



## Accessibility Directorate of Ontario

### Guidelines for Applications to The EnAbling Change Program 2018-19

**Application Deadline: December 15, 2017**

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## 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 2018-19, the EnAbling Change Program priorities are:**

- Increase awareness and support compliance with the Design of Public Spaces Standard among businesses and non-profits, and the public sector
- Increase awareness of invisible disabilities and promote removal of attitudinal barriers in a specific industry or sector
- Advance Ontario's Employment Strategy for People with Disabilities by:
  - Promoting a foundation of accessibility through awareness and compliance with the Employment Standard in a specific industry or sector
  - Engage employers by promoting barrier-free recruitment practices for job candidates with disabilities in a specific industry or sector

**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, skills training 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 AODA has Accessibility Standards in the areas of:

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

The AODA and its standards apply to about 400,000 organizations in Ontario. Organizations with one or more employees in the 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](http://www.ontario.ca/accessibility).

### **Championing accessibility**

The Accessibility Directorate expects partner organizations to demonstrate support for accessibility publicly.

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-profit organizations that are able to reach across an industry or sector in Ontario.

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

- Is compliant with the Ontario's accessibility laws
- 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 ADO
- 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 ADO

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 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 project meetings
- 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

## 4. Costs

### Eligible Costs

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

Applicants must contribute a minimum of 25 per cent of the total project costs 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

ADO 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 working on the project
- Project development and implementation costs
- Project administration and coordination
- Promotion and marketing of resources
- Development of a website or other materials specifically 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.

For more information contact the Grants Ontario Customer Service team:

Phone: 1-855-216-3090 or 416-325-6691

Email: [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca)

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](mailto:GrantsOntarioCS@Ontario.ca)

**Step 2: Complete the EnAbling Change Program 2018-19 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**

**If a question does not apply to your organization, 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 ADO 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.

#### **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 Ministry required performance measure targets. Here you need to provide numeric values for what you hope to achieve in your project.

### **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 Accessibility Directorate of Ontario.

## 7. Project Financial Information

The budget should be detailed and consider all anticipated project expenses. It should demonstrate value for the funding requested from the Ontario Government. 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 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.

### **Accountability: 20 per cent**

Applicants have clear accountability processes to administer, manage and oversee any funding received from the ADO, including budget management, risk management, and relevant staff expertise for projects.

### **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 applications will be assessed and scored out of a maximum of 100 per cent.

The ADO cannot guarantee funding to all applicants, nor can the ADO 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)
<a href="#">Application available at Grants Ontario</a>	October 16, 2017
Application Deadline	December 15, 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: 416-314-0416 / 416-212-2144

Email: [enablingchange@ontario.ca](mailto:enablingchange@ontario.ca)

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 transfer payment agreement with the ministry. The Accessibility Directorate will not provide any funding until the transfer payment 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.