, lifts and automatic door openers), equipment, or furniture
- ✕ Capital expenses
- ✕ Accessibility audits
- ✕ Operational expenses related to ongoing business activities
- ✕ Therapy programs, counselling or support groups

✕ Workplace accommodation or other accessibility measures already required under the Ontario Human Rights Code

5. How to Apply

Applications must be submitted through Grants Ontario.

Step 1: Enroll in Grants Ontario

To get started, visit the Grants Ontario website and click on How to Apply and follow the instructions to **create your ONe-key account** and ID and **request your enrolment ID and PIN** to access Grants Ontario.

Processing your Grants Ontario registration may take up to five business days so we encourage you to **take these steps right away** to enroll your organization and give you enough time to fill out and submit an application form.

- The first step is to **create your ONe-key user ID and password**. ONe-key is used for secure access to the Government of Ontario system and gives you access to many Ontario government programs such as Grants Ontario. Remember to write down the ONe-key user ID and password that you create.

- Once you are logged in to ONe-key, you must then **request an enrolment ID and PIN** that will give you access to the Grants Ontario System. During this process, you will be asked for some information about your organization. Please ensure that this information is accurate as it will be used to pre-populate some areas of your Grants Ontario application form.

- You must now wait for two emails that will be sent to you:
  - The first email will contain your Grants Ontario enrollment ID.
  - The second email will give you your Grants Ontario PIN.

- Sometimes these emails end up in junk mail folders so remember to look there. It can take up to five business days to receive these two emails.

- Once you have these two emails, go back to ONe-key and:
  - **log in with your ONe-key user ID and password**
  - then **log into the Grants Ontario System** using the new ID and PIN that were emailed to you. From here you can continue to apply for a grant.

- You will be required to log into the system through the ONe-key user ID and password you created and you can disregard the ID and PIN that were sent to you by email for Grants Ontario.

Contact Grants Ontario Customer Service line for any technical questions.

Phone:
In Toronto: (416) 325-6691
Toll Free: 1-855-216-3090

Email: GrantsOntarioCS@Ontario.ca

Step 2: Complete the EnAbling Change Program 2017-18 Application

- Log into Grants Ontario
- Click on "Apply for a Grant" and select the EnAbling Change Program
- Review or complete sections in the online application as per the guidelines below
- Submit your application along with all mandatory attachments

6. How to complete the online Application Form

PLEASE COMPLETE EVERY QUESTION ON THE APPLICATION FORM.

DO NOT LEAVE A FIELD BLANK. WHEN PASSING OVER A QUESTION THAT YOU ARE NOT REQUIRED TO COMPLETE, PLEASE ENTER:
- **N/A for text fields**
- **0 for numeric fields**

Section A – Organization Information

This section is pre-populated based on your Grants Ontario registration information. If you require changes to this section, please contact Grants Ontario.

Section B – Organization Address Information

This section is pre-populated based on your Grants Ontario registration information. If you require changes to this section, please contact Grants Ontario.

Section C – Organization Contact Information

Provide information about key contacts for the organization, including whether they have signing authority or not. Only the first group of contact fields is mandatory. Other types of contacts are optional.

Section E – Grant Payment Information

Provide information about making payments to the organization, including the person who should be contacted for clarification about banking information or financial matters. Please note, under question 16, the Method of Payment must be "Electronic Fund Transfer."

Section F – Application Contact Information

Provide information about the person who will be the sole contact responsible for all communications with the Directorate in regard to the application.

Section G2- Additional Questions

Provide information about how your organization will work to develop and implement the proposed project.

Section G3 – Project Work Plan

Describe how your organization is going to carry out the project. The work plan should demonstrate a systematic approach as to how you will accomplish all phases of the project. Please include when you plan to submit your interim and final reports.

If the fillable work plan is malfunctioning, you need to update your Adobe. If you are unable to fill out this section of the form, you may attach a separate document.

TIPS: What evaluators are looking for:
- Applicants must identify in detail the steps that will be taken to implement all of the project requirements.
- Applicants must provide a comprehensive approach to the evaluation of the success of the project.
- Applicants must provide a realistic timeframe for the proposed activities and deliverables including performance indicators to measure success.
- Applicants must provide a realistic timeline which identifies key start and end dates for each of the key activities to be undertaken.

Section I – Performance Measures

Provide information about expected quantitative performance measures.

Section J – Partnerships / Stakeholder Information

Provide information about partnerships/ stakeholder information, if any.

Section Z – Declaration of Applicant / Signing

By clicking on the "Sign Document" and "I agree" buttons, the applicant understands that if it is selected for funding, the applicant will enter into contract negotiations with the Ministry of Economic Development, Employment and Infrastructure.

7. Project Financial Information

Provide information about your revenue sources and expenses. The budget should demonstrate value for money of services. Projects may range in value from $5,000 to $200,000.

Please use the budget document template and attach as a separate form.

TIPS: What evaluators are looking for:
- Applicant must provide a reasonable budget that sets out costs for key work plan activities.
- Applicant's budget must demonstrate effective use of government funds.
- Applicant must demonstrate accurate pricing of deliverables.

8. Evaluation of Applications

The Accessibility Directorate will conduct the evaluation of applications according to the following scoring:

Capacity: 10 per cent
Applicant is qualified and has the capability to deliver cross-sector/ information/ programs. Organization can act as accessibility leader in their sector. Organization staff has relevant experience.

Networks: 20 per cent
Applicant demonstrates strong employer networks/ relationships.
Applicant's board represents strong community networks/relationships.

Accountability: 20 per cent
Applicants have clear accountability processes to administer, manage and oversee any funding received from the Accessibility Directorate.

Project description: 20 per cent
Project description is feasible and addresses the strategic priorities outlined for the program. Deliverables are well thought out. Target audience is relevant. Project has an element of sustainability following the funding period.

Work plan: 20 per cent
Proposal provides steps required to implement the project, a comprehensive evaluation of project success, realistic timeframe for deliverables, and relevant performance indicators.

Budget: 10 per cent

Proposed budget is reasonable and sets out costs for key work plan activities. Applicant demonstrates effective use of government funds. Applicant demonstrates accurate pricing of deliverables.

Maximum Score: 100 per cent
The scores will be added and the highest scoring application may be selected.

The Accessibility Directorate cannot guarantee funding to all applicants, nor can the Accessibility Directorate ensure that the total amount requested by the successful applicants will be granted. The recommendation to fund all or part of an applicant's request will depend on its fit with the ministry's priorities, assessment criteria and the overall demand for funds in the program.

9. General Instructions

Timetable

Event	Date
Apply for Grants Ontario login	Apply as soon as possible (takes up to 5 business days to complete)
Application available at Grants Ontario	November 16, 2016
Application Deadline	February 16, 2017

Questions

Technical questions about how to apply or help with Grants Ontario?
Contact Grants Ontario.
Or call Grants Ontario Customer Service at (416) 325-6691 or 1-855-216-3090.

Questions about the EnAbling Change Program?
Contact the Accessibility Directorate of Ontario.
Telephone: 416-314-7021/ 416-314-0189
TTY: 416-326-0148
Fax: 416-325-3407

10. Next Steps for Successful Applicants

If your EnAbling Change Program application is successful, you will be required to sign a funding agreement with the ministry. The Accessibility Directorate will not provide any funding until the funding agreement is in place.

The contract must be signed by authorized members of your organization, and will include terms and conditions, such as the maximum funding, reporting, accounting and audit, insurance, conflict of interest and confidentiality.