

Employment Standards Training and Education Program (ESTEP)

2018-19 Application Guideline

Call for Proposal Issued: Wednesday, April 25, 2018

Application Deadline: Wednesday, June 20, 2018

Contents

1. Overview	4
Key Program Objective	4
Funding	4
Application Deadline	5
2. Eligibility	5
Eligible for Funding	5
Not Eligible for Funding	5
3. How to Apply	6
Step One (1): Enroll in Grants Ontario	6
Step Two (2): Complete the Employment Standards Training and Education Program Application	6
How to Complete the Online Application Form	7
Section A – Organization Information	7
Section B – Organization Address Information	7
Section C – Organization Contact(s)	7
Section D – Grant Payment Information	7
Section E – Project Information	7
Section F – Project Work Plan	9
Section G – Performance Measures	10
Section H – Project Financial Information	11
Section I – Partnership / Stakeholders Information	12
Section J – Organization Capacity	13
Section K – Declaration of Applicant / Signing	13
Applicant Checklist	13
4. Application Evaluation	14
How will applications be evaluated?	14
Stage One (1): Eligibility Review	14
Stage Two (2): Application Review by the Ministry of Labour	14
Project Description / Objectives and Beneficiaries	14
Budget	15

Employment Standards Education and Training Program (ESTEP)

Project Rationale	15
Organizational Capacity.....	15
Project Outcomes	15
Work Plan	15
Accountability	15
Networks.....	15
5. Grant Notification	16
Successful Applicants	16
Conflict of Interest.....	17
Start Dates.....	17
Reporting Requirements.....	17
Intellectual Property	17
Ministry of Labour Support.....	18
Unsuccessful Applicants	18
6. General Information	18
Key Timelines	18
7. Questions?	18
Grants Ontario Support.....	18
ESTEP Application Support	18
8. Additional Information	19
Confidentiality	19
Privacy and Personal Information	19
Rights of the Province	19
Appendix A - Travel, Meal and Hospitality	20

1. Overview

The Employment Standards Training and Education Program (ESTEP) provides funding to eligible organizations for projects designed to help educate employees and employers on their rights and obligations under the [Employment Standards Act, 2000 \(ESA\)](#).

The program's focus is to help educate small to medium-sized enterprises (SMEs) and vulnerable, non-unionized workers (including newcomers and young workers).

Key Program Objective

The key objective of the ESTEP is to expand the scope of the Ministry of Labour's existing education and outreach efforts by funding the projects of external organizations that are designed to promote awareness and educate employees and employers on their rights and obligations under the ESA.

In 2018-19, ESTEP applicants may apply in one of two categories. Applicants may wish to promote awareness and focus their educational efforts on either:

- a) Category #1 - General Overview of the ESA;
- or**
- b) Category #2 - Focus Areas of the ESA (applicants may wish to focus on one or more of the standards below)
 - i. Focus 2A - Personal Emergency Leave;
 - ii. Focus 2B - Domestic and Sexual Violence Leave;
 - iii. Focus 2C - Equal Pay for Equal Work.

Applicants will have to submit two applications if they would like to request for funding under both categories. The Ministry of Labour will consider a maximum of two applications per organization. You will have to submit one application at a time.

Funding

The total available funding for the ESTEP is \$1,000,000. Individual grant amounts will vary depending on the type of project proposed, however the maximum funding available per project is \$200,000.

If you have previously received funding from the ministry for this grants program, you are not eligible for funding for the same project.

A project may vary in length, but must conclude by December 31, 2019. Projects can be a maximum of 12 months in duration and are expected to begin in the fall of 2018.

For details on eligible, in-eligible and in-kind costs, see application guideline section [H: Project Financial Information](#).

Application Deadline

The completed applications and all mandatory documents **must** be submitted electronically in English or French through the Grants Ontario website no later than 4 p.m. on **Wednesday, June 20, 2018**.

****Incomplete applications and/or applications received after the deadline will not be considered****

A complete application consists of the following:

- All questions in the online application form are completed as instructed.
- Online application form is electronically signed by the applicant's signing authority(ies).
- Application form is submitted electronically through the online Grants Ontario system.
- All required attachments are also submitted electronically through the Grants Ontario system. A list of the required attachments appears on the application form.

2. Eligibility

Eligible for Funding

In order to be eligible to apply to the ESTEP, applicants **must** meet all of the following criteria:

- Able to demonstrate the approximate capacity and approach to achieve and measure the estimated / projected outreach targets.
- A non-profit organization that has been legally incorporated and in operation for at least two (2) years.
- Able to establish and demonstrate governance and control.
- Accountability processes are available and in place to administer funds and deliver services.
- Proven reliable financial reporting.
- In compliance with applicable laws and regulations (i.e. [Employment Standards Act, 2000](#) and [Occupational Health and Safety Act, 1990](#)).
- Able to prepare and provide reports, as agreed in the contract and/or at the Ministry of Labour's request.

Not Eligible for Funding

Applications will not be considered:

- From individuals or profit-based organizations.*
- From organizations seeking deficit or emergency funding.
- For projects outside of Ontario or with programming occurring outside of Ontario.
- For projects that are unrelated to the [key program objective](#).
- For religious and/or political activities.

* At this time, profit-based organizations are not eligible to apply for this grants program. However, profit-based organizations can participate by partnering with eligible not-for-profit organizations on their proposed projects. The eligible applicant would be the lead applicant and would accept any legal and financial responsibility for the approved grant(s).

3. How to Apply

Applicants must register and complete the application process in the Grants Ontario system. Please note the registration process for Grants Ontario may take up to **five (5) business days**.

Please ensure you enroll as soon as possible in order to avoid potential delays.

Step One (1): Enroll in Grants Ontario

For detailed instructions on how to register and apply, please visit the [Grants Ontario](#) website and click on [How to Apply](#).

Once an application is made, applicants can also perform the following tasks:

- Check the status of an application
- Send updates
- Submit required reports
- Attach documents
- Check the status of payments

Please note you must enroll with Grants Ontario in order to access the ESTEP application. The ministry will not provide applicants with a copy of the application.

Step Two (2): Complete the Employment Standards Training and Education Program Application

1. Log into [Grants Ontario](#).
2. Click on “Apply for a Grant” and select the Employment Standards Training and Education Program (ESTEP).
3. Review or complete sections in the online application following the ESTEP Guideline below.
4. Submit your application along with all mandatory attachments before or by the stated deadline. Once the application has been submitted, it cannot be changed or edited.

Applications submitted through the Grants Ontario system will receive an automated email response acknowledging receipt of your application. However, the acknowledgment receipt email does not confirm that your application is complete and includes all of the required information and attachments. It is the applicant’s responsibility to ensure all the required information has been submitted.

How to Complete the Online Application Form

Please complete all the questions on the application form. **Do not leave any fields blank as each field is mandatory and must contain a response.**

When you have completed the application form, please click the “Validate” button at the top right of each page to see if you have missed any of the mandatory fields.

When passing over a field or question that is not applicable to your project, 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. You need to use the Transfer Payment Common Registration (TPCR) system to make changes to the pre-populated information here. Please enter your 9-digit business number (BN) and confirm that you are a non-profit organization.

Section B – Organization Address Information

This section is pre-populated based on your Grants Ontario registration information. You need to use the Transfer Payment Common Registration (TPCR) system to make changes to the pre-populated information here.

Section C – Organization Contact(s)

Provide information about the person who will be the sole contact responsible for all communications with the Ministry of Labour with regard to this application.

You will also need to provide the contact information for the most senior elected or appointed official for your organization (i.e. Board Chair, Reeve, Chief, CEO) and indicate this individual has signing authority for your organization.

Section D – Grant Payment Information

Provide information about making payments to the organization. In the event that your organization is a successful applicant, this is the information that will be used to process your grant payment.

Section E – Project Information

Please ensure you complete all the fields in this section.

Provide information about the proposed project. In this section, project proposals must provide details on how they intend to promote awareness and educate employees and/or employers on their rights and obligations under the *Employment Standards Act, 2000* (ESA).

Project Name

Provide a short and descriptive name for your project.

Project Start Date

The earliest start date for projects are expected to be in the fall of 2018.

Project End Date

This is based on the “Project Start Date.” The duration of the project may be up to a maximum of 12 months. Projects must conclude by December 31, 2019.

Target Audience

Please identify the target audience that will be the focus of your educational efforts.

Your proposed projects may be a blend of the target audiences. The project may focus exclusively on employers, employees or some other target audience. It is not a requirement that your project cover all the target audiences.

Application Category (Project Priority)

Please indicate the category for which you are submitting your ESTEP application. If you are applying for Category #2 – Priority Areas of the ESA, you must select at least one focus area. Applicants can choose one or more focus areas.

You are only permitted to apply for one category per application. If you intend to apply for both categories, you will need to submit two applications. The Ministry of Labour will consider a maximum of two applications per organization. There are no restrictions on the number of grants that may be awarded to a single organization.

Project Scope

Identify the scope of your project based on the descriptions below:

- Local (inside 1-3 counties)
- Regional (more than 3 counties)
- Provincial (80% or more of the province)

Project Summary

Provide a brief description of the project. If your application is successful this wording may be used on the Ministry of Labour website.

Project Description

Based on the “[Project Summary](#),” please provide additional details to provide the Ministry of Labour with a clear and comprehensive description of:

- The activities of the project.
- How your organization will implement the project.
- How you will reach your intended [target audience](#).
- How the project will address the [key program objective](#).
- Ensure that your description is consistent with the [project work plan](#) in the application.

Project Objectives and Beneficiaries

Please describe your project objectives, beneficiaries and what the project will accomplish.

Rationale / Need

Please describe how your project will fill an existing gap and say why your proposed approach will fill that gap. You may wish you include supplementary information (e.g. research, statistics, etc.) in order to support your rationale.

Risk Assessment and Management

Please clearly articulate all risks associated with the project and any challenges that may prevent the project from reaching its outcomes. Also provide mitigation strategies for all the identified risks associated with the project.

Section F – Project Work Plan

Describe how your organization will carry out the project. The work plan is designed to provide the Ministry of Labour with a clear understanding of how the 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. A comprehensive work plan with specific achievable milestones demonstrates strong organizational capacity and is an indicator of likely project success.

Please include in your work plan a realistic timeframe for commitments and when you plan to submit your interim and final reports.

Applicants are required to include the following work plan components in their proposals:

- Key Milestones – mark the completion of a work phase;
- Activities – tasks that will be undertaken to complete the project;
- Start Date – anticipated start date of each activity;
- End Date – anticipated end date of each activity;
- Responsibility – indicates who is responsible for completing the activities; and,
- Performance Indicator – signal that demonstrates task achieved successfully.

Any partner organizations / stakeholders identified in the work plan must also be listed as partners in [Section I: Partnership / Stakeholders Information](#).

When drafting the work plan remember to complete all fields in the row as each cell is mandatory and must contain a response. The results and activities identified in this section will be used as benchmarks for the organization and MOL to measure the progress and success of the project.

Tips for Completing the Work Plan

- 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, that identifies key start and end dates, for the proposed activities and commitments, including performance indicators to measure success.

Section G – Performance Measures

Please ensure you complete all the fields in this section and provide information about the performance measures for the proposed project.

Applicant Provided Performance Metrics

The performance measures provided by your organization should be clearly defined, tangible and measurable as well as demonstrate the effectiveness of the proposed program and/or projected outreach targets.

Applicants are required to include the following performance measures components in their proposals:

- Metric – Please provide a metric that is clearly defined and measurable for your project.
- Description – Please describe your performance metrics and include information on how this metric will demonstrate the effectiveness of your project.
- Goal – The number of outreach targets you anticipate for your project.

Project Outcomes

Please provide detailed information on the outcomes that will demonstrate the project's success, this should align with your "[Project Objectives and Beneficiaries](#)," "[Applicant Provided Performance Measures](#)" and "[Evaluation Plan / Criteria](#)."

Evaluation Plan / Criteria

This information should align with the performance measures provided above. The applicant should provide:

- details on qualitative and quantitative data related to the delivery and evaluation of the proposed project.
- a clear plan and practical explanation for evaluation of the project (e.g. surveys, tracking outreach or participation, etc.)
- details on how the data will be collected and identify who, when and how the data will be analyzed, reported and used.

Section H – Project Financial Information

Please complete all the fields in this section. **Do not leave any fields blank as each field is mandatory and must contain a response.** When passing over a field that does not apply to you or you have no comments to add, please enter:

- N/A for text fields
- 0 for numeric fields

The budget must do the following:

- Be a reasonable budget and set out costs for key work plan activities.
- Demonstrate effective use of government funds and must be financially feasible.
- Provide information about your anticipated expenses. The budget should demonstrate value for money of services.
- Provide a detailed justification of each budget line item so that reviewers can assess all costs and whether the requested resources are appropriate for the execution of the project.
- Be justifiable within the proposed project activities. Funding is awarded based on an assessment of the proposed budget provided by applicants.
- Identify any other sources of funding (confirmed or anticipated), including funds from other municipal, provincial or federal funding programs and funds from any other organizations you may be collaborating with for this project.
- Include any in-kind revenue (if applicable). In-kind revenue may include total cash value of donated goods, commodities or services, marketing services equipment and/or office space that is provided to the applicant at no cost.

Eligible Expenses for the Budget

Eligible expenses are budget items directly related to the project. Expenses should be reasonable and necessary for the project's successful completion and implementation. The final determination of an item's eligibility rests with the Ministry of Labour.

- Project administration (should not exceed 15 per cent of the total budget)
- Time spent by staff in human resources, finance, IT and communications directly related to the project
- Project staff (e.g., salaries, benefits)
- Research, planning and development (e.g., expenses related to determining how to develop and implement the project. This does **not** include expenses associated with preparing this application)
- Production expenses for resource development (e.g., graphic design, printing, translation into other languages, alternative formats)
- Consulting fees and expenses (e.g., management consultants)
- Marketing and outreach (e.g., expenses related to promotion, holding meetings/networking or outreach events directly related to the project)
- Project goods and services, including rented equipment (e.g., for meetings, workshops and/or events)
- Evaluation

- Legal fees
- Travel, meals and hospitality expenses (should not exceed 10 per cent of the total budget). Please refer to Appendix A for details on eligible and in-eligible costs.

In-eligible Expenses

The following expenses will not be covered, even if they are related to the project.

- Annual general meetings, budget deficits, membership fees, fundraising activities, committee and political meetings or religious activities
- Expenses covered by other government funding
- Contingency or unexplained miscellaneous costs
- Expenses not specifically related to the project
- Activities that take place outside of Ontario
- Feasibility studies; infrastructure or large capital expenses, including the renovation, construction or transformation of permanent spaces, parks or grounds
- Furniture, fixtures or other equipment* (equipment should be rented if not available)
- Portion of Harmonized Sales Tax (HST) expenses that are refundable
- Non-project related administration, including overhead** (e.g., mortgage, rent, insurance for regular operations)
- Any expense incurred before receiving written ministry approval

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

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

Additional comments or justification for budget items should be included in the additional comments section.

Section I – Partnership / Stakeholders Information

If applicable to your project, provide information about any partnerships and/or stakeholder information, including what their role and contribution will be. Stakeholders who were or are to be consulted should also be noted. The partnership should clearly demonstrate the benefits of the collaboration to ensure the success of the project.

The applicant should also indicate whether the partner or stakeholder organization has committed to the collaboration.

Section J – Organization Capacity

Please ensure that you complete all the questions in this section.

The information you provide should demonstrate the skills and expertise that will make this project a success. Applicant should demonstrate the capacity to administer funds and that it possesses the organizational capacity to deliver on the project.

Applicants will need to provide information about the organization including the number of staff, volunteers, governance and past performance and their previous experience delivering services and information.

If applicable, please include information regarding your knowledge and experience in promoting awareness and providing education on the ESA or a similar initiative.

Please ensure that you include information about your organization’s governance structure that will allow for effective management of the project and government funding. If applicable to your organization, you may wish you include information on:

- public accountability / public reporting
- governance by a Board of Directors
- existence of funding from other government departments, ministries, or similar organizations
- internal controls such as information on how it manages funding (e.g. segregated accounts, signing and other policies)
- who will oversee the project and the related funding

Section K – 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 Ministry of Labour.

It is recognized that, in many cases, the person completing the grant application is not the individual with signing authority for the organization. It is the responsibility of the contact person noted on the application to ensure that there is written approval from the signing authority(ies) to request the grant funds. This documentation may be requested.

Applicant Checklist

The following items must be submitted by the deadline on **Wednesday, June 20, 2018**.

Item	Yes	No
1. Completed and signed e-copy of application	<input type="checkbox"/>	<input type="checkbox"/>
2. Proof of incorporation date/Letters of Patent	<input type="checkbox"/>	<input type="checkbox"/>
3. Previous year’s financial statements	<input type="checkbox"/>	<input type="checkbox"/>

4. Application Evaluation

Applicants must meet the eligibility requirements and submit their application and supporting documents by the deadline.

How will applications be evaluated?

If eligibility requirements are met and the application is submitted by the deadline, applications will then be evaluated against the criteria outline in this guideline. The criteria consists of: [Project Description / Objectives and Beneficiaries](#), [Budget](#), [Project Rationale](#), [Organizational Capacity](#), [Project Outcomes](#), [Work Plan](#), [Accountability](#) and [Networks](#).

All submitted applications will be reviewed through an evaluation process. The evaluation process has two stages:

Stage One (1): Eligibility Review

To be considered for the evaluation process, the applicant **must** meet all of the following requirements:

- Applicant meets the eligibility criteria as outlined in [Section 2 – Eligibility](#),
- Completed application with all the required documentation as outlined in the “Applicant Checklist”, and
- Submitted the application by the deadline.

Stage Two (2): Application Review by the Ministry of Labour

Eligible applications that best demonstrate the factors identified and whose applications align with ministry priorities will be awarded funding.

In this stage of the evaluation process, the following factors will be considered:

Project Description / Objectives and Beneficiaries

Applicant provided a project description that is feasible. The project concept addresses the [key program objective](#) and the outcomes are clearly defined.

The applicant is able to:

- develop its concept and clearly articulate that its project and strategies are aimed at educating employees and/or employers on their rights and obligations under the ESA.
- articulate how the proposed project effectively expands the scope of / complements the Ministry of Labour's existing education, outreach and partnership (EOP) efforts.
- identify opportunities addressing the key program objectives and aligns its project with ministry priorities.

Employment Standards Education and Training Program (ESTEP)

- clearly define and provide details on the target audience and beneficiaries of the program, including information on how they will benefit.
- provide details on the project scope, size and reach.
- demonstrate that the project is feasible.
- provide details on how they intend to educate employees and/or employers on their rights and obligations under the [ESA](#).

Budget

Applicant provides a budget that is reasonable and details all costs associated with the project. The budget includes accurate pricing of commitments and demonstrates effective use of government funds and value for money.

Project Rationale

The applicant is able to clearly articulate their project rationale. The applicant is able to:

- demonstrate and articulate the strategic objective of proposed approach.
- provide clear and compelling rationale, justification and the need for the project.
- clearly explain the rationale for the proposed approach.
- identify if this project will fill an existing gap.
- justify the need for the funding of the project.
- provide supporting information (e.g. research, statistics, etc.).
- align their project with the ESTEP objectives.

Organizational Capacity

Applicant is qualified and can demonstrate that it possesses the organizational capacity to deliver on the project and has the relevant resources and experience.

Project Outcomes

Applicant provides outcomes that are clearly defined, measurable and tangible based on the project objectives and provides targeted performance measures for each outcome.

Work Plan

Applicant clearly articulates the steps required to implement the project and provides a comprehensive plan for evaluation of project success (including key performance indicators) and a realistic timeframe for commitments.

Accountability

Applicant demonstrates accountability processes are in place to administer, manage and oversee any funding received from the Ministry of Labour.

Networks

Applicant demonstrates strong community, employer / employee networks and relationships.

Note: The Ministry of Labour cannot guarantee funding to all applicants, nor can the Ministry of Labour ensure that the total amount requested by the successful applicants will be granted. The decision 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/project.

5. Grant Notification

Successful Applicants

The Ministry of Labour will inform the successful applicant, in writing, of the results of the evaluation process and will detail any documentation required to finalize the grant agreement.

The award notification provides detailed terms and timelines for the award, which must be agreed to before any payment can be made. Project funding, if approved, will be provided to grant recipients under a funding agreement called a Transfer Payment Agreement between the province and the grant recipient. Grant recipients will be responsible for managing and executing their projects in line with the funding agreement. The funding agreement will set out the terms and conditions governing the grant, and may include:

- Milestones, commitments and performance measures
- Project budget
- Project management
- Accountability framework
- Project activities
- Communication strategies for monitoring and reporting requirements, including progress reporting, audits and financial reports
- Mode and schedule of payment
- Contract termination and corrective action

Successful grant recipients will:

- be accountable to the province for all monies and project components, and will be considered to be the final decision-making authority among any partners for the project under the funding agreement.
- manage their project plan to meet financial and accountability reporting requirements and commitments, as identified in the funding agreement.
- be responsible for the receiving, administering and allocating funds to any partners in accordance with the requirements of their agreements, and may be required to open a separate bank account for the program funds.
- be responsible for measuring results and reporting on their performance as required by their funding agreement.
- be required to submit regular reporting that will be used by the province to assess the progress of implementation, as well as compliance with financial and auditing requirements, as required by the funding agreement.

The funding agreement may require the grant recipient to develop formal agreements and/or memorandums of understanding with any project partners to whom funding may be flowed for the purpose of meeting project objectives or addressing obligations.

Conflict of Interest

A successful applicant would be required to carry out the program and use the funds received from the province pursuant to the program without an actual, potential or perceived conflict of interest.

A conflict of interest may include a situation where an applicant or any person who has the capacity to influence the applicant's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the applicant's objective, unbiased and impartial judgment relating to the program and the use of the funds.

Disclosure to the Province

The applicant shall:

- a) disclose to the province, without delay, any situation that a reasonable person would interpret as either an actual, potential, or perceived conflict of interest.
- b) comply with any terms and conditions that the province may prescribe as a result of the disclosure.

Start Dates

The start date of the projects will be established through discussions between the Ministry of Labour and the successful applicant(s).

Reporting Requirements

Reporting requirements will be established through discussions between the Ministry of Labour and the successful applicant(s). At a minimum, successful applicants will be expected to submit materials and resources developed for the project as well as a midterm and final report summarizing the outcomes and describing how the grant funds were used.

The province will review all reporting and monitoring to ensure compliance with the funding agreement and its terms and conditions.

It is anticipated that funding will be allocated in installments according to a specific payment schedule and program phases. The payment of funding installments will be dependent on the grant recipient meeting all program and reporting requirements under the funding agreement with the province.

Intellectual Property

The applicants will retain all intellectual property rights.

Ministry of Labour Support

The ministry will not be approving content, however we will provide support to successful applicants, as appropriate.

The Ministry of Labour reserves the right to fact check the materials and resources developed using the grant funds.

Unsuccessful Applicants

In the case of an unsuccessful application, the Ministry of Labour will inform the applicant in writing. Please note that all funding decisions are final and that there is no appeal process.

6. General Information

Key Timelines

Activity	DATE
Application Posted on Grants Ontario	Wednesday, April 25, 2018
Information Session #1	Wednesday, May 9, 2018
Information Session #2	Wednesday, May 30, 2018
Final Date to Submit Questions to MOL	Thursday, May 31, 2018
Application Deadline	Wednesday, June 20, 2018

7. Questions?

Grants Ontario Support

For help or any technical difficulties with Grants Ontario (GO), please contact the Grants Ontario Customer Service at (416) 325-6691 / 1-855-216-3090 or by email at GrantsOntarioCS@Ontario.ca.

ESTEP Application Support

If you have any questions regarding this Call for Proposal (CFP) process, please send an email to EOP@ontario.ca. All inquiries will be answered as soon as possible. Response times will vary depending on the complexity of the question. The Ministry of Labour (MOL) reserves the right to answer inquiries by e-mail or by telephone.

All questions regarding this CFP must be submitted to EOP@ontario.ca by 4 p.m. on **Thursday, May 31, 2018**. The ministry will not respond to questions after this date.

A Frequently Asked Questions (FAQ) document will be available after the information sessions and can be accessed on the [ESTEP Grants Ontario portal page](#).

8. Additional Information

Confidentiality

Please note that the province is subject to the *Freedom of Information and Protection of Privacy Act*. The act provides every person with a right of access to information in the custody or under the control of the province, subject to a limited set of exemptions.

Applicants are advised that the names and addresses of funding recipients, their partnered organizations, the amount of funding provided and the purpose for which funds are provided is information that the province may be made available to the public.

Additionally, the province may share application information with others for the purpose of evaluating proposals, assessing eligibility and administering ESTEP.

Privacy and Personal Information

Applicants must be mindful of their obligations under relevant legislation when preparing and implementing their grant and evaluation proposals to ensure they are complying 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 comply with, all ethical and legal requirements relating to privacy, confidentiality and security of the information (including obligations 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 will be expected to ensure the necessary rights are obtained to use data and information as contemplated in this guide and any funding agreement that may be entered into.

By submitting an application, applicants agree that if their project is selected for funding, information about the project will be publicly shared for the benefit of other communities and organizations. Such information includes key findings, evaluation results and data, and the lessons learned. Personal information about individuals will not be collected or shared.

Public use could include: sharing lessons learned and best practices, contributing to evidence based policy and program design and delivery, and supporting Ontario's Open Data initiative.

Rights of the Province

In submitting an application, the applicant is deemed to have acknowledged that the province may:

- a) communicate directly with any applicant or potential applicants.
- b) verify with any applicant or with a third party any information set out in an application.
- c) make changes, including substantial changes, to this guide and related documents including the application form by way of new information on the designated website.
- d) cancel this application and Call for Proposal process at any stage of the application or evaluation process.
- e) reject any or all applications at its sole and absolute discretion.
- f) fund legal entities for similar projects regardless of whether these entities have submitted an application in response to this guide.

Appendix A - Travel, Meal and Hospitality

This directive sets out the rules for government employees, appointees, contractors and other designated persons to claim reimbursement for work-related travel, meals and hospitality expenses.

Travel and meal expenses are to be paid for actual expenses incurred. The Travel, Meal and Hospitality directive is available on the Ontario.ca website.

Applicants are required to apply the following guidelines to any travel, meal and hospitality expenses. The overall travel budget cannot account for more than 10 per cent of the total funding request.

- Transportation
Projects are expected to use the most practical and economical way to travel and explore alternatives such as teleconferencing where possible. Whenever practical, local public transportation/hotel shuttles must be used. Rail or air transportation are permitted if either is the most practical and economical way to travel. The standard is coach/economy class.
- Reimbursement Rates for Personal Vehicle Use
Southern Ontario = \$0.40 per km
Northern Ontario = \$0.41 per km
- Accommodation
When a staff member requires overnight accommodation, single accommodation in a standard room is allowed. No reimbursement should be made for suites, executive floors or concierge levels. A maximum of \$30.00 per night is allowed for private stays with family or friends (and no receipt is required).
- Meal Rates (including taxes and gratuities)
Cannot include reimbursement for alcoholic beverages.

Maximum meal rates: Breakfast \$10.00; Lunch \$12.50; Dinner \$22.50.

Employment Standards Education and Training Program (ESTEP)

For a full day of meal claims (i.e., breakfast, lunch and dinner), there is discretion to allocate the daily total three-meal rate of \$45.

Meal rates do not apply to training or other group events offered as part of the project.

- Non-Eligible Expenses
Items of a personal nature.

The Ministry of Labour may also cover certain other costs not captured in this ESTEP Guideline, but these expenses will be subject to the MOL's approval and reviewed on a case-by-case basis.

Record Keeping

Original receipts (not photocopies) must be collected and kept on file by the applicant. When the applicant decides to exercise discretion in making an exception to the above guidelines and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and be attached to the expense claim.