Ministry of Citizenship and Immigration
Citizenship and Immigration Programs

Multicultural Community Capacity
Grant Program

2018-19 Call for Proposals:
Application Guidelines and Instructions

Issued:
November 6, 2017

Application Deadline:
4:00 pm EST on January 23, 2018

For detailed information on how to submit an application please see section 7.
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1. Introduction

Ontario is a diverse society with a rich immigration history. Ontario’s diverse population enriches our society through cultural exchange, global connections, and innovation. At the same time, some newcomers and ethno-cultural communities face barriers and obstacles to full participation in the civic, cultural, social, and economic life of the province.

The Ministry of Citizenship and Immigration (the Ministry) promotes the social and economic benefits of immigration in Ontario and helps build stronger communities through activities focused on greater citizen participation. The Ministry wants to help build diverse and inclusive communities where everyone can participate and prosper. To complement our existing programs and services for newcomers, the Ministry is offering a new grant program that will help improve civic and community engagement. The Ministry has committed $3M in 2018-19 for the Multicultural Community Capacity Program.

Program Objectives

Funded projects will promote one or more of the following objectives:

- Increased awareness of the benefits of diversity for the social, economic and civic life of the province.
- Strengthened connections between Ontario’s ethno-cultural communities and organizations which provide services to immigrants and refugees.
- Improved social and economic integration for Ontario’s newcomers and ethno-cultural communities, including vulnerable groups such as youth and refugees.
- Increased participation of women and newcomers in society and the economy.
- Increased ability for Ontario’s immigrant and multicultural organizations to support and promote community engagement and participation.
- Decreased barriers for Ontario’s newcomers and ethno-cultural communities to participate in and contribute to all aspects of provincial life.

Ontario’s immigrant and multicultural organizations already play an important role by promoting the participation of all Ontarians in the civic, cultural, social and economic life of the province; and by working with mainstream organizations to promote inclusion and diversity. They also serve and speak for some of Ontario’s most vulnerable residents.

The Multicultural Community Capacity Grant Program will promote diverse communities and help vulnerable and otherwise hard-to-reach populations by addressing gaps in programming and services to Ontario’s newcomers and ethno-cultural groups.
2. Call for Proposals

The Ministry invites potential eligible organizations to submit proposals to support the inclusion and full participation of Ontario’s diverse ethno-cultural communities in the civic, cultural, social and economic life of the province.

This guide provides potential applicants with information about program objectives, expectations, funds available, project activities and eligibility requirements for funding, application instructions, evaluation methodology and next steps.

2.1 Funding Period

Projects will start on April 1, 2018 or later and finish by March 31, 2019. The Ministry grant funding shall be used to cover actual project costs incurred during this period, and to the maximum amount of grants as formally awarded.

2.2 Funding Streams

The Ministry grants will be administered through two streams, each with distinct eligibility requirements and application forms:

Stream 1: Unincorporated Not-for-Profit Organizations (Grants between $1,000 and $3,000)

Total eligible project costs, including funding from the Ministry grants as applied and all sources, cannot exceed $15,000.

- Applications can be made by an individual who represents an unincorporated not-for-profit organization based in Ontario that focuses on newcomers and/or an ethno-cultural community or communities and has been in operation for at least one year at the time of the application.
- The organization as a whole must support the project being proposed and authorize the individual to apply on behalf of the organization.
- Grants to unincorporated organizations may flow to an individual member of the unincorporated organization where the individual serves as the representative of the organization.
- Grants to unincorporated not-for-profit organizations will support up to 100% of the total eligible project costs to a maximum amount of $3,000.
- If the total project costs are greater than $3,000, the project application must outline where the additional funds will come from and list the additional funds on the proposed project budget.

Stream 2: Incorporated Not-for-Profit Organizations (Grants between $3,000 and $8,000)

Total eligible project costs, including funding from the Ministry grants as applied and other sources, cannot exceed $30,000.
• Applications can be made only by incorporated not-for-profit organizations based in Ontario that focus on Ontario newcomers and/or an ethno-cultural community or communities and have been in operation for at least one year at the time of the application.

• Grants will flow directly to the incorporated not-for-profit organization.

• Grants will support at most 80% of the total eligible project costs and up to a maximum of $8,000.

• The project application must outline where the additional funds will come from and list the additional funds on the proposed project budget. The rest of the total project costs can be funded through a combination of the following:
  o Cash contributions from the project applicant or other listed sources, and/or
  o In-kind contributions from the project applicant or other listed sources.

Unincorporated Applicants and Incorporated Applicants must meet additional eligibility criteria (See Section 4 - Eligibility).

3. Program Priorities

The Multicultural Community Capacity Grant Program will build diverse and inclusive communities by helping newcomers and ethno-cultural communities participate fully in the civic, cultural, social and economic life of Ontario.

The program has five key priorities. All projects must address at least one of the five priorities. Applicants are encouraged to develop projects which address more than one priority.

A. Civic engagement
B. Social connections
C. Education and empowerment
D. Women’s empowerment
E. Capacity building and partnerships

A. Civic Engagement

Activities, events and programs that promote community engagement, social integration and volunteerism for Ontario’s immigrant and ethno-cultural communities.

Examples of eligible projects include, but are not limited to:

• Civic education workshops to build leadership and voice within ethnic communities.
• Digital storytelling, photography, other media, and other arts based projects that allow diverse participants to share their experiences and issues with a broader audience.
• Initiatives that connect Ontario’s newcomers to volunteer opportunities related to their professional background or work experience in their country of origin.
• Structured community service projects that give diverse youth an opportunity to meet their volunteer requirements for high school, while building leadership skills and making a difference in their community.
• Celebration of significant community events and/or commemoration of important community contributions through awards or plaques.

B. Social Connections

Activities that promote social connections and employment networking, including innovative programs that reduce barriers and increase support for vulnerable groups such as refugees, newcomer women, and youth.

Examples of eligible projects include, but are not limited to:

• Initiatives that recruit, screen, train and match volunteers with refugee or newcomer families to provide practical and social support;
• Networking events to connect participants with ethnic and mainstream employers, and employment training programs in their field of interest or expertise;
• Cultural and recreational programming, including programming for vulnerable populations such as at-risk children and youth;
• Parenting support groups for newcomer women with a shared culture and language; and
• Community initiatives, including multi-faith initiatives that promote inter-cultural understanding.

C. Education and Empowerment

Initiatives that promote inter-cultural understanding and break down barriers to participation in community life and decision-making.

Examples of eligible projects include, but are not limited to:

• Cultural events and speaker series that promote inter-cultural understanding;
• Education events to provide older youth with information about alternative pathways to post-secondary education and training;
• Leadership development workshops for newcomer and/or ethno-cultural groups, to support them in exercising leadership within ethnic organizations, or transferring leadership skills from ethnic to mainstream organizations; and
• Multi-stakeholder initiatives to consult, plan and act on issues for newcomer and ethno-cultural groups.

D. Women’s Empowerment

Initiatives that help build the empowerment of women and promote their participation in society and the economy by breaking down barriers and providing opportunities to enter leadership roles.

Examples of eligible projects include, but are not limited to:

• Governance training for board/steering committee members of ethno-cultural associations to promote women in leadership roles;
• Multi-stakeholder initiatives to consult, plan and act on issues related to women; and
• Cultural events and speakers’ series related to women’s empowerment issues.
E. Capacity Building and Partnerships

Initiatives that help build the capacity of Ontario’s immigrant and ethno-cultural organizations, and promote collaboration with more established organizations that provide services to immigrants, in order to better serve Ontario’s newcomer and ethno-cultural communities.

Examples of eligible projects, include but are not limited to:

- Governance training for board/steering committee members of ethno-cultural associations;
- Consulting support to develop or update bylaws, develop a fundraising strategy, explore the feasibility of a social enterprise idea; and
- Development of a website or online application to improve access to information and services for newcomer and ethno-cultural communities.

4. Eligibility

4.1 Eligible and Ineligible Organizations

Eligible Applicants

Stream 1: Unincorporated not-for profit organizations:

All funding will flow through an individual representative who is a member of the unincorporated not-for-profit organization and endorsed by the other organization members as the organization representative. The individual representing the unincorporated not-for-profit organization will be responsible to the Ministry for the implementation of the project and the administration of the funding in accordance with the Ministry’s Terms and Conditions.

The individual applying for funding on behalf of an unincorporated not-for-profit organization must provide:

- Proof of identity and permanent residence in Ontario for the individual representing the unincorporated not-for-profit organization.
- An organization authorization letter from the unincorporated not-for-profit organization that authorizes the individual to submit the project application and endorses the individual as the organization’s representative.
- A list of the members of the leadership or governance committee responsible for the unincorporated not-for-profit organization, including contact information.
- A community support letter to confirm that the unincorporated not-for-profit organization has been in existence for at least one year prior to the application, with activities focused on Ontario’s newcomers and/or ethno-cultural communities. For example, community support letters could be from:
  - Ontario-based financial institution,
  - A local incorporated organization that your organization has worked with in the past,
  - A local or municipal representative or association, or
  - A residents’ association.
• The individual representing the unincorporated not-for-profit organization must attest that they are not in default of any other funding received from the provincial government.

Stream 2: Incorporated not-for-profit organizations:

All funding will flow through an incorporated not-for-profit organization. The organization representing the incorporated not-for-profit organization will be responsible to the Ministry for the implementation of the project and the administration of the funding in accordance with the Ministry’s Terms and Conditions.

Incorporated not-for-profit organizations applying for funds must:

• Be a not-for-profit organization based in Ontario;
• Have a vision/mission and/or activities and/or are submitting a project proposal focused on Ontario newcomers and/or one or more ethno-cultural communities;
• Have been incorporated in Ontario for at least one (1) continuous year and submit Articles of Incorporation or Letters Patent;
• Have an elected governing body;
• Have bylaws that outline procedures for reporting and accounting;
• Provide a Letter of Support that is signed by the organization or individual(s) that will be providing cash or in-kind contributions to your project to meet the 20% contribution of project costs. Please ensure the letter details the cash or in-kind contribution and its value (only needed if your 20% cash or in-kind contribution comes from outside of your organization);
• Satisfy the Ministry that it has relevant, accurate, and timely financial reporting and audited financial statements; and
• Not be in default for any other funding received from the provincial government.

Ineligible Applicants

• Agencies, Boards or Commissions of the federal or provincial governments;
• Municipalities and municipal entities;
• Public or private schools and school boards;
• Private or charitable foundations whose purpose is to make grants;
• For-profit organizations;
• Post-secondary institutions, including colleges and universities and their related organizations that are not separately incorporated; and
• Organizations or individuals that are currently in default of a previous provincial government grant or other provincial funding.

4.2 Eligible and Ineligible Expenses

Eligible expenses are actual and direct costs related to the project, and deemed to the best knowledge of applicants, to be reasonable and necessary for the successful implementation of the project.
Eligible expenses may include, but are not limited to:

- Project costs, including expenses related to outreach and promotion; workshop materials and supplies, and equipment required for cultural or recreational programs;
- Temporary project staff salaries and benefits directly related to project delivery;
- Consultant fees, to a maximum of $2,000, to deliver the project;
- Fees to speakers, other than to organization members, for reasonable and modest speaker fees to a maximum of $2,000 for the project and must be a direct part of the project delivery;
- Interpretation costs, if needed, to a maximum of $2,000 for the project;
- Translation costs, if needed, to a maximum of $2,000 for the project;
- Costs for the purchase and installation of plaques and awards to a maximum of $4,000, to recognize significant community contributions (recognition for the contributions of individuals such as community leaders, political or religious figures are excluded);
- Rental of public space and equipment for events or organization programming;
- Website development or upgrades and computer equipment or software specifically related to the implementation of the project to a maximum of $2,000 (smart phones are excluded);
- Transportation and travel expenses, in Ontario only, for temporary project staff directly related to the project; and*
- Modest food costs for public events and organization programming (no alcohol) directly related to the project, not for organizational internal staff.*

* Funding to support travel or catering expenses must align with the provincial government’s most current Travel, Meal and Hospitality Expenses Directive

Here is a summary of mileage rates and meal allowances during travel

**Mileage Rates**
Southern Ontario = $0.40 per km; Northern Ontario = $0.41 per km

**Meal Allowances**
The following maximum reimbursement rates for meal expenses include taxes and gratuities.
As of January 1, 2017

<table>
<thead>
<tr>
<th>Meals</th>
<th>Maximum Amount Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$12.50</td>
</tr>
<tr>
<td>Dinner</td>
<td>$22.50</td>
</tr>
</tbody>
</table>

Ineligible project costs include, but are not limited to:

- Project costs not incurred during the funding period;
- Expenses or activities not directly related to the delivery of the project;
- Costs associated with fundraising or grant writing, including the preparation of a proposal in response to this Call for Proposals (CFP);
• Capital projects, including renovations, repairs or upgrades to buildings;
• Purchase of major assets, such as land, vehicles, bonds or other investment products or services, office furniture and equipment;
• Legal, insurance, audit, bookkeeping or interest fees;
• Budget deficits, debt reduction, organizational reserves or endowment funds;
• Bonuses, honoraria, stipends or similar payments to project staff or others with the exception of fees to appropriate speakers (see the Eligible expenses list, fees to speakers);
• Gifts or give away items, such as mugs, t-shirts, gift cards, gift bags etc.;
• Contributions to fund raising campaigns or other fund raising events;
• Purchase or rental of smart phones or other cell phones or phone service plans;
• Activities for which funding has been secured from another funder;
• Activities that are part of the organization’s general operating costs and are not directly related to the project;
• Activities that have taken place before a funding agreement is in place and after the funding period;
• Religious and/or politically partisan activities;
• Activities that are not in compliance with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the project;
• Travel outside of Ontario;
• Purchase of alcohol for events or other activities;
• Profit-making activities;
• Insurance coverage; and
• Any costs deemed improper at the Ministry’s sole discretion.

5. Assessment Process and Criteria

All applications will be assessed by the Ministry for completeness and eligibility, and then evaluated against the following criteria. The relative importance of each criterion is shown in brackets.

• Relevance and results of the project (60%)
• Organizational capacity - ability of the organization to deliver the project (15%)
• Financial feasibility of the project (25%)

Relevance and Results of the Project (60%)

• The initiative addresses one or more funding priorities of the Multicultural Community Capacity Grants program.
• The need for the proposed project is clearly identified and supported by evidence such as statistical data, research, needs assessments or community consultation.
• Project activities are innovative, and do not duplicate existing services.
• The initiative supports new collaborations and/or opportunities.
• The proposed objectives are realistic and there is a clear project plan. This should include evidence of realistic goals and identification of clear performance measures, or ways that the project outcomes can be clearly measured.
• Immediate and longer term results of the project are identified.

Organizational Capacity (15%)
• Applicant demonstrates experience and expertise serving Ontario newcomers and/or ethnocultural communities.
• Applicant demonstrates experience in carrying out activities related to the proposed project.
• Applicant demonstrates ability to provide effective support and oversight of the project.
• For unincorporated applicants, community support letters to substantiate the purpose and activities of the organization, as well as the length of time the organization has been active.

Financial Feasibility of the Project (25%)
• The proposed budget is reasonable in terms of proposed activities and planned results, and demonstrates efficient use of resources.
• For Stream 2 – Incorporated organizations: Applicant can demonstrate financial and in-kind contributions from other sources.
• The project demonstrates value for the proposed investment.

6. Successful Applications and Recipient Obligations

Applicants who are approved to receive project funding will receive a letter notifying them of approval, conditioned on the successful sign-off of Terms and Conditions and the grant amount. The Ministry will make payments either by cheque or by electronic transfer to the bank account of the grant recipient as included in the application package.

Grants are typically paid in two installments: 80% upon signing the agreement, and 20% payment upon Ministry review and acceptance of the final report that will be due within ninety (90) days after the completion of the project.

6.1 Performance Measures

Proposals must include performance measures and targets for the project.

Performance measures capture the number of people who benefit from the project, as well as the changes that take place as a result of the project activities. Identifying performance measures and targets for the project makes it possible to track whether the project had a measurable impact on participants and achieved its goals.

Outputs and Outcome Measures

Grant funding recipients will be required to collect data and report on at least two output and two outcomes measures that are related to the program objectives.
Possible output and outcome measures could include but are not limited to the examples below in the chart. Project applicants may use the examples provided in the chart OR provide other project performance measures relevant to your project and the program objectives.

**Examples of Output Measures**

| 1. Participants: Total number of individuals participating in project or project program(s) |
| 2. Workshops, information sessions and networking activities: Total number of workshops/sessions/networking activities carried out |
| 3. Total number of individuals participating in the workshops, information sessions or networking activities |
| 4. Volunteers: Total number of volunteers involved and engaged in the project |
| 5. Partnerships: Number of new partnerships developed with other organizations and directly involved in the project |
| 6. Social media and web related metrics, such as number of web page views, increase in number of new Facebook or Twitter followers for the organization, to improve community engagement, number of new media posted or number of platforms used |
| 7. **Additional project output measures relevant to your project and the program objectives may be added or substituted for the examples provided in this chart** |

Possible outcome measures could include but are not limited to the examples below. Outcome measures must be related to the program objectives.

**Examples of Outcome Measures**

| 1. Percentage of participants who agree that the project helped them participate more actively in their community |
| 2. Percentage of volunteers who agree that volunteering allowed them to engage more with the community |
| 3. Percentage of organizations who agree that a multi-stakeholder initiative led to better coordination and partnership on issues of interest to newcomer and/or ethno-cultural communities |
| 4. Percentage of participants who agree that community engagement was improved by the project |
| 5. **Additional project output measures relevant to your project and the program objectives may be added or substituted for the examples provided in this chart** |

Funding recipients may be required to participate in program evaluation activities or processes identified by the Ministry to measure project effectiveness.

All funding recipients will be required to provide a final project report that includes a narrative description of project activities, outcomes supported by quantitative output and outcomes measures, and grant financial reporting within ninety (90) days after the completion of the project.

**6.2 Reporting**

**Changes to the Project**
Recipients are required to inform the Ministry, as well as any project partners, of unexpected changes or proposed modifications to the project. Proposed modifications involving project activities (deliverables), budget or timelines require written consent from the Ministry. Requests must be made in writing (email is acceptable) and must be approved before any changes are made to the project. When significant changes are required and have been approved, an amending agreement may be required at the Ministry’s sole discretion.

**Final Report**

All project activities and spending must be complete before March 31, 2019, with any unspent funds returned to the Ministry. Ninety (90) days after this date, recipients will be required to submit a final report outlining project activities, results, actual project costs, and a final project budget.

Grant recipients under both funding streams are required to keep financial and non-financial records relating to the grant or to the project for a period of seven (7) years. These records include records of all expenditures related to the grant, including copies of all receipts and records substantiating project staffing costs. The Ministry reserves the right to request access to these records.

**6.3 Insurance and Communication**

**Certificate of Insurance (COI)**

- **Stream 1 - Applicants for unincorporated not-for-profit organizations**: Successful applicants are responsible for acquiring appropriate insurance that a prudent individual would maintain for the activities proposed and funded.

- **Stream 2 - Incorporated not-for-profit organizations**: Successful incorporated not-for-profit organizations must submit to the Ministry a valid COI with an inclusive limit of not less than two million dollars ($2,000,000) on a per occurrence basis and which references the grant by project name and file number before any funds are released. The COI must be valid and in effect for the duration of the project and any policy renewals and/or replacements that occur during the term must be provided to the Ministry promptly. Details of COI requirements will be provided to successful grant recipients.

**Communications and Acknowledgement of the Government of Ontario**

All successful applicants will be asked to provide the Ministry within ten (10) business days advance notice of any public event(s), announcements, or promotions being held related to their project.

In an effort to demonstrate transparency and accountability related to how public funds are spent, all media and promotional/public materials must acknowledge funding from the Government of Ontario. This includes publicity, communications or marketing materials developed that promote activities funded by the grant, as well as all other project materials developed, including reports and oral presentations.
7. Instructions for Submitting an Application

7.1 Application Submission and Information Sessions

Assistance with completing your application

If you need assistance completing your application, please contact the Ministry by email at, Regional Services Branch – Contact List or directly by telephone by contacting one of the following Regional Services Offices:

- Central Region: 1-877-395-4105
- North Region: 1-800-465-6861
- East Region: 1-800-267-9340
- West Region: 1-800-265-2189

The final date for a consultation with a Regional Advisor is 4:00 pm EST, January 12, 2018.

Application submission

Reminder Tip: Submit your application early to avoid potential heavy online traffic on the application deadline date. Applications received after the deadline 4:00 pm EST on January 23, 2018 will not be processed.

Funding streams:

Applications

For Stream 1:
https://www.ontario.ca/page/multicultural-community-capacity-grant-program

For Stream 2:

Stream 1

- Stream 1 applications may be submitted by emailing the completed Application Form with any attachments to MulticulturalGrants.apply@ontario.ca.

- Stream 1 applicants are strongly encouraged to send their proposal application by email.

- Couriered applications will also be accepted at:

  Ministry of Citizenship and Immigration
  Program Management and Evaluation Branch
  400 University Avenue, 3rd Floor
  Toronto, Ontario, M7A 2R9
Stream 2

- Stream 2 applications can be submitted electronically to Grants Ontario at www.grants.gov.on.ca by no later than 4:00 pm EST on January 23, 2018

Grants Ontario – Registration (Stream 2 ONLY)

- Stream 2 applications can be submitted electronically through Grants Ontario at www.grants.gov.on.ca.
- Applicants must have a Grants Ontario account in order to apply. Setting up an account may take up to 5 business days so allow at least one week to register before starting the application process. You can refer to the How to create a new registration guide for instructions, which is found on the Grants Ontario website under “How to Register”.
- Once you are registered and have access, the next step is to complete an application through Grants Ontario. For help with this process, refer to the Grants Ontario System – Reference Guide for Applicants which is found on the Grants Ontario website under “How to Apply”.
- If you have any questions or issues during this process, do not hesitate to 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.

Alternatively, you can also download the (fillable PDF) Stream 2 application from https://www.ontario.ca/page/multicultural-community-capacity-grant-program, complete it and email the package with all the required attachments to MulticulturalGrants.apply@ontario.ca.

Acknowledgement after submission

- Receipt of applications will be acknowledged electronically or by mail.
- Following the evaluation period, the applicant’s main contact will be notified of the application results or provided with a status update within approximately 14 weeks of the application deadline.

Information Sessions

There will be information sessions for applicants. For information about dates and locations, please see www.ontario.ca/page/multicultural-community-capacity-grant-program

7.2 Application Deadline

The deadline to submit proposals by email is 4:00 p.m. EST on January 23, 2018. Applications received after the deadline will not be processed.

7.3 Questions about the Call for Proposals (CFP)

Applicants with questions about the Call for Proposal are requested to contact their nearest Ministry of Citizenship and Immigration Regional Advisors directly (see additional contact information for Regional Advisors above in this section).
7.4 Collection and Sharing of Information

The Ministry of Citizenship and Immigration is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). Personal information related to the Multicultural Community Grant Program is collected for the proper administration of the program, and will only be used for those purposes, including evaluation of the project application, administration of agreements, funding and project reporting.

Information about projects that are funded by this program, including the project name, project description and organization that undertakes the project, may be made public by the Government of Ontario.

Applicants should be aware that any information provided to the Ministry of Citizenship and Immigration in connection with their application may be subject to disclosure in accordance with the requirements of FIPPA.

8. Completing the Application and Application Checklist

8.1 Introduction

Please read these instructions and refer to them and the guidelines as you complete the application form.

The Supporting Documentation section of these instructions is especially important as it outlines details related to mandatory attachments. It is important that all relevant mandatory attachments for either funding stream be included, as applications that do not contain these attachments will not be evaluated.

To ensure a full and fair assessment of your proposal, please ensure that your application is fully complete, with all mandatory attachments. Incomplete applications will not be reviewed. There is a checklist included to help you track.

Successful applicants are required to enter into an agreement with the Province. The agreement will include the requirements that the recipient is obligated to meet, and will include the project goals and details that you include in your application, and anticipated project costs.

If you are successful in your application, you will need to provide the Province with banking information so that funds can be transferred to your account.

Finally, you will be required to report to the Ministry on both the success of your project and the actual expenditures.

8.2 Applicant Information

Please note that the Ministry will accept only one (1) application from each applicant organization.

Funding Streams
Stream 1 – Unincorporated Not-for-Profit Organizations

Individuals who represent an unincorporated not-for-profit organization may apply to undertake a project that will benefit Ontario immigrants and/or ethno-cultural groups. The individual applying on behalf of the organization will be responsible for the application, undertaking the project, as well as the agreement with the Ministry and any reporting requirements, including financial reporting.

Organizations and/or their organization representative receiving funds under Stream 1 must meet the following criteria:

- The unincorporated not-for-profit organization must have been in existence in Ontario for one (1) year or more;
- Be an Ontario based organization with activities focused on Ontario’s newcomers and/or an ethno-cultural community or communities;
- The individual applying on behalf of the unincorporated organization must be 18 years or over, a Canadian citizen or Permanent Resident and have a permanent residence in Ontario;
- The individual applying on behalf of the unincorporated not-for-profit organization must be authorized by the organization as a whole to submit the project application and to be the organization representative;
- A list of the members of the leadership or governance committee responsible for the unincorporated not-for-profit organization, including contact information; and
- The individual applying on behalf of the unincorporated not-for-profit organization must attest that they are not in default for any other funding received from the provincial government.

Stream 2 - Incorporated Not-for-Profit Organizations

Incorporated not-for-profit organizations may apply to undertake a project that will benefit Ontario immigrants and/or ethno-cultural groups.

Organizations receiving funds under Stream 2 must meet the following criteria:

- Be not-for-profit organization based in Ontario;
- Have a vision/mission and/or focused on Ontario newcomers and/or an ethno-cultural community or communities;
- Have been incorporated in Ontario continuously for at least one (1) year;
- Have an elected governing body;
- Have bylaws that outline procedures for reporting and accounting;
- Satisfy the Ministry that it has relevant, accurate, and timely financial reporting and audited or Board approved financial statements from the last complete fiscal year; and
- Not be in default for any other funding received from the provincial government.

8.3 Project Information

Project Name and Description

- Please provide the name of your project and a short description (50 words or less) of your project.
Project Start and End Dates

- Identify when the project will start and end. You can use the same start and end date if this is a one-day event.
- The dates for these activities must fall between April 1, 2018 and March 31, 2019 to be considered eligible.

8.4 Project Plan

Project Plan: What is the goal of your project, and what will it accomplish?

- Project plans should be **750 words or less**. Try to include as much relevant detail as possible to explain what the organization is trying to achieve. The questions below will guide you to include the information required in your plan.
- Project plans should correspond with all budget items and reference the program funding priority/priorities that your project addresses, and how the project will address those program priorities.
- Project plans should identify the community this plan will target and benefit. For example: The plan may benefit women or youth in a specific community, a region, throughout the province, or a specific group within the province, such as Francophone immigrants in Ontario.
- The information you include in this section will be reflected in your agreement with the Province. This means that you have an opportunity to identify the goals and anticipated results of the project. You will be required to report on how you met these goals when you submit your final report.
- You may use the application form section under “Project Plan” or you can write the project plan separately and attach it to your application form. The word limit of 750 words or less still applies for a project plan attached separately to the application.
- In the project plan, proposed project activities must align with proposed budget costs and budget line items in the budget.

What should be Included in a Project Plan?

Here are some examples of what you might include in your project plan for each funding stream.

**Stream 1 – Unincorporated not-for-profit organizations**

Tell us about yourself and about the organization that you represent.

- Include details about how you are involved with the organization and what your role is with the organization.
- Include the purpose of the organization and who the organization serves.

What is your ability and experience to undertake this project?

- Tell us about any similar projects that you have managed before and the project results.
- Provide details about any other people or organizations who will be involved in undertaking this project. Identify who will be involved and what role they will take.
Stream 2 - Incorporated not-for-profit organizations

Organization’s ability and capacity

- Describe the organization’s ability and capacity to successfully undertake this project and the organization’s experience undertaking similar projects in the past.
- Briefly outline the governance and management of the organization, its mission and mandate, and key activities and/or services.
- What procedures exist to ensure that the organization operates in a transparent and accountable way? For example: is there a committee that reviews the organizations finances? Is there a board of directors that has adopted official rules of conduct?
- Explain how you will solicit 20% cash and/or in-kind contributions, from whom, and by when. If the 20% cash and/or in-kind contributions are from organizations or individuals outside the applicant organization, letters of support must be included to validate the commitment of the contributions.

Both Funding Streams

Stream 1 – Unincorporated not-for-profit organizations
Stream 2 – Incorporated not-for-profit organizations

What are the anticipated project outcomes? Who and how many people will this project benefit?

- Describe the specific results this project is expected to achieve and identify who this project will benefit.
- For example, how many newcomers will your project benefit, and how they will they benefit?

Language (s)

- Be sure to identify if the program, service or event is offered in English, French or both.
- If appropriate for your project, what other language(s) will your project, service or event be conducted in?

Project activities

- What project activities will be carried out?
- How will these project activities address the project priority or priorities identified?

Grant program objectives

- How will the project results help contribute to the program objectives?
- Why is there a need for this project in your community and is that need is supported by evidence such as statistical data, research, needs assessment, or community consultations?

Where will the project or event take place?

- Identify the municipality or region where the project will take place.
- Identify where the event will take place. Please provide the event(s) location, if different from the organization’s address.
- If it is a weekly/monthly event, define it as such. If it will be ongoing work (not event based), please define that in your application.
Identify any risks that you may encounter in managing the project, and what strategies you will use to manage those risks.

- For example, if your organization is proposing an outdoor event do you have an alternative date or alternative location booked if the weather is not suitable? Are your participants aware of these alternative arrangements?

If there is an opportunity to collaborate with other organizations in the development of the project, or share project results, how will your organization do this?

- For example, will your organization work with a local immigrant serving organization or ethno-cultural group to offer the event or workshop at their location?

What program priorities of this program will this project meet?

- Please refer to the Application Guidelines, in the Funding Priorities section, for a list of the five funding priorities covered by this grant program. Project proposals must meet at least one of the five funding priorities.
- Applicants are encouraged to develop projects which address more than one priority.
- Describe which priority or priorities your project will address, and how the project will address the priority or priorities.

8.5 Project Costs and Grant Request

REMINDER TIP: Only One (1) application will be accepted from each applicant organization.

How much do you need for your project?

Stream 1: Unincorporated not-for-profit organizations

- Individuals representing an unincorporated, not-for-profit organization can only apply through Stream 1 for grants between $1,000 and $3,000.
- Grant funding through Stream 1 will support 100% of project costs to a maximum of $3,000, which means that no cash or in-kind contribution is required.
- Total project costs from all funding sources cannot exceed $15,000.

Stream 2: Incorporated not-for-profit organizations

- Incorporated not-for-profit organizations can apply through Stream 2 for grants of $3,000 to $8,000.
- Stream 2 grants will support at most 80% of project costs to a maximum of $8,000, which means that your organization must contribute at least 20% of the maximum eligible grant amount through cash or in-kind contributions. The project application must outline where the additional funds will come from and list the additional funds on the proposed project budget.
- Total project costs from all funding sources cannot exceed $30,000.

Budget

- To help you calculate how much you need for your project, please use the budget template supplied.
- Each budget line should feature the anticipated cost for only one item; you can add lines to the budget grid to accommodate more costs.
• When preparing your project costs for the grant request, please refer to the Application Guidelines for a list of eligible and ineligible expenses, including travel, meal and hospitality expenses.

• **Stream 2 - Incorporated not-for-profit organizations** ONLY are required to have cash or in-kind contributions of at least 20% toward the project and list the additional funds and their sources on the proposed project budget.

### 8.6 Supporting Documentation

**Supporting documentation is mandatory.** Proposal applications that do not contain these attachments will not be eligible for a full evaluation.

#### Stream 1: Unincorporated not-for-profit organizations

**Letters of community support and authorization, and organization leadership list with contact information, and proof or identity and residency, and a VOID cheque.**

**Community Letter of Support**

• For unincorporated not-for-profit organizations where an individual is applying on behalf of the organization, the organization that you represent must have been in operation for at least one year in Ontario with activities focused on Ontario’s newcomers and/or ethno-cultural communities.

• Individuals who represent an unincorporated not-for-profit organization must provide a **community letter of support** from someone in the community who can validate that the organization has been active continuously for at least one year in Ontario with activities focused on Ontario’s newcomers and/or an ethno-cultural community or communities. For example, letters of support could be from:
  - An Ontario-based financial institution,
  - A local incorporated organization that your organization has worked with in the past,
  - A local or municipal representative or association, or
  - A local residents’ association.

• Do not use form letters; the letter of support must acknowledge the specific project, by name. The letter should state that they are aware of the project, they support the project, and their role in supporting the project.

**A list of organization leaders**

• A list of the members of the **leadership or governance committee** responsible for the unincorporated not-for-profit organization, including contact information.

**Organization authorization letter**

• The organization authorization letter must endorse the individual to represent the organization and authorize the individual to submit a project application on behalf of the organization.
Proof of identity and residency

- For unincorporated not-for-profit organizations where an individual is applying on behalf of an organization, the individual must provide proof of identity and proof that they have a permanent address in Ontario. For proof of identity or proof of residency (permanent address), please attach a photocopy of ONE of the following documents and DO NOT send in originals.

- **Proof of identity**
  - Copy of a Government issued Ontario photo identification card, OR
  - Copy of a valid Ontario driver's licence, OR
  - Copy of a valid Canadian passport, OR
  - Copy of a valid Government issued Canadian Permanent Residency card

- **Proof of Ontario residency (permanent address)**
  - Copy of a bank statement, utilities bill (hydro, telephone, gas) or tax bill that is addressed to you at your Ontario permanent address.
  - You may block out the dollar amounts in statements and bills on the photocopy that you send in.

**Cheque**
- A VOID blank cheque from the organization representative

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**Stream 2: Incorporated not-for-profit organizations**

**Letters of support, incorporation/not-for-profit status, financial stability documentation**

**Letter of Support**
- Please attach a Letter of Support that is signed by the organization or individual(s) that will be providing cash or in-kind contributions to your project. Please ensure the letter details the cash or in-kind contribution and its value. (only needed if your 20% cash or in-kind contribution comes from outside of your organization)

**Incorporation, not-for-profit status**
- Incorporated not-for-profit organizations must provide proof of incorporation and not-for-profit status, such as copy of the Articles of Incorporation or Letters Patent.

**Financial stability**
- Organizations with operating budgets at or over **$250,000** must submit a copy of the audited financial statement for the most recently completed fiscal year.

- Organizations with an operating budget **under $250,000** must submit one of the following:
  - An audited financial statement for the most recently completed fiscal year
  - A financial review for the most recently completed fiscal year
  - A financial statement signed/endorsed by the organization’s Board

**Cheque**
- A VOID blank cheque from the organization.
8.7 Application Deadline and Project Timelines

Application deadline

The deadline for submitting applications is 4:00 pm EST on January 23, 2018.

Project Timelines

Projects will start on or after April 1, 2018 and finish by March 31, 2019.
### 8.8 Application Submission Tips

<table>
<thead>
<tr>
<th>TIP</th>
<th>Stream 1</th>
<th>Stream 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated acknowledgements</td>
<td>Emailing the application ensures an automated acknowledgment of your application.</td>
<td>Grants Ontario provides an automated acknowledgement at completion of an application submission.</td>
</tr>
<tr>
<td>Grants Ontario registration</td>
<td>Grants Ontario registration is <strong>NOT REQUIRED for Stream 1 applicants</strong></td>
<td>Grants Ontario registration is <strong>REQUIRED for Stream 2 applicants</strong>. Register EARLY for Grants Ontario. Registration takes up to five (5) business days.</td>
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</tr>
<tr>
<td>Early submission</td>
<td>Early application submission to the email box will help to ensure you do not encounter issues due to high email volumes on the deadline date.</td>
<td>Early application submission to Grants Ontario will help ensure you do not encounter issues submitting your application.</td>
</tr>
<tr>
<td>Message size</td>
<td>The email box can only take messages of up to 20 MB. Larger messages will need to be zipped OR applicants can submit more than one message (each under the 20 MB limit).</td>
<td>Grants Ontario can handle large messages. If you have any issues, contact the Grants Ontario Customer Service Line at (416) 325-6691 or 1-855-216-3090, Mon. to Fri. from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at <a href="mailto:GrantsOntarioCS@Ontario.ca">GrantsOntarioCS@Ontario.ca</a></td>
</tr>
<tr>
<td>Emailed applications</td>
<td>Emailed applications can have issues if filled using:</td>
<td>Grants Ontario has its own forms within the system.</td>
</tr>
<tr>
<td></td>
<td>1. Apps</td>
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<td></td>
<td>2. Smart phones, tablets, and other devices. If you encounter problems, try an alternative device.</td>
<td></td>
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<td></td>
<td>3. You must have the most recent version of Adobe Reader.</td>
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<tr>
<td></td>
<td>For help with your application, please contact the Ministry at Regional Services Branch – Contact List or directly by telephone at one of the following Regional Services Offices:</td>
<td></td>
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<tr>
<td></td>
<td>Central Region: 1-877-395-4105</td>
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<tr>
<td></td>
<td>North Region: 1-800-465-6861</td>
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<td></td>
<td>East Region: 1-800-267-9340</td>
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<tr>
<td></td>
<td>West Region: 1-800-265-2189</td>
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</table>

Stream 1 ONLY

1. Apps
2. Smart phone, tablets and other devices, and
3. Adobe Reader

If you have any issues, 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.
## 8.9 Application Checklist

- Have you ensured that your start date is on **April 1, 2018** or later and that your project will end on or before **March 31, 2019**?

### Project Documentation (Both Funding Streams) – Have you provided?

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A project description</td>
<td>(maximum 50 - 70 words)</td>
</tr>
<tr>
<td>A project budget</td>
<td></td>
</tr>
<tr>
<td>Have you fully completed the application form</td>
<td>and attested to the validity of the information submitted?</td>
</tr>
<tr>
<td>Did you sign all necessary pages?</td>
<td>You must sign in two (2) locations. The project application and the Terms and Conditions. [How will they “sign” when applying in Grants Ontario?]</td>
</tr>
</tbody>
</table>

### Project Supporting Documentation – Have you provided?

#### Stream 1: Unincorporated no-for-profit organizations

- Adequate proof of identity and residency,
- A list of organization leaders and contact information,
- The organization authorization letter,
- The community support letter, and
- A VOID blank cheque from the organization representative?

#### Stream 2: Incorporated not-for-profit organizations

- Adequate proof of letter patent or letters of incorporation,
- The required financial documentation and is your cash or in-kind contribution at least 20% of your total project cost,
- A letter of support that explains where your 20% cash or in-kind contribution comes from (only needed if your 20% cash or in-kind contribution comes from outside of your organization), and
- A VOID blank cheque from the organization?

### Project Details (Both Funding Streams)

- Have you indicated in your project plan which program priorities your project addresses and how?
- Are your total project costs from all funding sources at or below the maximum project costs?
- Does your project plan description correspond with all budget items and have you ensured that each budget line only details one budget item?
- Have you confirmed that all of your budget request line-items are eligible expenses?
- Have you indicated how many newcomers or ethno-cultural communities will benefit or be involved in your project?
- Have you indicated where in the province your activities will take place?
- Have you identified the specific date(s) of your event(s) to the best of your ability? If a weekly/monthly event, have you defined it as such in your application Project Plan? If ongoing work (not event based), have you defined it as such in your application Project Plan?
9. Glossary

**Ethno-cultural community or organization**: A group of people defined by a common culture and ethnicity. For example: Italian Canadians, Chinese Canadian, Jamaican Canadians, etc.

**Immigrant organization**: An organization led by and for immigrants, regardless of their length of time in Canada. This includes ethnic associations, professional immigrant networks, and other organizations serving one or more ethno-cultural communities.

**Multicultural organization**: An organization serving people of diverse cultural backgrounds. This includes settlement organizations, and other organizations with activities or services targeted to the needs of a culturally diverse population.

**Newcomer**: Someone who is relatively new to Canada. This term is used flexibly to identify all people who were born in another country and have come with the intention of staying for an extended period of time in Canada.

**In-kind contribution**: Donation to a project by an individual, business or organization of goods, services or time that would otherwise have been paid for by the recipient. It involves non-cash asset transactions such as equipment, use of facilities, and labour. Volunteer time is an eligible in-kind contribution. Typically, volunteer time is counted at minimum wage unless the volunteer is acting in a professional capacity.