

Partners in Climate Action: FAQs

Eligibility

Q: Are we eligible to apply?

A: To be considered eligible, organizations must be legal entities operating in Ontario. Applications will not be accepted from individuals or from provincial or federal governments or their agencies.

The ministry will only enter into an agreement with an eligible legal entity, “the lead organization”, that will be responsible for the project and the expenditure of funds. This lead organization may collaborate with ineligible entities as project partners.

Q: Is our project eligible?

A: Partners in Climate Action aims to support projects that develop, implement, test and evaluate behaviour-based ideas to motivate Ontarians to make low-carbon choices. Education campaigns, pure research projects, and investments in capital assets or infrastructure will not be funded.

Timeline

Q: When is the deadline to apply?

A: The application deadline is Wednesday, July 19, 2017

Q: When will we be notified about funding decisions?

A: The ministry will aim to make funding decisions by late summer 2017.

Q: When should our project start and end?

Successful projects may commence as early as fall 2017. Projects and project evaluation must be complete by March 31, 2019.

Application Submission and Assessment

Q: How do we apply?

A: Applications must be submitted electronically using the Grants Ontario application form. Visit www.grants.gov.on.ca and click "How to Apply".

Applicants must register for a Grants Ontario account before they start their application. Early registration is encouraged for applicants who do not already have a Grants Ontario account as it may take up to two business days to process.

Q: Can we talk to someone about the Grants Ontario registration and application process?

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.

Q: Can we talk with someone from the ministry to receive advice on a proposal?

A: The ministry will be delivering a webinar for applicants in June. The webinar will review the aims of the fund, the application process, and different approaches to measuring behaviour change and GHG emissions reductions. For details on how to register contact the ministry on 1-855-818-4009 or PartnersinClimateAction@ontario.ca.

Applicants who would like feedback on their project idea prior to preparing a full application may submit an optional expression of interest (EOI) to the ministry. The EOI should:

- Provide a snapshot of the project idea by briefly addressing the project priorities and the business case questions in Section G1 – Project Information.
- Be no more than 2 sides of 8.5 X 11 as a Word or PDF format.
- Identify any organizations that would be ideal partners for project delivery, and explain why.
- Be sent to PartnersinClimateAction@ontario.ca no later than Wednesday, June 28 2017. Feedback will be provided to applicants via email within one week after the deadline.

For other questions not addressed in the Application Guide or supporting material, you may contact the ministry on 1-855-818-4009 or PartnersinClimateAction@ontario.ca.

Q: How will applications be assessed?

A: Applications will first be screened for eligibility and then eligible applications will be scored by a review panel. The review panel will assess and score eligible applications based on the following scored criteria:

Scored Criteria	Weight
Capacity – the staff, tools, partners and governance arrangements that would support the project and project evaluation	10 per cent
Business Case – the project’s theory of change, rationale, risk assessment and extent to which it is likely to contribute towards intended outcome one: expanding and advancing the range of behaviour-based approaches to achieving GHG reductions available in Ontario, and intended outcome two: accelerating the adoption of low-carbon choices by Ontarians	25 per cent
Evaluation Plan – an appropriate evaluation plan, and extent to which it is likely to contribute towards intended outcome three: generating insights into motivating low-carbon choices, which can be used to inform future climate change policy, programs and partnerships	15 per cent
Innovation – the project goes beyond ‘business as usual’	5 per cent
Project Work Plan – a detailed, feasible work plan to achieve the project outcomes	20 per cent
Performance Measures – valid metrics of appropriate scale	10 per cent
Partnership Information – enhancing capacity, demonstrating reach, and achieving collaboration	5 per cent
Budget – eligible costs aligned to the work plan delivering good value for money	10 per cent

Q: Can we submit more than one application?

A: Yes, organizations may act as lead applicant for more than one project. However, it is unlikely that funding would be awarded to more than one project with the same lead applicant. Partnerships between organizations are encouraged. Organizations may be named as partners in multiple applications.

Q: Will the ministry provide feedback to unsuccessful applicants?

A: The ministry will provide applicants with an opportunity to request feedback on unsuccessful proposals.

Q: Can applications be submitted in French?

A: Yes, the Grants Ontario application form is available in both English and French.

Partnerships between organizations

Q: Are partnership applications accepted?

A: Partnerships between organizations are encouraged. An eligible organization must act as the lead applicant and register for a Grants Ontario account.

Q: What are the responsibilities of the lead applicant in a partnership?

If a proposal is selected for funding, the lead applicant must sign a legally binding contract with the ministry. The lead applicant will be expected to serve as the single point of contact with the ministry on all aspects of the project. Management of other partners and stakeholders is the responsibility of this lead applicant.

Q: Do all members of a partnership have to meet the eligibility criteria?

A: No, only the lead applicant must meet the eligibility requirements. However, the ministry will evaluate proposals based on the suitability of proposed partners.

Q: What type of evidence is required to demonstrate a partnership commitment from another funder or project partner?

A: The ministry requires a letter from each additional funder or partner identified in the application. Letters should be submitted as an attachment to the application. Each letter must outline the specific roles and responsibilities the participating organization will undertake in the project. The ministry will evaluate these letters against the roles and responsibilities outlined elsewhere in the application.

Q: Our project requires additional funding which is not yet secured, can we still apply?

A: Yes. While projects with other funding partners are encouraged the additional funding does not have to be secured at the time of application to Partners in Climate Action.

Budget

Q: What is the maximum amount of funding we can request?

A: Applicants may request up to \$200,000 per project from Partners in Climate Action grant program. Projects with funding secured from other partners are encouraged.

Q: What types of expenses are eligible for funding?

A: The below sets out eligible and ineligible expenses:

Eligible expenditures

- Project personnel:
 - ✓ Staff salaries and benefits
 - ✓ Consultants
- Project goods and services (e.g., for meetings, workshops and/or events):
 - ✓ Rented equipment
- Project-related travel, accommodation and hospitality:
 - ✓ Travel costs include transportation within Ontario, meal costs and accommodation
 - ✓ Hospitality for meetings, workshops, and/or events
- Project administration: Up to 15% of the funding amount or \$20,000 per fiscal year whichever is less*
 - ✓ Supportive service: time spent by staff in HR, finance, IT and communications
 - ✓ Expenses: postage/courier charges, office supplies, photocopying charges, financial institution fees

Ineligible expenditures

- Non-project personnel:
 - × Permanent non-project staff salaries and benefits
 - × Bonuses
 - × Membership fees
 - × Honoraria and gifts (exception: honoraria are eligible expenditures for Indigenous organizations)

- Project equipment:
 - × Purchased equipment and capital for the project**
- Non-project related transportation, accommodation and hospitality:
 - × Travel outside of Ontario
 - × Alcoholic beverages
 - × Entertainment
 - × Anything not directly attributable to the project
- Non-project related administration:
 - × Administration staff salaries and benefits
 - × Ongoing organizational expenses
 - × Overhead: mortgage, rent, insurance for regular operations***
 - × Avoidable financial institution service fees (e.g. insufficient funds charges)

*** Project administration costs** should not exceed 15% of the total budget or \$20,000 per fiscal year whichever is less. Project administration costs include administrative staff, postage/courier charges, photocopying charges, office supplies, and financial institution service fees incurred in carrying out a project, etc.

**** Project equipment** should be rented and not purchased in most cases. However, the province may approve the purchase of project equipment if: 1) total rental costs are greater than the one-time purchase cost; 2) the equipment is not a type found in a normal office environment; and, 3) it is unlikely that the recipient would purchase the equipment if not for the project.

***** Overhead costs** are not eligible as they would be incurred for regular business and are not directly associated with the delivery of the project. Eligible expenditures must be project specific and incremental to the existing expenses of the applicant organization.