

# PROGRAM APPLICATION GUIDELINES

**FOR THE 2019-20 PUBLIC LIBRARY OPERATING, PAY  
EQUITY, AND FIRST NATION SALARY SUPPLEMENT GRANTS  
PROGRAM  
(PLOG/PE/FNSS)**

**APPLICATION DEADLINE: 5:00 P.M. ON OCTOBER 24, 2019**

**APPLICANTS ARE ENCOURAGED TO SUBMIT THEIR COMPLETED APPLICATIONS WELL IN  
ADVANCE OF THE DEADLINE.**

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## WHAT'S NEW

“Grants Ontario” system has a new name.  
It is now called “**TRANSFER PAYMENT ONTARIO**” (TPON).

**Recommend all applicants review the [TPON web page](#)** as the system’s look and feel has changed. The following link may be of some help.

- [How to submit for Funding](#)

**Review** and print the [Application Instructions](#). It provides visuals and step by step instructions on how to complete your Transfer Payment Ontario application.

## GRANTS DESCRIPTION

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

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

- 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 for PLOG, PE and FNSS are completed through one single application form. 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 organizations or ministry staff. Contact details on page 11.

# 2019- 20 Public Library Operating, Pay Equity and First Nation Salary Supplement Grants

## DEADLINE AND HOW TO APPLY

The application deadline is 5 p.m. on Thursday, October 24, 2019.

All applications must be submitted through Transfer Payment Ontario (TPON) system. **Late applications will not be accepted.**

## APPLICATION

There are 12 sections in the 2019-20 PLOG/PE/FNSS application, of which 10 sections are MANDATORY. The application outline is noted below.

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

**All mandatory sections must be completed.** Mandatory 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. If you do not complete all mandatory fields, you will NOT be able to submit your application.

# 2019- 20 Public Library Operating, Pay Equity and First Nation Salary Supplement Grants

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## APPLICATION SECTION DETAILS

The information below will help you to complete your application.

### INSTRUCTIONS

This section provides general information on how to complete your 2019-20 Public Library Operating, Pay Equity and First Nation Salary Supplement grants application, and identifies key contacts, should you need assistance to complete your application.

#### A) APPLICANT INFORMATION (**MANDATORY**)

This information is **not editable** and is **populated by the system using your Transfer Payment Common Registration information**.

If your organization legal name is stated incorrectly or has changed, please call your ministry contact (see page 11).

#### B) CONTACT INFORMATION (**MANDATORY**)

Applicants must provide the identified mandatory contacts based on the type of library service you provide. All applicants **MUST have a primary contact**.

A. **First Nation Public Libraries** **MUST** provide Primary, Secondary and Third **contacts**.

- Other contacts are optional and up to the First Nation public library to identify.

B. **Contracting for library services** **MUST** provide at least **two contacts**:

- It is Mandatory to have a Primary and Secondary contacts.
- Other contacts are up to the contracting organization to identify and optional.

C. **Public Library Boards** **MUST** provide Primary, Secondary and Third **contacts**.

- Other contacts are optional and up to the library to identify.

**Note:** In some libraries, the library CEO and Treasurer are the same person. Please complete a section for the Applicant (CEO) and Treasurer. “Click” the add button to create a new section and select the role using the dropdown arrow.

Click the “**Add**” button to create new sections for your second, third and fourth contacts. To select the “Role”, use the dropdown arrow.

- In some cases, the “Role” and “Title” may be the same. These fields both need to be completed.

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### C) ADDITIONAL INFORMATION (MANDATORY)

There are only TWO questions in this section.

All applicants **MUST** complete question ONE.

**ONLY Public Library Boards** **MUST** also complete question Two.

### D) GRANT PAYMENT INFORMATION (MANDATORY)

The information in this section will be used to process payments electronically and **MUST** be completed.

In most cases, the “Payment Organization Name” is the legal name as required under the Public Libraries Act (see details below). **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*”.

If your organization’s banking information has changed in any way or the “Payment Organization Name” on your application is not correct, contact ministry staff noted on page 11. You may be required to submit a **new [Electronic Funds Transfer form](#)** (EFT).

**IMPORTANT:** Before submitting the new EFT form, please contact ministry staff (see page 11) to ensure that funding is deposited in the correct bank account.

### E) 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 asked 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.

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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  
Culture Grants Unit  
401 Bay Street, Suite 1700  
Toronto, ON M7A 0A7
7. Include the signature of an authorized insurance representative and date

### F) FINANCIAL REPORTING (MANDATORY)

All applicants must complete this section.

Steps on how to Attach Supporting Documents are outlined on page 12 of the [Application Instructions](#).

A financial report is required only if the previous year’s total ministry annual PLOG/PE/FNSS funding is greater than \$25,000. Details outlined below.

- 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.

\*NOTE: Funding at this level, the financial section of the ASPL will be used for your application. No action required by applicant.
- b) **Greater than \$25,000 and less than \$100,000**, report required.
  - 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**, report required.
  - Attach a recent Audited Financial Statement\*.

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### \*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".

### G) PAY EQUITY GRANT (MANDATORY)

All applicants MUST complete this section.

Applicants who have **not received pay equity funding in the past:**

- Select "**N/A**" for the first mandatory question 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 the Transfer Payment Ontario (TPON) system under Organization Attachments.
  - Steps to locate your customized Pay Equity report are outlined on page 11 of the [Application Instructions](#).
    - If you received a pay equity grant in the past and are **not able to locate your customized Pay Equity Report** and have followed the steps noted above, contact ministry staff.
- Complete all questions in this section. To report changes, either:
  - Include the detailed changes in question 2, **or**
  - Make the changes to your customized pay equity report and attach the report to your application.

**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), & 7.1 (iv), and 13.



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### H) FIRST NATIONS SALARY SUPPLEMENT GRANT (IF APPLICABLE)

All **First Nation library applicants** must complete all questions in this section.

**GRANT REQUIREMENT:** First Nation Salary Supplement funding is only available to **eligible First Nation libraries** meeting the following THREE 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.
3. 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).**

### I) LIBRARY SERVICE CONTRACT(S) DETAILS (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 Transfer Payment Ontario (TPON) application.

Steps on how to **Attach Supporting Documents** are outlined on page 12 of the [Application Instructions](#).

### J) TERMS AND CONDITIONS (MANDATORY)

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

### K) DECLARATION/SIGNING (MANDATORY)

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

The person electronically signing the application MUST be an authorized signing officer for the Applicant.

## HOW TO SUBMIT YOUR COMPLETED APPLICATION

Once you have completed the application, click the “**Validate**” **button** at the top of the application to confirm all mandatory sections have been completed, then submit your completed application.

Steps and visuals on how to submit your application are outlined in [Application Instructions](#).

## KEY CONTACTS

The following contacts will assist you to submit a complete application.

### **Transfer Payment Ontario (TPON) technical support:**

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

### **Southern Ontario Library Services (SOLS):**

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 / 647-264-7342

### **Ontario Library Services – North (OLS-N):**

André Lépine

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

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

Deanna Nebenionquit

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

1-800-461-6348 / 1-705-675-6467, ext. 229

### **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