

Sample Certificate of Insurance


All successful applicants are required to carry at least \$2 million commercial general liability insurance coverage before the legal grant agreement can be executed. It is mandatory that “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees” is added as an additional insured.

(Note: The items below have been numbered to correspond with the sample insurance certificate on the following page.)

Generally, a certificate of insurance should:

1. State that the insured party is the recipient organization with whom the ministry has contracted. This is important since a policy will only respond to cover the Named Insured on the policy.
2. Identify the date of coverage (e.g., the dates should cover the enhancement Project or marketing campaign duration).
3. Identify the Ministry of Francophone Affairs as an **Additional Insured**, represented in the following language, “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees”. This phrase should appear on the certificate face under a memo heading or special note box.
4. Identify the Ministry of Francophone Affairs as a **Certificate Holder**, represented in the following language, “Her Majesty the Queen in Right of Ontario as represented by the Minister of Francophone Affairs 700 Bay Street, 25th Floor, Suite 2501, Toronto, ON M7A 0A2”. This phrase should appear on the certificate face under the appropriate heading.
5. Identify the type (a) and amount (b) of coverage (Commercial General Liability insurance is listed and is on an occurrence basis for \$2 million).
6. Include a statement that the certificate holder (the ministry) will be notified of any cancellation or material change within 30 days.
7. Include the signature of an authorized insurance representative.

Francophone Community Grants Program Guidelines 2019-2020

Name and address to whom issued: (4) Her Majesty the Queen in Right of Ontario as represented by the Minister of Francophone Affairs, 700 Bay Street, 25th Floor, Suite 2501, Toronto, ON M7A 0A2			Name and address of Insured (1)		
Type of insurance (5a)	Insurer	Policy Number	Expiration Date	Coverages	Limits of Liability
Commercial General Liability Including: <ul style="list-style-type: none"> • Non-owned Automobile • Blanket Contractual Liability • Products and Completed Operations • Cross Liability and Severability of interests clause • Personal Injury • Employers Liability or WSIB Clearance 	Insurance Co. Canada	xxx	01-01-17 (2)	Inclusive Limits, Bodily Injury and Property Damage Liability	Each Occurrence or Accident: \$2,000,000 General Aggregate: \$2,000,000 (5b)
Automobile	IC of Canada	xxx	01-01-17	Inclusive Limits Bodily Injury and Property Damage Liability	Each accident: \$2,000,000 <ul style="list-style-type: none"> • Accident Benefits • Self-Insured for Physical Damage
Errors and Omissions	IC of Canada	xxx	01-03-17	Wrongful Acts committed in the performance of or failure to perform	\$2,000,000 per claim and Aggregate Claims Made
Additional Insured: Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees. (3) SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE ABOVE NOTED POLICIES					
EVIDENCE OF INSURANCE ONLY CANCELLATION: Should any the policies described herein be cancelled before the expiration date thereof, the insurer(s) affording coverage will endeavour to mail 30-days written notice to the Certificate Holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) affording coverage, its agents or representatives. (6)					
Issued at: Toronto, Ontario			(7) Signature: 		
Date: November 1 st , 2019					