Ministry of Tourism, Culture and Sport

Heritage Organization Development Grant (HODG)

2018-19 PROGRAM AND APPLICATION GUIDELINES

APPLICATION DEADLINE

Completed applications with all mandatory documents must be submitted online through the Grants Ontario **no later than 5:00 p.m. Eastern Daylight Time on <u>Tuesday, July 3, 2018</u>**.

Applicants are encouraged to read these guidelines before completing and submitting a HODG Grants Ontario application.

Applicants are encouraged to submit their completed applications well in advance of the deadline

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GRANT DESCRIPTION

The **Heritage Organization Development Grant (HODG)** is an annual, statutory-based operating grant designed to promote public awareness of Ontario's rich and diverse heritage. The program provides historical societies, museums and other heritage associations, located throughout the province, with a portion of their annual operating support.

WHO CAN APPLY

Eligible recipients are non-profit bodies that are actively involved in local outreach activities such as the production of displays and promotional materials, public programs, lecture series, walking tours and special activities designed to inform and educate the general public about their community heritage.

The Heritage Organization Development Grant is distributed to recipients operating a year-round or seasonal facility in accordance with Regulation 879, Grants to Incorporated Historical Societies and Associations under the Ontario Heritage Act.

If you wish to apply for a grant and have not done so before, please send your inquiry to: HODG-SSAHC@ontario.ca.

CONTACTS

HODG Enquiries contact
Shannon Khan
Culture Programs Advisor
Phone # (416) 314-5186
Email: HODG-SSAHC@ontario.ca

Grants Ontario Technical Support
Customer service
Monday - Friday 8:30 a.m. to 5:00 p.m.
Toronto: 416-325-6691
Toll Free: 1-855-216-3090
E-mail at GrantsOntarioCS@Ontario.ca

You can log in to Grants Ontario at www.grants.gov.on.ca

MANDATORY DOCUMENTS

All mandatory documents must be attached to your Grants Ontario application under the "Case Attachments" tab. Identify each attachment with the organization's name (e.g. "*XYZ Heritage Society 2017 Board Minutes*").

The checklist below identifies the **five mandatory documents** required and detailed description below.

1. ☐ Registered Returns:
    a. Registered Charity Information Returns (T3010); or
    b. Letter of "Good Standing" from the Ontario Historical Society, or
    c. NPO Information Return (form T1044)
2. ☐ Community Engagement Activities
3. ☐ Annual General Meeting AGM Minutes
4. ☐ Financial Report
5. ☐ Revenue and Expenses Form 2017-18 to be completed

Descriptions of the Requirements

1. **Registered Returns** - **ONE** of the following. **See Appendix "A"**
   a. Most recently filed Registered Charity Information Return (CRA form #T3010),
   b. Current "Letter of Good Standing" from Ontario Historical Society, or
   c. Non-Profit Organization (NPO) Information Return (CRA form #T1044).

2. **Community Engagement Activities**
   - Submit your organization's official 2017 Annual Report.
   - If your organization does not produce an Annual Report, a report must be created that details your activities in 2017. **See details in Appendix "A"**.

3. **Annual General Meeting (AGM) Minutes**
   - Submit your Board approved minutes from the most recent AGM.

4. **Financial Report**
   - Submit one of the following:
     a. An audited financial statement; or
     b. Treasurer's report for the previous fiscal year signed by the President or Treasurer.

5. **2017-18 HODG Revenue and Expenses Form**
   - This form can be found on HODG Grants Ontario web page and it was also sent in the program launch email. **See Appendix "C"**.

HOW TO APPLY

All eligible applicants must apply through the **Grants Ontario** system. This is the Government of Ontario's online grants management system. It provides a one-window access to information about government grants, how to apply for grants, and how to check the status of your application.

Follow Steps 1 and 2 if you have not previously done them. If you have, simply log in to Grants Ontario and go to Step 3.

Step 1: Register in Grants Ontario to create a ONe-key ID
- To create a One-Key account, refer to the Grants Ontario System Reference Guide for Applicants for instructions.
- You will not be able to access the HODG Grants Ontario application without a ONe-key login and password.
- If you are currently registered with Grants Ontario and already have a ONe-key ID and password, you do not have to register again.

Step 2: Organization Profile Update - Transfer Payment Common Registration
- All organizations applying through Grants Ontario must complete the Transfer Payment Common Registration (TPCR).
- TPCR is a one window self-serve registration system for submitting and updating organization profile information.

Step 3: Download the Grants Ontario Application
- In your Grants Ontario profile, select "Apply for Grant".
- Select "**Heritage Organization Development Grant 2018"** category.

Step 4: Complete the Grants Ontario Application
- Your Heritage Organization Development Grant Application - (instructions on how to complete this document are included in the application form itself).
- Some of the information requested in the first few sections of the Grants Ontario Application Form (e.g., address, contact information, etc.) will be pre-populated using data from the registration process. Ensure this data is up-to-date.

Once the program application is started online in the Grants Ontario System, it may be saved at any point and returned to later (refer to the Grants Ontario System Reference Guide for Applicants for instructions on how to save and submit).

Step 5
A: Complete the Mandatory Fields of the Application – Sections A, B, C, E, F
• All information provided in the application and the related attachments must be true, correct and complete (as verified by an authorized official).

B: Complete Mandatory Additional Questions in G2 Section and Performance Measures on Section I. See Appendix "B"

Step 6: Submit Your Completed 2018-19 Heritage Organization Application
• **Upload** the Grants Ontario System Application Form into the Grants Ontario System.
• **Attach** all mandatory documents.

Step 7: Application Confirmation
• Once your 2018-19 application is uploaded and submitted electronically through the Grants Ontario System, an email will be sent to the main application contact confirming receipt.
• **It is your responsibility to ensure that your application has been successfully submitted.**
• If you have not received an e-mail confirmation notice within 24 hours, please contact Grants Ontario customer service (see the **Contact** section of this Guide).

RECIPIENT OBLIGATIONS
Acknowledgement

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws. Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry.

Applicants should be aware that Government of Ontario institutions are bound by the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31,* as amended from time to time, and that any information provided to them in connection with your application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

ADDITIONAL CONSIDERATIONS

The Ministry of Tourism, Culture and Sport cannot guarantee funding to all applicants, nor can it ensure that the total amount requested by successful applicants will be granted. Past funding does not guarantee program funding.

Organizations must not be in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario.

Electronic Funds Transfer (EFT) on Release of Payment: Direct deposit is a fast, convenient, reliable, and secure way to get your funding directly into your bank account at a financial institution. To enroll for direct deposit or to update your banking information, **see EFT** Guide and Electronic Funds Transfer Form.

APPENDIX "A" – RETURNS AND COMMUNITY ENGAGEMENT ACTIVITIES

The following information is required as proof that the applicant's not-for-profit status is current. If your organization's incorporation is not of a type that files the returns below, contact your Heritage Programs Advisor to discuss acceptable alternate documentation.

Any <u>one</u> of the following as filed by your organization annually:

- Current Letter of "Good Standing" from Ontario Historical Society
                    OR
- Most recently filed Registered Charity Information Return (CRA form T3010)
                    OR
- Non-Profit Organization (NPO) Information Return (CRA form 1044)

Community Engagement Activities

HODG applicants must report on their community engagement activities in the past year. You may submit your organization's official 2017 Annual Report or create a report for your HODG application. In either case the report requires details for the following, where applicable:

- Number and description of exhibits/displays/audiovisual installations circulated in 2017

- Number and description of educational or promotional events and programs (e.g. heritage fairs, presentations, member events, etc.) conducted in 2017

- Number and description of heritage tours conducted within the community in 2017

- Number and description of heritage assets acquired/conserved/ archived in the year 2017

- Number of operating days of your Heritage Resource Centre

APPENDIX "B" – SECTION G2 "ADDITIONAL QUESTIONS" AND SECTION I "PERFORMANCE MEASURES"

In this section, **Section G2 – Additional Questions** please complete the following questions:

1. Provide the names of Board Members in 2017 including their position and the number of years each has served on the board.

2. Describe your Board's succession planning activities in the past year.

3. What are your key succession planning goals for 2018-2019?

<u>Section 1 – Performance Measures</u>
In this section, please report on the following questions

1.	Full Time Staff	Number of full time employees (FTE = 30hrs+/week) in 2017
2.	Part Time Staff	Number of part time employees in 2017
3.	Volunteers	Number of active volunteers in 2017
4.	Volunteer Hours	Total number of hours contributed by all volunteers in 2017
5.	Bylaw Quorum	Minimum number of voting Board members required to meet quorum as stated in organization's bylaws
6.	AGM Attendance	Number of voting members in attendance at the 2017 AGM
7.	Board Meetings	Total number of times Board met in 2017, including AGM.
8.	Membership	Number of membership in 2017
9.	Member Meetings	Number of membership meetings held in 2017
10.	Website	Number of site visits to your organization's website in 2017
11.	Social Media	Number of combined followers on all social media platforms used by your organization (Facebook, Twitter, Instagram, etc.)

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APPENDIX "C" - REVENUE AND EXPENSES FORM 2018-19

Revenue

Report revenue generated for the operation of the society/heritage organization, as defined by Regulation 879. Report only cash generated revenue; do not include contributions of goods or service in lieu of cash.

REVENUE SOURCES	
Government of Canada	Enter the total amount of contributions and/or grants from federal ministries, departments, and agencies.
Government of Ontario	Enter the total amount of contributions and/or grants from provincial ministries, departments, and agencies. Please include 2017 MTCS HODG grant amount in your total.
Municipal Grants	Enter the total amount of contributions and/or grants from municipal and/or regional government(s).
Membership Dues/Fees	Total revenues from annual membership fees.
Publications Sales	Enter dollar amounts for revenue generated through subscription fees or direct sales of newsletters, journals, and other periodicals produced by your organization.
Advertising Revenue	Enter revenue generated though the sale of advertisement space within publications, websites/social media platforms, or on physical property.
Foundations	Enter the total amount of contributions and/or grants from public and/or private foundations (community based foundations, family foundations, etc.
Donations	Charitable gifts of money given to your organization from individuals, corporations, or groups.
Other (Please Specify)	Enter any other revenues earned by your organization that fall outside of the categories aforementioned. You must specify type/source in the fillable blue line on the form.

Expenses

Only expenditures directly associated with the operating of the organization should be included. The total of these expenses is used as a basis for calculation of the organization's operating grant, following the criteria set out in [Regulation 879](#). Eligible operating expenses identified in Regulation 879 are:

OUTREACH ACTIVITIES	
Travelling or virtual exhibits and audio-visual programs.	Costs related to production and circulation, including fees for honoraria. Exhibit/program may be for community audience or for circulation.
Community Presence: promotional events and programs.	Costs relating to planning and development including fees, or honoraria and travel expenses for speakers, but not including food.
Community Engagement: tours, consultations, member recruitment.	Costs related to planning and delivering architectural or community heritage walking or driving tours promoting the community's heritage. Costs related to planning and delivering community advocacy or consultations, member recruitment strategies.
Accessible Archival/Library/Artifact Collections	Costs of making collections accessible to the public for research, exhibits and public programming either physically through a local facility, or digitally via the organization's own website or through partnership with another organization. These costs can be related to acquisition, conservation, storage, digitization and display of archival, library and artifact collections.

HERITAGE RESOURCE CENTRE	
Community Collections Expenses	Enter expenses related to the operation and maintenance of a **heritage resource center** for which the sole or primary purpose is to house the collection and make it available for public research and extension/outreach activities for the benefit of the community. Costs may include property taxes, rent, repairs, cleaning and utilities.
Office Expenses/ Administration	Enter expenses incurred for maintaining office premises except when offices are housed in a heritage resource center for which operating expenses are being claimed.
Staff Expenses	Enter expenses incurred in Staff salaries and benefits.
Board Governance and Development Expenses	Enter expenses for board meetings related to succession planning for the board (to bring new knowledge and skills to the organization) or strategic and financial planning sessions for the organization. In 2017 such meetings might focus on preparing the board and reviewing the organization's by-laws for the transition to Ontario Non-profit Corporations Act.
Projected 2018 Budget Summaries	
Projected 2018 Operating Revenue	Enter the projected revenue earnings for your organization in 2018.
Projected 2018 Operating Expenses	Enter the projected operating expenses for your organization in 2018.