

2017-2019
ChangeTheWorld
Ontario Youth Volunteer Program

Application Guide

Ministry of Citizenship and Immigration

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Introduction

The Ministry of Citizenship and Immigration (the “ministry” or “MCI”) is issuing this Call for Proposals (CFP) for the purpose of inviting eligible organizations to submit applications that support the ministry in achieving the objectives of the ChangeTheWorld Youth Volunteer Program (CTW program).

Volunteers play a vital role in building a civil society in Ontario. The CTW program was created in response to the province’s declining rate of volunteers. The program reflects the government’s commitment to support the not-for-profit (NFP) sector by enhancing the sector’s volunteer base through the engagement of youth in volunteer activities.

The CTW program will support projects that enhance the **engagement of youth, aged 12 to 18**, in volunteer activities by providing **meaningful** experiences. Funding is available for projects of up to 18 months commencing before the end of 2017. Projects may include activities which take place throughout the year to promote continued volunteering.

Eligible NFP organizations may apply for project funding of up to \$30,000 per year to a maximum of \$60,000 over two years. It is expected that funding may be used to cover project phases including planning, development, delivery, and evaluation. Up to 100% of the project costs may be funded. Partnerships among various organizations are welcomed.

The purpose of this Application Guide is to provide interested parties with background information on the CTW program, eligibility requirements for proposals, submission instructions and evaluation criteria.

ChangeTheWorld Youth Volunteer Program – Projects Overview

MCI engagement with other youth-serving government bodies and NFP sector organizations indicates that youth whose first volunteering experiences are meaningful are more likely to continue volunteering. Research highlights that two factors are most likely to contribute to continued community engagement of youth: the feeling of having made a difference in the lives of others; and the opportunity to explore career options.

An early start in volunteerism can provide youth with the incentive to become engaged and inspired to be lifelong volunteers.

Evidence from a 2016 MCI literature review and jurisdictional scan on youth volunteerism shows that meaningful volunteer experiences stem from youth feeling both interested and empowered by the service activities they undertake.

Indicators of meaningful volunteer experience are:

- Volunteer experiences appropriate to participants' ages and developmental abilities.
- Volunteerism that addresses issues which are personally relevant to the participants.
- Volunteerism that provides participants with interesting and engaging service activities.
- Volunteerism that encourages participants to understand their volunteer experiences in the context of the underlying societal issues being addressed.
- Volunteerism which leads to attainable and visible outcomes that are valued by those being served.

Through the CTW program, MCI aims to bring NFP organizations and Ontario's youth together to make a difference in their communities while providing meaningful experiences that lead to lifelong volunteering.

Goal and Objectives

The **goal** of the CTW program is to support the NFP sector in providing quality, meaningful volunteer experiences for youth aged of 12 to 18.

CTW projects must offer volunteer experiences which meet the following three **objectives**:

- **Objective 1:** Promote volunteerism among youth to transform them into lifelong volunteers;
- **Objective 2:** Foster a sense of community responsibility in less engaged youth; and
- **Objective 3:** Support personal growth and career preparation for youth.

Key Expected Outcomes

- Youth have meaningful volunteer experiences which ignite their drive to become lifelong volunteers and active citizens.
- Youth with limited desire to volunteer are engaged in guided and structured volunteer experiences to develop awareness and understanding of civic responsibility.

- Youth have opportunities to gain positive volunteer experiences while completing their mandatory secondary school community service hours.
- Youth develop transferable skills such as leadership, networking and communication to support them in their future careers.

Eligible Organizations

NFP organizations based in Ontario and that meet the following criteria are eligible to apply for project funding:

- Have been incorporated for at least two years;
- Have an elected governing Board of Directors;
- Have bylaws that outline procedures for reporting and accounting to their membership or the public for the organization's operations and performance;
- Satisfy MCI that adequate governance structures and accountability processes are in place, to properly administer and manage public funds and to carry out the project consistent with the terms of the Transfer Payment Grant Agreement; and
- Satisfy MCI that relevant, accurate, and timely financial reporting practices are in place and audited financial statements are available.

Eligible Projects

CTW projects must be designed to provide meaningful volunteer experiences for youth aged 12 to 18. Project activities could include communications training, mentoring, job skill development or leadership initiatives.

Projects must identify how they would meet all three objectives of the program. Proposals should:

- Describe the type of meaningful volunteer experiences that would be created (see indicators of meaningful volunteering on page 4);
- Demonstrate how the projects would engage youth with limited desire or are facing barriers to completing their 40-hour mandatory secondary school community service; and
- Provide details on how projects would support youth in their personal growth, career preparation and acquisition of transferable skills.

Applications should also:

- Describe how better engagement of youth volunteers will support the community the organization serves and assist the organization to better deliver on its mission.
- Promote broad inclusion of youth reflecting the diversity of Ontario's communities.

Project Start Date

Successful applicants should anticipate a start date on or after November 1, 2017.

Funding Period

Applications for projects of up to 17 months in duration.

Project Partnerships

Applications must be submitted by a single applicant. MCI encourages partnerships for project delivery wherever appropriate. For the purposes of the application and subsequent funding contract with MCI in the event of a successful application, a single recipient must take sole responsibility for the development, implementation, reporting and evaluation of the project. The applicant will be the single signatory to the contract and will be identified as the funding recipient.

Applications from partnerships must include a Memorandum of Understanding (or other partnership agreement documents) signed by all partners that clearly outlines the role of the lead applicant and all partner organizations.

In addition to the Memorandum of Understanding, it is up to the partnering organizations to decide if a separate formal agreement, setting out their legal obligation to each other, should be prepared; and to obtain any legal, insurance or other advice that may be required.

The Ministry reserves the right to request more information about a partner organization as part of the application review and at any time during the delivery of a funded project.

Application Deadline

Applications must be submitted electronically through the Grants Ontario system by no later than 4:00 pm on **Thursday, August 24, 2017**. **Applications received after the deadline will not be processed.**

Information Session

Interested applicants are invited to attend an information session by teleconference. The information sessions will offer an overview of the goal and objectives of the program as well as provide an opportunity to pose questions. To register please RSVP at changetheworld@ontario.ca. Sessions will be held on:

July 26, 2017 at 10 a.m. - English

July 26, 2017 at 2 p.m. - French

Questions may be directed to changetheworld@ontario.ca. Comments on individual project ideas cannot be offered.

Application Screening

Applications will be screened to determine whether the:

- Application is complete, including required attachments;
- Applicant is an eligible organization; and
- Project activities support the goal of the program and meet all three objectives.

Applications that do not meet all of the above criteria will not be considered.

Application Evaluation Criteria

Applications meeting the three application screening requirements above will be evaluated on:

Organizational Capacity

- Applicant demonstrates experience in carrying out project activities related to the program and project priority; and
- Applicant demonstrates organizational capacity through evidence of: clear governance structure, financial management and accountability procedures, human resource management systems, service delivery capacity and effective monitoring and evaluation capabilities.

Project Plan

- The need for the proposed project is clearly identified and supported by evidence such as relevant research results, statistical data, consultations with partners, potential beneficiaries and stakeholders, and other relevant evidence to describe the need for the proposed project;
- The proposed project summary and description clearly outline how the project will meet all three of the program objectives;
- The proposed project serves a distinct need in the community it is targeting and does not overlap with existing community services;
- The proposed project reflects the diversity of Ontario communities.
- There is a clear understanding of potential risks to the successful completion of the project and a mitigation plan to address potential risks;
- The applicant has developed an evaluation plan;
- The project description is well-aligned with the proposed work plan, budget and performance metrics;
- The proposed activities are achievable, realistic and designed to effectively result in the proposed outcomes; and
- Roles and responsibilities of partner organizations are clearly defined (where applicable). Attached letters from partner organizations confirm the roles and responsibilities defined in the application.

Budget/Financial Information

- The proposed project is cost-effective and demonstrates value-for-money;
- The proposed budget is balanced and sufficiently detailed; and
- All costs as well as revenues related to the proposed project have been itemized and explained.
- Refer to eligible/ineligible expenses on page 9.

Evaluation Weighting

Each application will be evaluated as follows:

Criteria	Weight
Organizational Capacity	20%
Project Plan	60%
Budget/Financial Information	20%
Total	100%

Eligible and Ineligible Expenses

MCI funding is intended to cover expenses directly related to project delivery. The chart below provides general guidance only on eligible and ineligible expenses: it is not a substitute for the terms of the Transfer Payment Agreement.

Eligible Project Expenses	Eligible Central Administrative Expenses	Ineligible Expenses
MCI will fund project-specific expenses, including, but not limited to, the following:	MCI will provide up to 15% of MCI funding for Central Administrative Costs, including, but not limited to, a proportion of the following:	MCI will not fund the following expenses:
Salaries and benefits for positions necessary to carry out the project	Rental space	Services, activities and products already funded by another funding body
Rent for space used directly by the project	Utilities	Budget deficits, debt reduction or organizational reserves
Outreach for the project	Telephone	Costs related to political activities
Materials/supplies used directly to deliver the project	Supplies (e.g., printing, photocopying, postage, et cetera)	Costs related to partisan, sectarian and/or religious purposes, as defined by Canada Revenue Agency
Project equipment, where applicable	Project staff training and professional Development	Activities undertaken or completed before the start date of the transfer payment agreement
Travel, meals and accommodation directly related to project delivery. These costs must be less than or equal to those outlined in Ontario's Travel, Meals and Hospitality Expense Directive .	Legal costs (ministry approval required)	Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code
	Central administration and staffing costs (e.g., IT, HR, legal services, bookkeeping, registration and student support services, et cetera)	Fees related to regulatory dues and membership fees (in exceptional circumstances, the ministry may consider these fees; prior ministry consent is required)
	Proportion of organizational audit	Profit-making activities
		Costs associated with the preparation of a proposal in response to this CFP
		Any organization or project insurance coverage, including Workplace Safety and Insurance Board (WSIB) coverage
		Participant Expenses (stipends, wage subsidies, honouraria, reimbursement of participant expenses, et cetera)
		Employee performance bonuses
		Employee termination and severance costs
		Expenses not directly related to the project
		Major capital expenditures such as purchase, renovation or construction of facilities Any overspending beyond the budgeted amounts

Online Application Instructions

The Application Guide should be used by applicants to determine if they are eligible to apply for MCI's CTW program. These Online Application Instructions will advise applicants of the steps to apply for project funding, including required documentation. The Application Guide including Online Application Instructions should be reviewed in full before beginning to prepare the application.

All applications must be submitted, in either English or French, through the Grants Ontario system. This system requires a computer with internet access.

New and returning applicants must register/update their registration with the [Transfer Payment Common Registration \(TPCR\)](#) system. The TPCR is a one window, self-serve registration system for submitting and updating organization profile information. New applicants will need to create an application profile before requesting access to Grants Ontario.

Applicants must be enrolled with Grants Ontario in order to access and complete the application. MCI recommends that applicants register with the [Grants Ontario system](#) at least two weeks prior to the CFP application deadline. It may take up to five business days for the Grants Ontario system to complete the registration and provide access to the system.

The application and any accompanying documentation submitted by an applicant will become the property of MCI and will not be returned to the applicant.

Once an applicant has registered with Grants Ontario, they will be able to apply to all available grants. By selecting the "ChangeTheWorld" grant in the "Available Grants" window, the system will automatically display the Grants Ontario Online Application Form.

Once the Grants Ontario Online Application Form is started, it may be saved at any point and returned to later.

A complete application to this CFP consists of the following components:

- Completed Grants Ontario Online Application Form
- Required Attachments:
 - Proof of Eligibility
 - Financial Statements
 - Current Board of Directors list
 - Partner Letters (where applicable)

To submit an application, the applicant must complete and submit the information required in accordance with the instructions set out below. MCI will not consider incomplete applications.

As soon as a completed application form is submitted electronically through Grants Ontario, an email will be sent to the main applicant contact confirming receipt of the application. Changes cannot be made to the form once it has been submitted. If an applicant does not receive an email confirming

receipt of the application, they should follow up with **Customer Service via Phone: 1-855-216-3090 or 416-325-6691 or by e-mail: GrantsOntarioCS@Ontario.ca**.

Completing the Project Application

- Answer every question in full. Questions are 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 the writing is clear, concise and designed to provide a thorough understanding to a reader who is unfamiliar with the organization. Do not use unexplained acronyms.
- Test the application each step of the way. Have an outside reader (e.g., someone outside of the organization) review the application to provide objective comments. Do they understand the project as it is written? Do they think that the project is a good use of public money? If the application is sufficiently detailed and transparent, anyone inside and outside of the organization should be able to understand and comment on the validity of the project.
- Do a final proofread for spelling, grammar, and formatting prior to submitting an application.

The following provides guidance to applicants on which questions to complete (i.e., some questions may be prepopulated and some may not require responses).

The Grants Ontario Online Application Form includes the following sections:

- A. Organization Information
- B. Organization Address Information
- C. Organization Contact Information
- D. Organizational Capacity
- E. Grant Payment Information
- F. Application Contact Information
- G1. Project Information
- G2. Additional Questions
- G3. Project Work Plan
- H1. Project Financial Information
- I. Performance Measures
- Z. Declaration/Signing

Sections A, B, C, D, E and F

These sections are explained directly in the Grants Ontario Online Application Form. Some of this information in these sections will be pre-populated using data from the Grants Ontario enrolment process.

Section G1, G2, G3, H1, I, Z

These sections will ask for specific details about the project.

Before answering questions for Section G1 and G2 please read through all the instructions below to ensure the required information is provided in the appropriate section.

Section G1 – Project Information

1) Project Name (maximum 250 characters)

A short, descriptive name that will easily identify the project.

2) Project Start Date

- This is the anticipated start date of the project. The project start date should be no earlier than November 1, 2017. Any expenses incurred before receiving written MCI approval are deemed ineligible.

3) Project End Date

- This is the end date of the project. Projects must be complete by March 31, 2019.

4) Event Start Date

- Not applicable. Do not answer.

5) Event End Date

- Not applicable. Do not answer.

6) Target Sector

- All projects should select “Youth 12-18” as the primary target sector.
- Select the appropriate sectors that the project will benefit, or have the greatest impact on, from the drop-down menu provided. More than one sector may be selected. If it is not listed, select “Other” and provide a description within the Project Beneficiaries (Question 14) below.

7) Project Scope

- Refers to geographic reach of the project, meaning local (e.g., an Indigenous community 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).
- Ensure that the international or national options are not selected as this is outside of the CTW program scope.

8) Host Municipality

- Applicants may select as many municipalities/First Nations communities as they wish. This refers to the municipalities/First Nations communities where the project will be carried out.

9) Project Priority

- Not applicable, please choose N/A from the drop down menu.

10) Project Summary (maximum 2,000 characters)

- Provide a brief description of the project, including numbers, to demonstrate the full scope of the project. If the application is successful, this wording may be published in both official languages on MCI's website.

11) Project Description (maximum 4,900 characters)

- Describe the project in general making sure to address basic components of the project: Who will be doing what, where, when and how? For example:
 - Who the project will serve?
 - What the project will accomplish?
 - Where the project will be carried out?
 - When the project will be carried out?
 - What resources are required to carry out the project?
 - Why does the project take this particular approach?

12) Project Objectives (maximum 2,000 characters)

- Applications must meet all three of the following objectives. If the application does not clearly indicate how the project will meet an objective (through measured outcomes), the project is not eligible for funding.

CTW Program Objectives

Objective 1: Promote volunteerism among youth to transform them into lifelong volunteers;

Objective 2: Foster a sense of community responsibility in less engaged youth; and

Objective 3: Support personal growth and career preparation in youth.

13) Rationale/Need (maximum 1,000 characters)

- Describe the opportunity or need for the project.
- Describe why the project is needed, including steps or measures taken to ensure that the project does not overlap with, or duplicate, any existing projects with similar objectives/outcomes in the targeted community/ies.

- Explain why there is a need for this project using evidence based research to support the need (e.g., What information and/or research has been gathered to identify or confirm the need for the project?).
- List programming and policy weaknesses identified in a program audit or strategic review.
- Include recommendations from expert groups.
- Provide results from a stakeholder analysis (e.g., participant feedback from surveys, focus groups, interviews, etc.).
- Describe other forms of research (e.g., best practices from other organizations).

14) Project Beneficiaries (maximum 2,000 characters)

- If “Other” is selected from Question 6 – Target Sector, include a description of this target population here.
- Describe how the target sectors (the population(s) selected earlier in Question 6 of the application form) will benefit from the project and include geographic and/or demographic information (e.g., geographic location and population characteristics).

15) Risk Assessment and Management (maximum 2,000 characters)

- Provide a description of the challenges that may affect the achievement of the project outcomes. The 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 G2 regarding the 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 (maximum 1,000 characters)

- Outcomes represent specific results projects are intended to achieve, such as benefits to the participants. Outcomes are not what the program actually produces (the output), but the consequences of those products, services, or assistance.
- Describe the project and its anticipated results in clear and concise terms.
- Include the impact the project will have on the organization in detailed, measurable terms. 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.
- Application Tip: It may be helpful to complete Section I - Performance Measures before completing this section.

17) Evaluation Plan (maximum 2,000 characters)

- Describe the project's evaluation plan.
 - An evaluation plan must include qualitative and quantitative outputs for the project, with measurable indicators used to evaluate them.
 - For example: "the project met its participation goal" is not a measurable indicator of participation, whereas "300 participants took part in the program. The program's participation goal was 200 participants. This goal was exceeded by 50%." This indicator provides a specific and measurable target.
- Identify how the project will be assessed as a whole pre, during, and post project. Results of evaluations, including participant surveys, must be submitted with the Final Report to MCI. If requested, evaluations must be made available to all project partners upon project completion.
- For information on how to develop an evaluation plan, please visit Public Health Ontario website at https://www.publichealthontario.ca/en/eRepository/At_A_Glance_Evaluation_2015.pdf.

Section G2 – Additional Questions

Answers to the following questions are intended to highlight measures to ensure the project's success and demonstrate the organization's capacity to deliver the project.

- 1) How will you market your project to reach a broad youth audience?** (maximum 4,900 characters)
 - Describe the marketing strategy and the tools, networks and contacts that will be used to encourage youth to participate in the project.

- 2) Objective 1: Promote volunteerism among youth to transform them into lifelong volunteers. Describe the types of roles you will develop to engage youth volunteers. How will you ensure these roles are meaningful?** (maximum 4,900 characters)
 - Refer to the definition of meaningful on page 3.
 - Highlight any unique features of the project.

- 3) Objective 2: Foster a sense of community responsibility in less engaged youth. How will you engage disengaged youth or youth who have not completed their 40 hours of community service?** (maximum 4,900 characters)
 - Describe how youth who are not involved in their community will be identified and how the project will reach them.
 - Describe known barriers to youth engagement and explain how the project will overcome these barriers.
 - Describe how the project will assist youth in completing their 40 hours of community involvement required for secondary school graduation.

- 4) Objective 3: Support personal growth and career preparation in youth. What training or learning opportunities will be available to youth volunteers?** (maximum 4,900 characters)
 - Describe additional training or learning opportunities, beyond a general orientation, which will be available to youth involved in the project.

- 5) What will you do to ensure that opportunities exist to serve the needs of youth who may traditionally experience barriers to participation?** (maximum 4,900 characters)
 - Beyond barriers related to age, youth from different communities face barriers to participation due to discrimination, lack of resources or accessibility. Describe how the project will help remove barriers and include youth from a variety of backgrounds.

6) What is the risk management plan for the prevention of abuse to clients, members and staff? What specific steps will you take to ensure youth and project staff participating in this project are safe? (maximum 4,900 characters)

- Describe the organization’s risk management plan.
- Describe what training will be required by staff and participating youth and what other preventative measures will be put in place to ensure youth are safe.
- Tips for youth volunteers: <https://www.labour.gov.on.ca/english/hs/volunteers.php>

Section G3 – Project Work Plan

- The work plan is designed to provide MCI with a clear idea of how the project will be carried out. The work plan should demonstrate a systematic approach as to how the project will be accomplished including all phases of planning, development, implementation and evaluation.
- The results and activities identified in this section will be used as benchmarks for the organization and MCI to measure the progress and success of the project.
- The work plan should be detailed enough that a new project manager could be appointed half-way through the implementation phase and manage the project based on the plan.

Section H1 – Project Financial Information

- Complete Financial information for the appropriate number of years related to the project. Follow instructions provided in the application form. Use the “Collapse/Expand” button in each year listed to hide tables not being used.
- In this section, list 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 (refer to page 9 of the Program Guidelines for a description of eligible and ineligible expenditures).
 - o Record the total expense amount.
- Identify the revenue sources and corresponding allotted amounts that will cover the cost of the expense item, including requested funding.
- 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.

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 breakdown of expenses.
- Indicate how the project will provide value for money (e.g. leveraging other funding).

Total Project Financials (All Years)

- All totals and sub-totals will be automatically calculated in the table at the end of this section.
- The total for the project will be displayed in a summary at the end of the budget section.

Section I - Performance Measures

- Applicants must record the “goal” (the targeted or projected number) for the measures provided.

Ministry Provided Performance Metrics

- Each field within the chart requires a value. If a particular performance metric is not applicable to the project, 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

- The project may have additional goals that should 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 in Section G1 question 16).
- Add more rows as necessary.

Section Z – Declaration / Signing

This section is explained directly in the Grants Ontario Online Application Form. By signing the online application form and submitting it (through Grants Ontario) to MCI, the organization applying is formally verifying that it agrees to the following:

- a. The information given in support of this application for a grant is true, correct and complete in every respect;
- b. The applicant has read, understood and agrees to abide by the terms and conditions governing the grant outlined above and in subsequent correspondence from MCI;
- c. The applicant is aware that the information contained herein can be used for the assessment of the grant eligibility and for statistical reporting;
- d. The applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- e. The applicant understands that the information contained in this application or submitted to MCI in connection with this grant is subject to disclosure under the provincial Freedom of Information and Protection of Privacy Act; and
- f. The applicant has read and understands the information contained in the application.

Supplementary Attachments

Applicants must complete both the Grants Ontario Online Application Form and upload the required supplementary attachments to be considered for funding. Incomplete applications will not be considered for funding.

For instructions on how to add an attachment to the Grants Ontario Application Form go to [How to Apply](#) webpage and refer to the [Grants Ontario System – Applicant Reference Guide](#), pages 25-26.

Only attach documents that are requested in the Application Guide, providing reference to specific pages or sections of documents, as appropriate. Do not attach additional documents such as brochures, advertising materials, et cetera, unless explicitly requested in the Application Instructions.

Required Supplementary Attachments:

- Proof of Eligibility
- Financial Statements
- Current Board of Directors list
- Partner Letters (where applicable)

Proof of Eligibility - All applicants must attach a complete copy of one of the following documents: Certificates of Status, articles of incorporation, letters patent of the applicant, or special acts of incorporation. These documents must show that the organization has been operating for at least two years in Ontario.

Financial Statements - All applicants must submit financial statements from the most recent fiscal year end. Statements must be approved by the Board of Directors and include the signature of the Board Chair/President or delegate.

Current Board of Directors List - A list of the current Board of Directors, or the Board who will be governing while the project is executed including contact information and position.

Partner Letters (where applicable) - Where applicants are proposing to enter into partnerships with other organizations to deliver the proposed project, a signed letter from each partner organization that confirms that organization's specific roles and responsibilities in the project.

Call for Proposals Service Standards

Applicants will receive immediate notification that the application has been received by the Grants Ontario system.

Applicants will be notified of application results or provided with a status update within 14 weeks of the application deadline. MCI will provide applicants with an opportunity to request feedback on proposals not selected for funding.

All applicants will be invited to complete a client satisfaction survey on the application process.

Additional Information for Applicants

Contract with MCI

Successful applicants will be required to enter into a formal contract (i.e., transfer payment agreement) with MCI and will be required to provide certificates of insurance that confirm the insurance coverage required for the project.

French Language Services Act

Applicants must adhere to the [French Language Services Act](#) (1986).

Privacy and Personal Information

Applicants must be mindful of their obligations under the [Freedom of Information and Protection of Privacy Act](#) when preparing and implementing their grant and evaluation proposals to ensure they comply with all requirements of law, including but not limited to all obligations with respect to the collection, protection, use and disclosure of personal information.

The applicant is responsible for complying with, and ensuring their partners and evaluator comply with, all ethical and legal requirements relating to privacy, confidentiality and security of the information, including the obligation under any funding agreement that may be entered into, when carrying out their activities in connection with the proposed project, including but not limited to all evaluation and reporting activities.

Grant recipients must ensure the necessary rights are obtained to use the data and information as outlined in this Application Guide and any funding agreement that may be entered into.

Communications with Media

An applicant shall not at any time directly or indirectly communicate with the media in relation to this application process or any legal agreement in relation to this application **without first obtaining the written consent of MCI**. MCI may refuse to consider an application from an applicant or may rescind a grant awarded to an applicant who has such communication without its written consent.

No Commitment to Fund

The application process will not necessarily result in a funding commitment to any applicant. Furthermore, MCI reserves the right to award funding through processes other than this application process. MCI shall not be liable for any expenses incurred by any applicant, including the expenses associated with the cost of preparing the application. MCI is under no obligation to fund any application through this CFP or to fund the entire duration or scope of a proposed project. Funding is subject to an appropriation being available by the Legislature in accordance with Section 11.3 of the Financial Administration Act, R.S.O. 1990, c. F.12. There is no appeal process to contest an MCI

funding decision; however, MCI will provide applicants with an opportunity to request and receive feedback on proposals not selected for funding.

Rights of MCI

In submitting an application, the applicant is deemed to have acknowledged that MCI or its designate may:

- Communicate directly with any applicant or potential applicants;
- At its sole discretion, accept applications for consideration that are not strictly compliant with the requirements outlined above;
- Verify with any applicant or with a third party any information set out in an application;
- Make changes, including substantial changes, to this Application Guide and related documents including the application form by way of new information on the designated website;
- Cancel this application and CFP process at any stage of the application or evaluation process;
- Reject any or all applications in its sole and absolute discretion; and
- Fund legal entities for similar projects regardless of whether these entities have submitted an application in response to this CFP.

Freedom of Information and Protection of Privacy Act

Applicants should be aware that the Province is bound by the [Freedom of Information and Protection of Privacy](#), R.S.O. 1990, c.F.31, as amended from time to time and that any information provided to the Province in connection with their application may be subject to disclosure in accordance with the requirements of that Act. Applicants are advised that the names and address of organizations receiving grants plus the amount of the grant awards, and the purpose for which grants are awarded is information made available by MCI to the public.