

# 2018-19 OSRCF Checklist for Applicants

This checklist is designed to ensure your application meets the eligibility and document requirements described in the Application Guide. It is strongly recommended that you consult a [Ministry representative](#) before submitting your application. All words or phrases in **bold** font are defined in the Glossary of Terms and Resources (Appendix E) at the end of Application Guide.

## Organization Eligibility

### Applicant Mandate

My organization (check all):

- is not a public health unit, hospital, government agency, school, individual, for-profit organization or private foundation;
- does not have a purpose that is related to political activity as defined by the [Canada Revenue Agency](#) (CRA); and
- has the ability to offer quality sport, recreation and physical activity programs.

### Applicant Type (check one):

- Not-for-profit organization* that has been operating for at least one year in Ontario (includes Inuit, Métis, First Nations, Local Services Boards and municipalities).
- University/College* applying for a provincial, applied research project only.
- Provincial or Multi-Sport Organization (PSO/MSO)* currently recognized under the [Sport Recognition Policy for Provincial and Multi-Sport Organizations](#) and applying for a provincial project.

*Organizations not eligible as applicants can still participate in OSRCF projects as a project partner.*

**Risk Management Policies – Mandatory** (check all). My organization has the following board-approved risk management policies and procedures publicly available online (or available electronically if the organization or partners do not have a website):

- Volunteer and staff screening;
- Harassment; and
- Concussion prevention and management (for projects including a direct delivery of physical activity programming).

**Risk Management Policies – Recommended** (check all that apply). My organization has the following board-approved risk management policies and procedures publicly available online (or available electronically if the organization or partners do not have a website):

- |   |  |
|---|--|
| <input type="checkbox"/> Equitable access     | <input type="checkbox"/> Injury reporting and tracking |
| <input type="checkbox"/> Conflict of interest | <input type="checkbox"/> Quality assurance             |
| <input type="checkbox"/> Complaints           | <input type="checkbox"/> Code of conduct/ethics        |

## Project Eligibility

My proposed project (check all):

- is not a capital project;
- is aligned with the Long-Term Athlete Development continuum (one or more of Stages 1, 2, 3, or 7) (Page 4 of Application Guide); and
- meets a minimum of one of the program goals (increasing opportunities for physical activity, embedding physical literacy or increasing capacity).

## Access to the Application

I have (check all):

- completed or updated my organization's registration in the [Transfer Payment Common Registration](#) (TPCR) system;
- completed or updated all organization contacts on the TPCR system; and
- requested and/or received access to [Grants Ontario](#) for my organization.

## Transfer Payment Common Registration (TPCR) System Attachments

**Proof of Eligibility** (First Nations and Municipalities are exempt). I have uploaded (check one):

- Certificate of Status (preferred)
- Articles of Incorporation
- Letters Patent
- Special acts of incorporation

**Organizational Information** (check all that apply). I have uploaded:

- a list of Board Members
- my organization's most recent annual report (if available)

Financial Statements I have uploaded one of the following (check one):

- Board-approved **Audited Financial Statements** (preferred). Mandatory for organizations with gross annual revenues of \$250,000 annually in either of the last two fiscal years. Statements must be complete and unabridged and produced by an independent, certified public accountant. Must also include any correspondence between the accountant and the Board, including the **Auditor's Management Letter** and board response.

OR

- Board-approved **Financial Engagement Review**. Statements must be complete and unabridged and produced by an independent, certified public accountant. Must also include any correspondence between the accountant and the Board, including letters to management and board response.

Certificate of Insurance (See *Appendix B of Application Guidelines*) Commonly covered under 'Commercial General Liability' (CGL) insurance. I have uploaded a certificate that (check all):

- is a valid 1-page certificate of liability insurance (and any renewal or replacement as may be necessary) with the application that covers the time period of the project;
- meets the requirements of Article 11.0 of the Terms and Conditions;
- states any pertinent exclusions; and
- lists "Her Majesty the Queen in right of Ontario, Her Ministers, agents, appointees and employees" as "Indemnified Parties".

### Grants Ontario System Attachments

Letters from Partner(s) (if partners identified). I have uploaded:

- a signed letter by an authorized signing official from each partner organization involved in the project. The letter outlines/acknowledges involvement with the project and/or the amount of in-kind and/or financial support provided for the project.

Payment Information (Optional). If your organization has not received funding from the Government of Ontario previously or has not received funding for over a year, you need to mail as well as upload a copy of the

- [Application for Electronic Funds Transfer](#) (Direct Deposit).

Application Guidelines and Consultation (check all):

- I have read and understood the 2018-19 OSRCF Application Guidelines.
- My organization complies with the *Broader Public Sector Accountability Act, 2010* and my project expenses align with the expense rates or ranges listed in the [Travel, Meal and Hospitality Expenses Directive](#).
- I have contacted a Ministry Representative to consult on my application.

### Project Budget

I have (check all):

- identified the Ministry as funding no more than 60% (population greater than 20,000) or 80% (population less than 20,000) of eligible project expenses;
- listed a cash contribution of at least 10% of total eligible project expenses and identified the source of this cash contribution; and
- listed the remaining 30% (population greater than 20,000) or 10% (population less than 20,000) of outstanding total eligible project expenses as cash or in-kind and identified the source of these contributions.

### Application Checklist

I have (check all):

- checked all mandatory items on this form and uploaded it to Grants Ontario; and
- ensured any partners listed in my application have received a copy of my completed application.