

## Program Application Guidelines

### For the 2018-19 Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants (PLOG/PE/FNSS)

[Public Libraries Act](#)

[Regulation 976](#)

Application Deadline: **5:00 p.m. on October 16, 2018**

[www.grants.gov.on.ca](http://www.grants.gov.on.ca)

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

# Table of Contents

<b>GRANTS DESCRIPTION .....</b>	<b>3</b>
<b>WHO CAN APPLY .....</b>	<b>3</b>
<b>DEADLINE AND HOW TO APPLY .....</b>	<b>3</b>
<b>APPLICATION .....</b>	<b>4</b>
<b>APPLICATION SECTIONS .....</b>	<b>5</b>
<b>Instructions.....</b>	<b>5</b>
<b>A) Organization Information (mandatory).....</b>	<b>5</b>
<b>B) Application Contact Information (mandatory).....</b>	<b>5</b>
<b>C) Grant Payment Information (mandatory) .....</b>	<b>5</b>
<b>D) Certificate of Insurance (mandatory).....</b>	<b>6</b>
<b>E) Financial Reporting (mandatory) .....</b>	<b>7</b>
<b>F) Pay Equity Grant (mandatory).....</b>	<b>8</b>
<b>G) First Nations Salary Supplement Grant, if applicable.....</b>	<b>8</b>
<b>H) Library Service Contract(s) Details, attach if applicable.....</b>	<b>9</b>
<b>I) Terms and Conditions (mandatory).....</b>	<b>9</b>
<b>J) Declaration/Signing (mandatory) .....</b>	<b>9</b>
<b>HOW TO SUBMIT YOUR COMPLETED APPLICATION.....</b>	<b>9</b>
<b>KEY CONTACTS .....</b>	<b>10</b>

## GRANTS DESCRIPTION

### **Public Library Operating Grants (PLOG)**

Library operating grants are statutory under the [Public Libraries Act](#). Library operating funding goes to:

- Public Library Boards and First Nations public libraries; and
- Municipalities, Local Service Boards or First Nations that establish a contract for library service with a neighbouring public library board.

### **Public Library Pay Equity (PE) and First Nation Salary Supplement (FNSS) Grants**

Those applicants currently receiving a Public Library Operating Grant who have met all program terms and conditions may be eligible for Public Library Pay Equity and First Nation Salary Supplement grants.

Applications are completed through one single application form. In order to apply, you are required to meet program eligibility and complete the necessary program requirements for each grant annually.

## WHO CAN APPLY

Recipients operating a public library in accordance with the [Public Libraries Act](#) and have met all grant program terms and conditions may be eligible.

If you are interested in entering the program, please contact either the Ontario Library Service agencies or ministry staff.

## DEADLINE AND HOW TO APPLY

**The application deadline is 5 p.m. on Tuesday, October 16, 2018.**

All applications must be submitted through Grants Ontario.

For assistance on how to apply for a grant in Grants Ontario system, click on [How to Apply](#) for step-by-step instructions.

Contact **Grants Ontario Technical Support** (see page 4) should you require assistance logging in or help with Grants Ontario.

**Late and incomplete applications will not be funded.**

## APPLICATION

This year, the 2018-19 PLOG/PE/FNSS application has been customized and streamlined. Listed below are the sections within the Grants Ontario application.

### Instructions

- A) Organization Information (mandatory)
- B) Application Contact Information (mandatory)
- C) Grant Payment Information (mandatory)
- D) Certificate of Insurance (mandatory)
- E) Financial Reporting, if applicable
- F) Pay Equity Grant (mandatory)
- G) First Nations Salary Supplement Grant, if applicable
- H) Library Service Contract(s) Details, if applicable
- I) Terms and Conditions (mandatory)
- J) Declaration/Signing (mandatory)

The instructions and requirements are outlined within each section of the application.

All mandatory sections must be completed. Mandatory sections and fields are noted within each section with a red asterisk symbol “\*”.

It is recommended that you use the “Validate” button at the top of the application to verify that all mandatory sections have been completed.

The information below will provide you with additional details to help guide you.

## APPLICATION SECTIONS

### Instructions

This section provides general information on how to complete your 2018-19 Public Library Operation, Pay Equity and First Nation Salary Supplement grants application, and identifies key contacts.

### A) Organization Information (**mandatory**)

All library applicants must enter their legal organization name. If your organization name has changed, contact ministry staff (see page 4).

### B) Application Contact Information (**mandatory**)

Applicants must provide two contacts, a primary and an alternate contact.

The **primary contact** must have signing authority for the organization.

The **alternate contact** could be the Board Chair, Treasurer, Education Director, etc.

### C) Grant Payment Information (**mandatory**)

The information in this section will be used to process payments and must be completed.

In most cases, the “Payment Organization Name” will match the “Organization Name” entered in Section A of this application. **This may not apply to First Nation public libraries.**

**IMPORTANT Requirement** - It is a legislated requirement under the [Public Libraries Act](#) (PLA) for the legal name of the bank account holder to be *“municipality legal name”* plus the words *“Public Library Board”*.

Given the requirement above, a library board’s legal name must be entered both in Section A, under “Organization Name” and in Section C, under “Payment Organization Name”.

If your organization’s banking information has changed in any way, you must submit a **new [Electronic Funds Transfer form](#)** (EFT).

- Before mailing the new EFT form and void cheque or bank letter, email a scanned copy of both documents to Diana Tudoran to verify (see page 4 for email). Once it has been verified, please mail the documents as noted in the instructions and ministry staff will coordinate with Government Service to ensure your library's banking information is linked to receive funds.

#### **D) Certificate of Insurance (mandatory)**

All applicants are required to complete this section.

Applicants are **NOT required** to submit (or attach) a **Certificate of Insurance** with their application this year.

Applicants must complete this section and attest that they have Commercial General Liability insurance coverage to an inclusive limit of not less than \$2,000,000 per occurrence on property damage, bodily injury and personal injury and will provide copies upon request, as outlined in the application's legal terms and conditions, Section 10.

Should your organization be required to submit a Certificate of Insurance, it must include:

1. The **legal name of the insured party (public library or contracting organization)** that the ministry has funded.
2. Identify the date of coverage. Must not be expired.
3. Identify the Ministry of Tourism, Culture and Sport as an additional insured, represented in the following language:
  - **“Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees”.**
4. Identify the (i) Type of Insurance and (ii) Limits of Liability of coverage as follows:
  - (i) Commercial General Liability, and
  - (ii) An occurrence basis for at least \$2 million.
5. Include a cross-liability clause, contractual liability coverage, and personal Injury coverage as outlined in section 10 of the application legal terms and conditions.

6. Include a statement that the certificate holder (the Ministry) will be notified of any cancellation or material change within 30 days.
  - Ministry of Tourism, Culture and Sport  
Program Evaluation and Transfer Payment Unit  
401 Bay Street, Suite 1700  
Toronto, ON M7A 0A7
7. Include the signature of an authorized insurance representative and date

## E) Financial Reporting (**mandatory**)

All applicant must complete this section. See the list below to determine if you must attach a financial report to your application package in Grants Ontario:

Financial Reporting requirements if previous year's total ministry annual library funding is:

- a) **less than \$25,000**, no financial report is required. Please select "**Not Required**" from the drop-down list and continue to the next section of the application.
- b) **greater than \$25,000 and less than \$100,000**, attach either an Audited Financial Statement, OR a Review Engagement, OR a Ministry of Municipal Affairs and Housing (MMAH) Financial Information Return (FIR).
- c) **greater than \$100,000**, attach a recent Audited Financial Statement\*.

Should you need help, steps on how to Attach Supporting Documents are in the [Reference Guide for Applicants](#).

### \*Audited Financial Statement

- Should a Public Library Board submit a consolidated audit, the library board's financial statement must clearly identify Ministry public library funding as revenue, and public library salary and total operating costs as expenditures within the body of the audit or as an appendix.
- The Ministry will only accept final approved audits. The following are not acceptable - "unaudited", "not approved", "financial report/spreadsheet", "draft" and "promissory note".

## F) Pay Equity Grant (**mandatory**)

All applicants are required to complete this section.

Applicants who **do not receive pay equity funding in the past**, select “N/A” for the first two mandatory questions and continue to the next section of the application.

Applicants who **have received pay equity funding in the past**, review your customized library pay equity report, found in Grants Ontario under Organization Attachments.

Complete the questions in this section and outline any changes in the space provided.

Should you need help finding the report, steps on **Working with Organization Attachments** are in the [Reference Guide for Applicants](#).

If you received a pay equity grant in the past, and are **not able to locate your customized Pay Equity Report** and you have tried the steps above, please contact ministry staff.

**IMPORTANT Requirement** – Library Pay Equity funds must only be used as outlined in the application's legal terms and conditions under Section 2.1 (e)

## G) First Nations Salary Supplement Grant, if applicable

All **First Nation library applicants** must complete this section.

First Nation Salary Supplement funding is only available to **eligible First Nation libraries** meeting the following requirements:

1. Operating a First Nation public library as prescribed under the [Public Libraries Act](#) s.30 (4);
2. The First Nation public library has paid library staff, acting as the librarian, whose total salary meets or exceeds the amount of the salary supplement grant.
  - a. Benefit costs are not included in the First Nation Salary Supplement grant and must be paid by the First Nation Band.

First Nation Salary Supplement funding can only be used as described in the legal Terms and Conditions found in the application form, section 2.1(f).



## H) Library Service Contract(s) Details, attach if applicable

Only complete this section if **your organization contracts for its public library services** with a public library board(s).

Applicants **must attach current library service contract(s)** with their Grants Ontario application.

Should you need help, steps on how to **Attach Supporting Documents** are in the [Reference Guide for Applicants](#).

## I) Terms and Conditions (**mandatory**)

All applicants are required to review the application legal Terms and Conditions.

## J) Declaration/Signing (**mandatory**)

All applicants are required to review the declaration statement and electronically sign the application by selecting the “Sign Document” button.

## HOW TO SUBMIT YOUR COMPLETED APPLICATION

Once you have completed all the sections of the application, click “Validate” to confirm all mandatory sections/fields have been completed, then submit your completed application.

Steps on how to submit your application are outlined in the [Reference Guide for Applicants](#).

## KEY CONTACTS

The following are contacts available to assist you in submitting a completed application.

### For Grants Ontario technical support contact only:

- In Toronto: (416) 325-6691, or
- Toll Free: 1-855-216-3090, or
- [grantsontariocs@ontario.ca](mailto:grantsontariocs@ontario.ca)

### Ontario library Service Agencies:

#### Southern Ontario Library Services (SOLS) contacts

Peggy Malcolm

[pmalcolm@sols.org](mailto:pmalcolm@sols.org)

1-866-380-9767 / 1-613-826-1003

Nancy Cooper

[ncooper@sols.org](mailto:ncooper@sols.org)

1-800-387-5765 / 1-416-961-1669, ext. 5194

#### Ontario Library Services – North (OLS-N) contacts

André Lépine

[alepine@olsn.ca](mailto:alepine@olsn.ca)

1-800-461-6348 / 1-705-675-6467, ext. 210

Rashed Ahmad

[rahmad@olsn.ca](mailto:rahmad@olsn.ca)

1-800-461-6348 / 1-705-675-6467, ext. 227

#### Ministry contacts

Mima Casola

[mima.casola@ontario.ca](mailto:mima.casola@ontario.ca)

1-416-314-7613

Diana Tudoran

[diana.tudoran@ontario.ca](mailto:diana.tudoran@ontario.ca)

1-416-314-7747