Ontario Sport and Recreation Communities Fund (OSRCF)

Application Guide 2018-19
Ministry of Tourism, Culture and Sport
Application Deadline:

**Tuesday, January 16, 2018** at 5:00 p.m., Eastern Standard Time

Applicants can use this guide to determine if they are eligible to apply for the OSRCF and how to apply for project funding. Please read and complete the OSRCF Checklist for Applicants.

All words or phrases in **bold** font are defined in the Glossary of Terms and Resources (Appendix E) at the end of this guide.

Introduction

The Ministry of Tourism, Culture and Sport (the Ministry) is committed to fostering lifelong physical activity.

The OSRCF supports *Game ON – The Ontario Government’s Sport Plan*, which aims to make opportunities available for all Ontarians to get involved in sport.

The Ministry recognizes that providing Ontarians with opportunities to engage in community sport, recreation and physical activity is critical to improving quality of life. Research demonstrates that sustained physical activity contributes to long lasting benefits such as physical, mental, emotional and social well-being, thereby strengthening human development and the diverse communities in which we live.

The Ontario Sport and Recreation Communities Fund (OSRCF) was established to support a vision of getting and keeping Ontarians active in community sport, recreation and physical activity. This is accomplished through support of short-term **projects** that have the potential for long-term sustainability and deliver quality experiences to individuals at every phase of life. The OSRCF is targeted for groups that lack **equitable access** to participate and/or have been historically less physically active.

The Ministry recognizes the value of existing resources that helped form the basis upon which the OSRCF was developed. These resources include: Active Canada 20/20, Canadian Physical Activity Guidelines, Canada’s Physical Literacy Consensus Statement, Long-Term Athlete Development (LTAD), and the Framework for Recreation in Canada 2015: Pathways to Wellbeing. Based on this body of knowledge, the Ministry is taking a focused approach to promote an active lifestyle and increased participation in **sport**, **recreation** and **physical activity** for targeted groups in Ontario.

**Program Goals:**

- To increase opportunities for participation in **physical activity**.
- To embed **physical literacy** throughout sport and recreation as a foundation for lifelong physical activity.
- To increase the **capacity** of the sport and recreation sector to deliver quality sport and recreation programming.
OSRCF and the Long-Term Athlete Development Continuum

Projects funded by the OSRCF must focus on community-level sport, recreation and physical activity. Under the Long-Term Athlete Development (LTAD) Continuum this includes one or more of Stages 1, 2, 3 or 7:

- **Active Start**: focuses on development of movement skills through active play.
- **FUNdamentals**: focuses on teaching a wide variety of fundamental movements and building motor skills as they participate in a number of different activities, including sport.
- **Learn to Train**: focuses on learning fundamental sport and decision-making skills by participating in a variety of sports and activities.
- **Train to Train**: focuses on building an aerobic base, strength and consolidating sport-specific skills system.
- **Train to Compete**: Athletes focus on their sport-specific and positional skills and all of their physical capacities.
- **Train to Win**: Training to Win: Athletes focus on identified talent and pursue high-intensity training to win international events.
- **Active for Life**: focuses on the lifelong enjoyment of sport and physical activity.

Projects targeting **Train to Train**, **Train to Compete** or **Train to Win** stages will **NOT** be funded.

Applicants with projects involving sport(s) should consult the relevant Ministry-recognized **Provincial or Multi-Sport Organization (PSO/MSO)** to ensure their project aligns with the PSO/MSO LTAD development model. You may also wish to consult a relevant **provincial recreation organization**.
Project Guidelines and Eligibility

**Application Deadline**
All Applications must be submitted no later than **Tuesday, January 16, 2018 at 5:00 p.m., Eastern Standard Time (EST).**

**OSRCF Funding Streams and Eligibility**
Project proposals can fall under one of two funding streams: provincial or local/regional.

<table>
<thead>
<tr>
<th>OSRCF Funding Stream</th>
<th>Provincial Stream</th>
<th>Local/Regional Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Stream Eligibility</strong></td>
<td>Funding for projects that encompass the province as a whole, with an impact across all four Ministry Regions (Central, East, North and West).</td>
<td>Funding for projects that address community needs at the local level in one to three Ministry Regions.</td>
</tr>
</tbody>
</table>

See *Appendix A* for Map of Ministry Regions in Ontario

<table>
<thead>
<tr>
<th>Project Dates</th>
<th>1 Year Projects (April 1, 2018 – March 31, 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OR</td>
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<tr>
<td></td>
<td>2 Year Projects Projects (April 1, 2018 – March 31, 2020)</td>
</tr>
</tbody>
</table>

**Who Can Apply?**

*Not-for-profit organizations* that have been operating for at least one year in Ontario (this includes Inuit, Métis, First Nations, *Local Services Boards* and *municipalities*).

*Universities/colleges* are eligible to apply in the provincial stream for *applied research* projects that address emerging trends and priorities in the sport and recreation sectors. Applied research projects must address needs identified by sport and recreation practitioners and assist in addressing barriers that hinder participation in sport and recreation. Listed project partners must include sport and recreation practitioners who commit to using the research findings in the development of future initiatives and programs. For 2018-19, the OSRCF will give priority consideration to applied research projects focusing on physical literacy. Universities/colleges and PSOs/MSOs can only participate in *local/regional* projects as a project partner.

Ministry-recognized Provincial or Multi-Sport Organizations (PSO/MSOs) are eligible to apply for provincial projects.

Applications will not be accepted from public health units, hospitals, government agencies, schools, individuals, for-profit organizations, or private foundations. Organizations whose purpose is related to political activity – as defined by the Canada Revenue Agency ([www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)) – are not eligible.
Partnerships
Partnerships are encouraged. Project applications that demonstrate effective partnerships will be given additional consideration. Each partner must be involved in one or more of the project phases (planning, development, implementation and evaluation) and receive a complete copy of the project application, reports and products as soon as they are available.

Target Groups
The OSRCF supports initiatives that provide inclusive opportunities with priority given to:

- **Indigenous peoples** (Inuit, Métis, First Nations)
- **Children** (up to 12 years of age)
- **Youth** (13 to 24 years of age)
- **Francophone communities**
- **Ethnic communities**
- **Low-income persons**
- **Older adults** (55 to 64 years of age)
- **Seniors** (65 years of age and over)
- **Persons with disabilities**
- **Women and girls**

Applicants can also self-identify the population(s) that their project will serve.

NEW in 2018-19: Active for Life Recreation Stream

Applications for projects focused on seniors (65 years of age and over) as a target group will be considered for funding support under a new funding stream, in alignment with the [Aging with Confidence: Ontario’s Action Plan for Seniors](#). This new, dedicated funding stream will provide more seniors the opportunity to participate in physical activities and support healthy lifestyles in a recreational environment. Maintaining or improving functional ability levels through enhanced recreation opportunities will enable older adults and seniors to stay actively engaged in their communities and prolong physical and mental well-being.

Applicants wishing to access this funding must identify seniors as their primary target group (Section G1, Question 6 – "Target Sector"); there are no additional requirements beyond the OSRCF requirements in this Application Guide.

Project Eligibility
Projects must meet one, or more, of the following goals:

- **Physical Activity**: Increase opportunities (through sport and/or recreation) to participate in physical activities.
- **Physical Literacy**: Embed physical literacy throughout sport and recreation activity as a foundation for lifelong physical activity.
- **Capacity**: Strengthen the applicant’s ability to deliver quality sport and recreation programming.

Preference will be given to projects that clearly describe how they meet one or more, of the listed objectives below. Projects that meet multiple objectives are encouraged:

- Demonstrate alignment with one or more of Stages One, Two, Three and Seven (Active Start, FUNdamentals, Learn to Train, and Active for Life) of the [Long-Term Athlete Development (LTAD) Continuum](#).
- Encourage an inactive population to become active.
- Increase **physical literacy** for project **participants**.
- Support quality accessible and safe programming.
- Remove barriers and improve access to opportunities for targeted populations.
- Enhance outreach and engagement with targeted groups to meet identified needs.
- Improve safety standards and **risk management** policies and procedures.
- Train leadership, staff and volunteers to enhance capacity to deliver quality sport and recreation programming.
- Share best practices through strong networks.

**Sample Projects**
- Adopt or extend an existing **quality assurance** program for sport, recreation or physical activity programming.
- Develop municipal planning tools that align with the [LTAD Continuum](https://www.sportcan.org/ltad) and serves to increase and sustain participation in sport and recreation.
- Develop and coordinate a community-of-practice to share knowledge and resources.
- Create and implement an equitable access policy that includes tracking program/facility fees and addresses financial barriers.
  - For example, adopt or revise a municipal **facility allocation policy** that gives priority consideration to targeted groups.
- Implement existing toolkits with targeted groups that currently have limited or no access to physical activity programs.
- Develop low-impact activity programs for seniors.
- Implement an inter-generational program which encourages families to explore local trails.
- Plan and implement an embedded **physical literacy** program for children and youth with targeted groups.
- Provide certification or training to instructors, staff and volunteers related to stages one, two, three and seven of the LTAD Continuum.
  - Such as, the [National Coaching Certification Program (NCCP)](https://www.sportcan.org/nccp) – Fundamental Movements Skills (FMS), Community Sport Coach (Initiation and On-going Participation) and Instruction (Beginners) streams.
- Conduct applied research that develops a physical literacy curriculum for municipal sport and recreation programs.

Projects will be eligible for one-year or two-year funding and must be completed by March 31, 2019 or March 31, 2020 respectively. Funding for multiple projects to the same organization is dependent on total demand for funding. Priority consideration may be given to applicants not currently implementing OSRCF projects.

**Funding Criteria**

**Cost-sharing Requirements**
- A minimum cash contribution of 10 per cent of total eligible project expenses is required. Remaining expenses can be covered by the applicant and/or its project partners as additional cash and/or **in-kind contributions**.
- **The Ministry will fund a percentage of eligible project expenses requested by the applicant:**
  - Projects serving Inuit, Métis, First Nations, Local Services Boards and municipalities (as defined by the most recent Census Canada data) with a population greater than 20,000 can receive up to 60 per cent of eligible project expenses. This includes all provincial projects (the combined population of all site locations will be used).
  - Projects serving Inuit, Métis, First Nations, Local Services Boards and municipalities (as defined by the most recent Census Canada data) with a population less than 20,000 can receive up to 80 per cent of eligible project expenses.
  - The population of the lower or single tier municipality, where the project is taking place, will be used to calculate the percentage an applicant is eligible to receive.

**In-kind Contributions**
In-kind contributions are the cash value of donated goods, commodities, or services such as volunteer
hours, marketing services, equipment, office space, etc. Financial donations, sponsorships, grants or loans of cash are not considered in-kind contributions.

Volunteer hours are calculated at the General Minimum Wage for Ontario unless acting in a professional capacity which is calculated at a fair market value. Applicants can use the Ministry of Labour’s minimum wage rates, found here, to calculate this contribution.

Examples of in-kind contributions include:

- A community provides a school gymnasium or a community centre room to an applicant to run a physical activity program; the regular permit fee is waived.
- A consultant donates time to your program; they normally charges for these services.
- A taxi company donates the use of its taxis at no cost.
- A local company donates postage and labour for a mail-out brochure about your program.
- Advertising space (online, on a billboard, newspaper, etc.) that is donated to you.
- Volunteers perform the outreach and publicity for your project.

The following list of eligible and ineligible project expenses is not exhaustive. The Ministry retains the right to determine, at its sole discretion, whether a cost is eligible or ineligible.

**Eligible Expenses**

Eligible expenses are directly related to the project and deemed reasonable and necessary for the successful implementation of the project. Eligible expenses may include the following:

- Extending staff hours specifically for the delivery of the project.
- Hiring additional staff specifically for the delivery of the project, such as a Project Manager.
- Consulting fees and expenses; proposal must outline how existing staff will be mentored and/or how their skills will be enhanced.
- Production expenses of deliverables (printing costs, brochure or program guide layout costs, etc.).
- Fees for training facilitators.
- Staff training directly related to the project that will provide a long-term benefit to the organization.
- Project evaluation expenses, i.e. consultant fees.
- Travel, accommodation, and/or meal expenses (these cannot exceed the current provincial rates under the Travel, Meal and Hospitality Expenses Directive).
- Expenses related to healthy eating or injury prevention
- Program supplies and equipment deemed essential for project delivery.
- Information technology (IT) expenses such as new software, design elements, webinars, etc. that strengthen sustainability of the project.
- **Administrative expenses cannot exceed 12 per cent of the eligible project expenses from OSRCF.**

**Ineligible Expenses**

The following expenses will not be covered by the OSRCF even if they are related to the project:

- Project expenses covered by other sources of funding (i.e. government grants, foundations, donations, etc.).
- Feasibility studies.
- One-time events, festivals, conferences or tournaments.
- Administrative expenses related to an organization’s ongoing business activities, such as salaries, rent, utilities, telephone, regular website development/maintenance, and communication services. (Some core operational expenses, such as program staff overtime, may be considered an in-kind contribution but must be directly related to the delivery of the project.)
- Legal/audit fees, annual general meetings, budget deficits, membership fees, fundraising activities, committee and political meetings, or religious activities.
• Infrastructure or capital expenses including the renovation, construction or transformation of permanent spaces, parks or grounds; furniture, fixtures or other non-portable equipment.
• Accessibility measures already required under the Ontario Human Rights Code.
• Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code.
• Contingency or unexplained expenses.
• Re-granting activities such as using OSRCF funds to provide grants to other organizations.
• Marketing/promotional activities not specifically related to the project.
• Activities/expenses that take place outside of Ontario.
• Refundable Harmonized Sales Tax (HST).
• Any expense incurred before receiving written Ministry approval.

If the eligibility of certain expense items is unclear, please contact the Ministry. If you are applying for a local regional project please contact your local Regional Advisor for further clarification. If you are applying for a provincial project please email OSRCF@Ontario.ca. You can find your local Regional Advisor in the How to contact the Ministry section. If you have already been assigned a Ministry contact, please contact them directly. The recommendation to fund all or part of an applicant’s request will depend on its alignment with OSRCF granting priorities, assessment criteria and the overall demand for funds in the program.

Recipient Obligations
Project Expenses
For any goods/services/cash expenses that are greater than $5,000.00, three different written quotes must be obtained and available if requested by the Ministry. Emailed quotes are acceptable. All applicants must also comply with the Broader Public Sector Accountability Act, 2010 (BPSAA).

Project Products
Digital forms of all project products (e.g. manuals, reports, presentation, pictures, testimonials, etc.) must accompany the Final Report submitted to the Ministry and be publicly available for free on the organization’s and/or partner’s website (or available electronically if the organization or partners do not have a website). All project products must be published under a Creative Commons Public Domain (CC0) or Creative Commons Attribution 4.0 International (CC BY 4.0) license (see Terms and Conditions Article 4.11). All products must be AODA (Accessibility for Ontarians with a Disability Act) compliant.

Reporting Requirements
All OSRCF grant recipients are required to report on the work for which they have received funding. A follow-up letter from your Ministry contact will specify when these reports are due. All grant recipients will be required to submit the Final Report 90 days after project completion and a follow-up report one year after the Final Report which will look at the legacy of the project on both the organizations and individuals involved in the project. All project products developed as part of the project must be submitted with the Final Report. Any project products available at the time of submitting the Interim Report can be submitted at that time. All products and materials from provincial projects must be made available in English and French.
Project Records
All grant recipients must indicate the grant separately on its books of accounts (e.g. financial statements) and are required to keep and maintain all project records, including project products, for at least seven years after the project has ended (See Terms and Conditions Section 7.2).

Ongoing Communications
All OSRCF grant recipients will be assigned a primary contact from the Ministry. Once successful applicants receive notice of Ministry approval from the Minister, the designated Ministry contact will send a subsequent follow-up introduction letter, and setting out next steps. This Ministry contact will be able to provide grant recipients with support and guidance for the duration of the project.

Grant recipients are required to keep their Ministry contact and project partner(s) informed of any changes that will affect their project. All fundamental changes to the project, such as budget or timelines, require written consent from the Ministry prior to implementation of these changes.

A Project Change Request Form must be submitted to request project adjustments. The fundamental purpose of the project must remain the same. This form is available on request from your Ministry contact.

Acknowledgement
Public acknowledgement of support from the Government of Ontario is mandatory in the recipient’s annual report as well as all project reports, advertising, presentation and publicity (See Article 8 of the Terms and Conditions). Information regarding approved projects including the contact information of the recipient and project information from the application form will be made public by the Ministry. The Ministry reserves the right to make a public announcement about any approved project and use submitted project products (i.e. pictures, videos, reports) as part of any government communication.
Submitting an Application

Consult with the Ministry before you apply
Consultation with the appropriate Ministry contact prior to submitting an application is strongly recommended. This should be done at least 2 weeks before the application deadline. This consultation will help determine whether your organization and proposed project meet the eligibility requirements of the OSRCF and will provide guidance in the development of your application. Consultation means a dialogue, in writing or over the phone, in which the applicant provides detailed information on their proposed project. Please note: consultation does not mean a project will be automatically recommended for funding.

How to contact the Ministry
Provincial Projects
To initiate contact with the Ministry, please email OSRCF@Ontario.ca.

Local/Regional Projects
To initiate contact with the Ministry, please email OSRCF@Ontario.ca. Alternatively, you can contact your Regional Office at:
East Region: 1-800-267-9340/613-742-3360  West Region: 1-800-265-2189/519-650-0200

The Ministry is committed to providing quality customer service. All emails received during the application process will be responded to within one business day.

How to Apply
Step 1: Complete a Registration in the Transfer Payment Common Registration (TPCR) System
The Transfer Payment Common Registration (TPCR) system was launched on November 21, 2016 as a one-window self-serve registration system for submitting and updating organization profile information. The TPCR system is your one stop to register, view and/or update your organization’s profile information in order to apply for transfer payments. Information in the TPCR is used by all Ontario ministries to retrieve organization profile information, including key organization attachments such as Articles of Incorporation and Certificates of Insurance. While TPCR is the only place you can submit or edit contact information and organization attachments, this information is transferred to the Grants Ontario system and will available in Grants Ontario in read-only format. With the TPCR system, organizations receiving funding from multiple ministries will no longer be required to submit their profile information and key organizational attachments more than once.

Step 2: Request and Receive Access to the Grants Ontario System
All OSRCF application forms are found and submitted electronically through Grants Ontario at www.grants.gov.on.ca. Applicants must have completed a TPCR registration and received a Grants Ontario account in order to apply. Receiving an account may take up to 5 business days so allow at least one week to register before starting an OSRCF application.

Step 3: OSRCF Application
Once you have received a Grants Ontario account, the next step is to complete an OSRCF application through the Grants Ontario system.

If you have any questions or difficulties during this process, contact the Grants Ontario Customer Service Line at 416-325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at GrantsOntarioCS@Ontario.ca. See the Application Questions Guide and Instructions (Appendix D)
Appendix A

Ministry Regions in Ontario
Appendix B

Insurance Certificate Guidelines

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 be for the project duration).

3. Identify the Ministry as an additional insured in language that is consistent with the language used in Article 11.0 of the Terms and Conditions (part of the 2018-19 OSRCF Application Form): "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 type (a) and amount (b) of coverage (Commercial General Liability Insurance is listed and is on an occurrence basis for two million dollars).

5. Identify all of the endorsements requested in the 2018-19 OSRCF Terms and Conditions (see Article 11.1 of the 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.

7. Include the signature of an authorized insurance representative.
Sample Insurance Certificate

This is to certify that the policies of insurance described herein have been issued to the insured named herein for the policy period indicated. Notwithstanding any requirements, term or condition of any contract or other document with respect to which the Certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims. This certificate is issued as a matter of information only and confers no right upon the Certificate Holder other than those provided by this policy. This Certificate does not amend, extend or alter the coverage by the policies described herein.

<table>
<thead>
<tr>
<th>Name and address to whom issued:</th>
<th>Name and address of Insured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ontario Ministry of Tourism, Culture and Sport</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>INSURER</th>
<th>POLICY NUMBER</th>
<th>EXPIRATION DATE</th>
<th>COVERAGES</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>Insurance Company of Canada</td>
<td></td>
<td>October 1, 2019</td>
<td>Inclusive Limits Bodily Injury and Property Damage Liability</td>
<td>Each occurrence or Accident: $2,000,000 General Aggregate: $2,000,000</td>
</tr>
<tr>
<td>AUTOMOBILE</td>
<td>Company of Canada</td>
<td></td>
<td>October 1, 2019</td>
<td>Inclusive Limits Bodily Injury and Property Damage Liability</td>
<td>Each accident: $2,000,000 - Accident Benefits - Self-Insured for Physical Damage</td>
</tr>
<tr>
<td>ERRORS &amp; OMISSIONS</td>
<td>Company of Canada</td>
<td></td>
<td>December 2, 2019</td>
<td>Wrongful Acts committed in the performance of or failure to perform</td>
<td>$2,000,000 per claim and Aggregate Claims Made</td>
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</tbody>
</table>

Description of Operations or Automobiles covered and other comments:

Additional Insured: Her Majesty the Queen in right of Ontario, her Ministers, agents, appointees and employees

SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE ABOVE NOTED POLICIES

**EVIDENCE OF INSURANCE ONLY**

CANCELLATION: Should any of 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.

Issued at: Toronto, Ontario
Date: February 10, 2018
Signature: [Signature]

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Appendix C
Service Standards

The Ministry of Tourism, Culture and Sport is committed to providing excellent, high calibre customer service, and to ensuring that services are timely, responsive, accessible and accountable.

Number of days identified are calculated as of the deadline date.

<table>
<thead>
<tr>
<th>Action</th>
<th>Service Standards</th>
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<tbody>
<tr>
<td>The Ministry will confirm the receipt of an application. This confirmation will occur by auto-email once an application is successfully submitted through Grants Ontario.</td>
<td>Immediate</td>
</tr>
<tr>
<td>The Ministry will confirm the completeness of the application. If the Ministry is unable to confirm the completeness, it will contact the applicant with an anticipated response date.</td>
<td>Within 20 business days</td>
</tr>
<tr>
<td>After the receipt of a complete application, the Ministry will advise all applicants of a decision regarding their application. If the Ministry is unable to provide a decision, it will contact the applicant with an anticipated response date.</td>
<td>Within 120 days</td>
</tr>
<tr>
<td>Payment will be sent for processing after an approval letter has been sent to the recipient and/or after the receipt of other required documents.</td>
<td>Within 20 business days</td>
</tr>
<tr>
<td>Final payments will be processed after receiving the final report.</td>
<td>Within 20 business days</td>
</tr>
</tbody>
</table>
Reminder:
Once you have registered with Grants Ontario, all application forms can be downloaded and completed offline. Applications that are completed offline must be uploaded in Grants Ontario by the application deadline to be successfully submitted.

The OSRCF application is broken into the following sections:

A. Organization Information
B. Organization Address Information
C. Organization Contact Information
E. Grant Payment Information
F. Application Contact Information
G1. Project Information
G2. Organizational Capacity
G3. Project Work Plan
G4. Festival or Event Location
H. Project Financial Information
I. Performance Measures
J. Partnership/Stakeholders Information
Y. Terms and Conditions
Z. Declaration/Signing
Application Questions Guide and Instructions

Please read and complete the OSRCF Checklist for Applicants.

For the purpose of planning your answers, this guide includes the character counts highlighted in green. All questions have a limited character count. Character counts include spaces and punctuation. The percentages in brackets indicate percentage of total score.

As soon as a complete application is submitted through Grants Ontario, an email is automatically sent to the primary applicant confirming receipt of the application. Please ensure that this confirmation email is not sent to your junk email folder.

In many questions, the rows in the application will expand to include additional entries or responses- simply click the “+” sign. Similarly, to remove a row click the “x” sign.

Section A to C – Organization Information, Address Information and Contact Information
These sections are explained directly in the Application Form. Sections A and B are pre-populated; to make a change to this information, please access the Transfer Payment Common Registration (TPCR) system.

Section E – Grant Payment Information
For example: Organization payment address and payment contact information (i.e. Financial Officer). Please ensure this contact is also listed on the Transfer Payment Common Registration (TPCR) system.

Section F – Application Contact Information
For example: Sole contact responsible for all communication with the Ministry (i.e. Executive Director, Program Coordinator, Manager, Health Promoter, etc.). Please ensure this contact is also listed on the Transfer Payment Common Registration (TPCR) system.

Section G1 – Project Information (49% of total score)
Developing the Project Concept
Consider the following questions before obtaining approval from your board/executive:

- What needs has your organization identified at the local/community level or provincial level in terms of increasing participation, implementing physical literacy, and/or enhancing capacity? Please refer to “sample projects” in the Project Guidelines for a list of project examples.
- What types of initiatives are needed to address the needs identified by your organization?
- How do these initiatives align with your organization’s mandate?
- Which project concept(s) will provide the greatest return on a new investment of time and money in the next one or two years?
- How will this project leave a legacy for your organization (i.e. new/revised policies and/or programs) as well as for the sport and recreation sector (resources, sharing best practices, etc.)?
- Does the project concept achieve at least one of the program goals? Please refer to the “Program Goals, Objectives, Outcomes and Performance Measures” in the Application Guide.

Preparing your Project Application
Points to consider as you begin writing your project proposal:

- Answer every question in full. Questions are marked and weighted toward a total score. For example,
do not write, “see answer from question #2” when answering question #3. Each answer must stand alone.

- Make sure your presentation is clear, concise and designed to provide a thorough understanding to a reader who is unfamiliar with your organization. Do not use unexplained acronyms.
- Test your proposal each step of the way. Have an outside reader (e.g., someone outside of your organization) review the application to provide objective comments. Do they understand the project as it is written? Do they think that the project is a good use of public money? If your presentation is sufficiently detailed and transparent, anyone inside and outside of your organization should be able to understand and comment on the validity of your proposal.
- Do a final proofread for spelling, grammar, and formatting prior to submission.

1) **Project Name** *(250 character maximum)*
   - A short, descriptive name that will easily identify your project.

2) **Project Start Date**
   - This is the anticipated start date of the project. Projects may start on April 1, 2018. Any expenses incurred before April 1, 2018 are deemed ineligible.

3) **Project End Date**
   - This is the end date of the project. One-year projects must be complete by March 31, 2019 and two-year projects must be complete by March 31, 2020.

4) **Event Start Date**
   - Not applicable. Do not answer.

5) **Event End Date**
   - Not applicable. Do not answer.

6) **Target Sector**
   - Select the appropriate sectors that your project will have the greatest impact on, from the drop-down menu provided. You may select more than one. If it is not listed, select “Other” and provide a description within the Project Beneficiaries (Question 14) below. Please review “Target Groups” in the Application Guide for more information.
   - Indicate which selection is the primary target population by checking the box under the ‘Primary’ column.

7) **Project Scope**
   - Refers to geographic reach of the project, meaning local (e.g., an Indigenous community or municipality), regional (e.g. a regional municipality, a county, multiple counties, a Tribal Council, etc.) or provincial (i.e. all four regions of the province). Please refer to “Appendix A” of the Program Guidelines.
   - Ensure that you **do not select the international or national options** as this is outside of the OSRCF scope.

8) **Host Municipality**
   - Answer this in Section G4: “Festival or Event Location”

9) **Project Priority**
   - Only identify the goals that relate to your project. While the Ministry encourages applicants to meet more than one of the following goals, it is not a requirement to meet all three. If your application does not clearly indicate how your project will meet a goal (through measured outcomes), do not include it as a project priority.
OSRCF Project Goals:
Physical Activity: Increase opportunities (for targeted groups in Ontario) to participate in physical activities.
Physical Literacy: Embed physical literacy throughout sport and recreation activity as a foundation for lifelong physical activity.
Capacity: Strengthen the applicant’s ability to deliver quality sport and recreation programming.

10) Project Summary (2,000 character maximum)
- Provide a brief description of your project, including numbers, to demonstrate the full scope of the project. (e.g. ”The “Go Girls!” program will develop fundamental movement skills (FMS) and ball-sport skills of 5,000 girls aged 6-8 years by training 200 leaders to deliver FMS clinics in 100 elementary schools across the province.”) If your application is successful, this wording may be published in both official languages on the Ministry website.

Before answering questions 11-17 (Project Description to Evaluation) please read through all the instructions below for these questions, to ensure you are providing the required information in the appropriate section.

11) Project Description (4,900 character maximum)
- The Project Description provides the details of your project.
- Describe your project in general making sure to address basic components of the project: Who will be doing what, where, when and how? For example:
  - Who the project will serve
  - What the project will accomplish
  - Where the project will be delivered
  - When the project will be delivered
  - What resources are required for project delivery
- Why have you chosen to take this particular approach?

12) Project Objectives (2,000 character maximum)
- Describe the project objectives that will be accomplished along the way to achieve the overall project goal(s). A clear objective provides an instant understanding of the intent and potential impact of the project- what you are trying to achieve.
- How does the project effectively address OSRCF goals and your chosen target populations?
  - Be sure to outline which objective relates to the following OSRCF goals:
    - To increase opportunities for participation in PHYSICAL ACTIVITY.
    - To embed PHYSICAL LITERACY throughout sport and recreation as a foundation for lifelong physical activity.
    - To increase the CAPACITY of the sport and recreation sector to deliver quality sport and recreation programming.

13) Rationale / Need (1,000 character maximum)
- Opportunity or need is clearly defined
- Describe why your project is needed, including steps or measures taken to ensure that your project does not overlap with, or duplicate, any existing projects with similar objectives/outcomes in your targeted community/ies.
- Explain why there is a need for this project with evidence based research to support the need (e.g., what information and/or research has your organization gathered to identify or confirm the need for your project?).
- Results from a stakeholder analysis (e.g., participant feedback from surveys, focus groups, interviews, etc.).
- Indicate how your project will provide value for money (e.g. cost per participant, leveraging other funding,
appropriate cost for the identified population(s), etc.),
- Programming and policy weaknesses identified in a program audit or strategic review.
- Recommendations from expert groups.
- Other forms of research (e.g., best practices from other organizations).

14) Project Beneficiaries (2,000 character maximum)
- If you selected “Other” from Question 6 – Target Sector, please include a description of target population here.
- Describe how the target sectors (the population(s) that you selected earlier in Question 6 of the application form) will benefit from your project and include geographic and/or demographic information (e.g., geographic location and population characteristics).
- Describe how your project will reach out to the target population(s). Outreach usually involves an engagement strategy with the identified population(s) rather than activities focused solely on dissemination or education.

15) Risk Assessment and Management (2,000 character maximum)
- Provide a description of the challenges that may affect the achievement of your project outcomes. Your answer should also include strategies that will be used to manage these challenges.
- Note: This question is not to be confused with the question in Section G2 regarding your organization’s risk management plan for the prevention of abuse to clients, members and staff. Please focus on project risks such as contingency plans if the project lead leaves the project, the project goes over budget, etc.

16) Project Outcomes (1,000 character maximum)
- Outcomes represent specific results projects are intended to achieve, such as benefits to the participants. Outcomes are not what the program actually produces (the output), but the consequences of those products, services, or assistance.
- In Section I-Performance Measures you will list the numbers related to project goals. You may want to consider these outputs when developing your outcomes. Application Tip: It may be helpful to complete Section I-Performance Metrics before completing this section.
- Describe your project and its anticipated results in clear and concise terms.
- Provide a description of your sustainability plan or project legacy.
  - Explain how the success of the project will be sustained after the approved funding has ended.
  - What will remain long after the scope has been delivered.
- Your answer should include the impact the project will have on the organization in detailed, measurable terms.
- Specific, quantitative outcomes allow evaluators to understand the exact purpose, or reason the project is being implemented, while also recognizing the potential return on investment associated with the project.

17) Evaluation Plan / Criteria (2,000 character maximum)
- Describe your project’s evaluation plan.
  - An evaluation plan must include qualitative and quantitative outputs regarding your program in measurable terms.
  - For example: “the project met its participation goal” is not a measurable indicator of participation, whereas “300 participants took part in the program. The program’s participation goal was 200 participants. This goal was exceeded by 50%.” provides a specific and measurable target.
- Identify how you will assess the project as a whole pre, during, and post project. Full survey results of all evaluations, including participant surveys, must be submitted with the Final Report to the Ministry. If requested, evaluations must be made available to all project partners and project recipients upon project completion.
Section G2 – Organization Capacity (10% of total score)
Information about the organization that will make the proposed project successful.

1) Outline your organization’s risk management plan for the prevention of abuse of clients, members and staff: (2,000 character maximum)
   - Applicants must have Board-approved risk management policies and procedures publicly available on their website (or available electronically if the organization or partners do not have a website).
   - In this question, applicants MUST state that they have Board/Council approved policies and procedures on:
     - Concussion prevention and management (does not apply to research/resource projects that don’t directly involve physically-active participants);
     - Volunteer and staff screening (applications, interviews, reference, etc.) and training; and
     - Harassment.
   - In this question, applicants SHOULD state that they have Board/Council approved policies and procedures on:
     - Equitable access;
     - Conflict of interest;
     - Complaints procedures;
     - Police reference checks (where projects involve contact with children and/or youth);
     - Quality assurance;
     - Codes of Conduct and ethical responsibilities; and
     - Health and safety (equipment/facility safety checks).
   - Include a website link to where these policies are available.

2) Describe your organization’s history of managing similar projects and include past achievements. (2,000 character maximum)
   - Describe successful strategies your organization has used to ensure that program outcomes are achieved.
   - Provide additional details on whether your organization is up-to-date in meeting all requirements related to funding received from the Government of Ontario, or agency of the Government of Ontario such as the Ontario Trillium Foundation (e.g. outstanding reports or refunds).

3) Describe your organization’s ability and capacity to successfully undertake this project. (2,000 character maximum)
   - How will your project be supervised and managed? Include the number of people designated as project managers or supervisors as well as their skills, knowledge and expertise. Also, provide details on your project staff (existing staff or potential recruits) and their relevant experience.

Section G3 – Project Work Plan (12% of total score)
- The work plan is designed to provide the Ministry with a clear idea of how you are going to carry out your project. Your work plan should demonstrate a systematic approach as to how you will accomplish the project including all phases of planning, development, implementation and evaluation.
- The results and activities identified in this section will be used as benchmarks for you and the Ministry to measure the progress and success of your project.
- The work plan should be detailed enough that a new project manager could be appointed half way through the implementation phase and manage the project based on the plan.
- Partner organizations identified in the work plan must also be listed as partners in Section J of the
Application Form.

- All OSRCF applicants are required to complete the following work plan components for their project:
  - **Key Milestones** – mark the completion of a work phase (255 character maximum)
  - **Activities** – tasks that will be undertaken to complete the project (500 character maximum)
  - **Start Date** – anticipated start date of each activity
  - **End Date** – anticipated end date of each activity
  - **Responsibility** – indicates who is in charge of completing the activities (255 character maximum)
  - **Performance Indicator** – demonstrates that a task is achieved successfully (255 character maximum)

**Section G4 – Festival or Event Location (under G1 score)**

- Please list addresses for all locations where the project will be implemented.
- This section is scored as part of the information collected in G1.

**Section H – Project Financial Information (12% of total score)**

Before completing the Section H please ensure you understand and include all funding and financial requirements below:

- Contributions from other sources such as project funding from other ministries or grants from agencies such as the Ontario Trillium Foundation are listed.
- All cash and/or in-kind contributions are confirmed (verified with letters from partners).
- “Anticipated” cash or in-kind contributions are not included in the final project budget.
- Administrative expenses do not exceed 12% of the eligible project expenses.
- It is recommended that 10% of the eligible project expenses be dedicated to the project evaluation.
- Travel, accommodation and/or meal expenses do not exceed the current provincial rates under the [Travel, Meal and Hospitality Expenses Directive](#).
- Use the "Collapse/Expand" button to hide budget years you do not need.
  - In this section, list your expenses and identify how each one will be supported.
    - List each expense by category (e.g. Staffing Expenses).
    - Click the “Eligible Expense?” check box only if the expense listed is eligible to be funded.
    - Record the total expense amount.
  - Next, identify the revenue sources and corresponding allotted amounts that will cover the cost of the expense item, including requested funding.
    - All cash and in-kind contributions must be confirmed before your final application is submitted.
      - No numbers should be entered into the ‘Anticipated Cash’ or ‘Anticipated In-Kind’ cells.
    - All cash and in-kind contributions from other organizations must be confirmed in writing and included as an attachment (see list of mandatory attachments in the OSRCF Application Form under “Instructions- How to Complete Application”).
- Please refer to “Funding Criteria – Cost-sharing Requirements” section (page 6) of the Application Guide to ensure the total funding requested from the OSRCF meets the appropriate 60% or 80% threshold.
- All applicants must make a minimum cash contribution of 10% of total eligible expenses.
  - The remaining costs can be covered by the applicant and/or its project partners as additional cash and/or in-kind contributions.
  - When disclosing cash and in-kind contributions, please list all the dollar amounts and revenue sources of the funds that will make up these contributions.
  - Cash or in-kind contributions that come from other sources, such as project funding from other Ministries or grants from agencies such as the Ontario Trillium Foundation, must be identified.
- Itemize ALL expenditures and contributions required to carry out your project, both eligible and ineligible, to provide a holistic picture of the total project value.
Although we ask that you disclose ineligible expenses, remember that OSRCF funding cannot be used to cover these costs (see “Funding Criteria – Ineligible Costs” in the Application Guide).

- Be sure to document details of each item. For staffing positions, include a description of responsibility, number of hours per week and wage and benefits as they relate to the project. For purchased items, include the cost per unit and number of items needed.
- The total amount in the three boxes for revenue sources (Confirmed Cash/Confirmed In-Kind/Requested Funding) will make up the total expense amount.

Additional Comments Relevant to Project Financial Information (4,900 character maximum)
- Add any information required to explain the project budget. This could include a costing break-down of expenses. All totals and sub-totals will be automatically calculated in the “Total Project Financials (All Years)” table at the end of this section.
- The total for your project will be displayed in a summary at the end of the budget section.

Please note: you will have to manually calculate and enter the Total Eligible Expense figure and the Total Project Budget figure.

- Please consult the Application Guide and check this table to ensure:
  - You have not entered numbers into the ‘Anticipated Cash’ or ‘Anticipated In-Kind’ cells
  - You have manually entered the number for the ‘Total Eligible Expense’ and the ‘Total Project Budget’. These fields do not auto-calculate.
  - The ‘Total Requested’ does not exceed 60% or 80% of the ‘Total Eligible Expense’
  - The ‘Confirmed Cash’ total is at least 10% of the ‘Total Eligible Expense’
  - Total administrative expenses is no higher than 12% of the ‘Total Eligible Expense’

- If you would like a sample budget for reference, please contact your Program Coordinator, or Regional Advisor, who can provide you a sample.

Section I – Performance Measures (3% of total score)
Applicants must record the “goal” (the targeted or projected number) for the following “metrics” that are applicable to their project.
- Each field within the Ministry-provided Performance Metrics chart requires a value. If a particular performance metric is not applicable to your project, you must enter “0” (zero) as the goal for that particular metric. Applicants will not be able to proceed with the application process until values are added for each metric.

Client Provided Performance Metrics
- Your project may have additional goals that should be added within this section of the Application Form. When reporting final results, there will be space within the Final Report template to explain project outcomes that have been achieved which are not easily measured by numbers (see instructions for “Project Outcomes” above in Section G1 question 16).
- Add more rows as necessary.

Section J – Partnership/Stakeholders (9% of total score)
1. Name (100 character maximum)
- Provide the name of each partner organization that has committed to assist your organization with delivering your project, or a site where the project is being implemented. Partners are not required, yet are strongly encouraged. If you do not have a partner please move on to the next question.
2. Type
   - Three values will appear: partner, stakeholder, or site. For OSRCF, please only identify “Partners”

3. Role (1,000 character maximum)
   - Specify whether each partner is an existing or new partner/site.

4. Description (1,000 character maximum)
   - For Partners: describe how your partners are involved in the planning, development, implementation and evaluation of the project.

Note: All project partners must receive full copies of the project application prior to submission to the Ministry. Applicants must include signed letters from each partner listed, indicating their involvement in the project and verifying their financial and/or in kind contributions to the project. Since these letters inform the evaluators on the effectiveness of the partner(s), please include:

   - The amount of cash and/or in-kind contributions the partner has committed to;
   - A short description of the partner’s role in implementing the project; and
   - A signature from one or more authorized signing authorities.

Remember to note the cash and/or in-kind contribution by each partner in Section H. Partners identified in the work plan (Section G3) must be listed as partners in this section.

Section Y – Terms & Conditions
This section is explained directly in the Application Form. All OSRCF grants awarded by the Ministry are governed by the Terms and Conditions in the Application Form.

Section Z – Declaration/Signing
These sections are explained directly in the Application Form. By signing the Application Form and submitting it to the Ministry, the organization applying is formally verifying that it agrees to abide by the Terms and Conditions governing the grant, if awarded.

Help and Assistance with Grants Ontario

For technical assistance, please contact Grants Ontario Customer Service at (416) 325-6691 or 1-855-216-3090 or GrantsOntarioCS@Ontario.ca, Monday to Friday from 8:30 a.m. to 5:00 p.m. EST.

TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095
Appendix E
Glossary of Terms and Resources

Active for Life: *Long-Term Athlete Development* stage focusing on the lifelong enjoyment of sport and physical activity.

Active Start: *Long-Term Athlete Development* stage focusing on development of movement skills through active play in young children.

Applicants: The entity that submits an application to the Ministry for funding under the OSRCF. Responsible for undertaking the project and is the only party to enter into an agreement with the Ministry, should the project be approved for funding. The applicant must meet all eligibility requirements for the OSRCF and, if funded, is responsible for all reporting and contractual obligations and for communicating with the Ministry.

Applied Research: An original investigation undertaken in order to acquire new knowledge. It is directed primarily to a specific practical aim or objective and gives operational form to ideas. Applied research is undertaken either to determine possible uses for the findings of basic research or to determine new methods or ways of achieving specific and predetermined objectives. It involves considering the available knowledge and its extension in order to solve particular problems (OECD's Frascati Manual, 2002).

Audited Financial Statement: Indicates that an organization has produced its financial statements and submitted them to an independent accounting firm for audit purposes. This means a certified public accountant examines documentary evidence from inside and outside the organization to verify the amounts recorded on the statements and to assess the reasonableness of the organization’s estimates.

Auditor’s Management Letter: At times, upon completion of a financial audit, the auditor may have a need to express written concerns to the Directors (outside of the audit itself) outlining deficiencies/issues pertaining to the financial management of the association. These concerns, with noted recommendations, would come in the form of a management letter. The Directors are to address these concerns by implementing the appropriate operating procedures and controls.


Canadian Physical Activity Guidelines: Guidelines created by the Canadian Society for Exercise Physiology (CSEP) that provide a minimum target to gain substantial health benefits. Provide clear and concise instructions and tips for Canadians to achieve required levels of physical activity. The guidelines can be accessed on the CSEP website at: [http://www.csep.ca/view.asp?ccid=470](http://www.csep.ca/view.asp?ccid=470).

Capacity: The applicant’s ability to deliver quality sport and recreation programming.

Children: Children are defined as 12 years of age and under.
**Commercial General Liability Insurance (CGL):** This is the primary general liability policy, which responds to the greatest range of liability risks and is in the widest use in Canada. Primarily, this insurance will respond to third party bodily injury and property damage as well as personal injury (libel or slander). CGL is perhaps the most important of all insurance policies in a contractual relationship as it offers the broadest coverage. This insurance ensures that a contractor/vendor/supplier has liability coverage for their products and operations during the contract.


**Creative Commons:** Creative Commons is a non-profit organization that enables groups to share and use creativity and knowledge through copyright licenses to give the public permission to share and use your creative work. All OSRCF project products must be licensed under a [Public Domain](http://creativecommons.org/publicdomain) or “[Creative Commons Attribution 4.0 International](http://creativecommons.org/licenses/by/4.0)” license. These licenses do not apply to future versions of products not supported by OSRCF funding.

**Discrimination:** The prejudicial treatment of an individual based on their membership in a certain group or category. It involves the actual behaviours towards groups such as excluding or restricting members of one group from opportunities that are available to another group.

**Equitable access:** All individuals have similar capacity (with assistance when needed) and similar opportunity (with assistance when needed) to make use of necessary services of similar quality, regardless of any barriers posed by social, geographical, ethno-cultural/linguistic, gender or socioeconomic factors, or physical, intellectual, cognitive, emotional or other challenges (Central Local Health Information Network’s Access and Coordination Panel).

**Ethnic Communities:** Ethnic/visible minorities are defined by the [Employment Equity Act](http://www.canada.ca/en/employment-employment/employment-equity/definitions.html) as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour." According to Statistics Canada, a person's ethnic origin is the ethnic or cultural group(s) to which his or her ancestors belong. Therefore, the ethnic origin refers to a person's "roots" and should not be confused with his or her citizenship or nationality.


**Facility Allocation Policy:** A policy that defines application requirements, terms and conditions, and eligibility criteria for all groups applying to use a facility in a fair and consistent manner. Such allocation policies may give priority consideration in the form of subsidies, scheduling or booking rates or a combination of these three.

**Financial Engagement Review:** A report made by a certified public accountant that aims to present an attestation that they did not find elements challenging the legality, fairness of financial statements, financial condition or result at the end of the fiscal year. In general, these processes are confined to inquiries, analytical procedures and interviews with management. The Review leads to the establishment of a record delivered to the customer. It is not an audit, but it enables a conclusion to be made on whether the evidence considered is plausible under the circumstances. The Review provides a moderate level of assurance compared to audited financial statements.
**FUNdamentals:** Long-Term Athlete Development stage focusing on teaching children a wide variety of fundamental movements and build motor skills as they participate in a number of different sports and activities.

**Fundamental Skills/Fundamental Movement Skills (FMS):** Refers to the physical competency component of physical literacy: an individual’s ability to develop movement skills and patterns, and the capacity to experience a variety of movement intensities and durations. Highly developed Fundamental Movement Skills enables individuals to participate in a wide range of physical activities and settings.

**Healthy Eating:** Eating practices and behaviours that are consistent with improving, maintaining, and/or enhancing health through a healthy eating pattern which includes:
- Eating amounts and types of food recommended in Canada’s Food Guide;
- Eating a variety of foods from each of the four food groups; and
- Using the nutrition facts panel on food to compare and choose foods lower in fat, saturated fat, trans fat, sugar and sodium.

For information on healthy eating and good nutrition, please visit the Eat Right Ontario website [www.eatrightontario.ca](http://www.eatrightontario.ca) or the “Food and Nutrition” page on Health Canada’s website at [http://www.hc-sc.gc.ca/fn-an/index-eng.php](http://www.hc-sc.gc.ca/fn-an/index-eng.php).

**Inclusion:** Is based on notions of belonging, acceptance and recognition and entails the realization of full and equal participation in economic, social, cultural and political institutions. It is about recognizing and valuing diversity; it is about engendering feelings of belonging by increasing social equality and the participation of diverse and disadvantaged populations (York Institute for Health Research).

**Indigenous Peoples:** According to the Ministry of Indigenous Relations and Reconciliation, indigenous peoples are the descendants of the original inhabitants of North America. The Canadian Constitution (the Constitution Act, 1982) recognizes three groups of Indigenous peoples – First Nations, Métis and Inuit. These are three separate peoples with unique heritages, languages, cultural practices and spiritual beliefs.

**Injury Prevention:** A set of measures taken to prevent and/or reduce the incidence of injury. The emphasis is on preventing injuries before they occur. This includes concussion prevention and management.

**In-Kind Contributions:** Contributions towards the expenses of the project which have a monetary value but are provided in the form of goods, commodities or services rather than as cash.

**Learning to Train:** Long-Term Athlete Development stage when individuals learn fundamental sport and decision-making skills as they participate in a variety of sports.

**Local Services Board:** Most of northern Ontario is not organized for municipal purposes. The Ministry of Northern Development, Mines and Forestry (MNDMF) assists residents of communities in unorganized territory to set up Local Services Boards (LSBs) to deliver basic services. LSBs deliver basic community services to the residents in areas without a municipal organization.

**Low-Income Persons:** A person placed in this category is someone whose family income falls below Statistic Canada’s low-income cut-offs (LICO). This cut-off reflects an income level at which a family is likely to spend significantly more of their income on food, shelter and clothing than the average family.

**Municipalities:** In Canada, a municipality is a city, town, village, metropolitan authority, township, district, county, or regional municipality which has been incorporated by statute by the legislatures of the Provinces.
and Territories of Canada (as defined by the most recent Census Canada data).

**National Coaching Certification Program (NCCP):** The Canadian standard of coaching competency, established in 1974 by the Coaches Association of Canada (CAC). Each year, more than 60,000 Canadians take an NCCP workshop and, since it began, more than one million have participated in the program. For more information please see the CAC’s website at [http://www.coach.ca/](http://www.coach.ca/).

**Not-for-profit organizations:** According to the Ministry of Government and Consumer Services, a not-for-profit corporation:
- Is a corporation without share capital.
- Is dedicated to objectives other than the pursuit of profit.
- Must use any surplus exclusively to achieve the not-for-profit purpose.
- Encompasses both charitable not-for-profit organizations (such as medical research organizations and museums) and non-charitable not-for-profit organizations (such as trade associations and social clubs).

**Ontario Human Rights Code:** Legislation that provides for equal treatment in the areas of services, goods, facilities, accommodation, contract and employment without discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, family status, marital status, the receipt of public assistance (in accommodation only), and record of offences (in employment only).

**Participant:** An individual that is participating in a Ministry funded program or project. A participant may enrol in several programs and projects within the funded program; however they should only be counted once as part of the total funded program or project. Participant opportunities are captured as a separate measure.

**Partner:** An organization that will undertake the project with the applicant to assist with the planning, development, implementation and evaluation of the initiative. OSRCF applicants are strongly encouraged to have at least one partner who will be involved in one or more of these project phases. All partners must receive a complete, unabridged copy of the project application and all project products as soon as they are available.

**Persons with Disabilities:** Are people who report difficulties with daily living activities, or who indicate that a physical, mental condition or health problem reduces the kind or amount of activities they could do. According to the Ontario Human Rights Code, a ‘disability’ is defined as:
- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- A condition of mental impairment or a developmental disability.
- A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
- A mental disorder.
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Research shows that proportionately fewer Canadians with disabilities lead an active lifestyle due to a variety of factors including economic disparity, lack of access to transportation, intimidation, and negative attitudes or lack of knowledge on the part of physical activity providers.
The Active Living Alliance for Canadians with a Disability offers tip sheets to equip health and education intermediaries with general knowledge and tools to direct Canadians with a disability towards increased physical activity participation, promoting enhanced Physical Literacy. These tip sheets are available at https://ala.ca/disability-tip-sheets/.

**Physical Activity**: Is any bodily movement performed by the skeletal muscles that cause an increase in energy expenditure. It ranges from vigorous exercise, such as jogging or bicycling, to non-vigorous activities such as walking and gardening. (Public Health Agency of Canada).

**Physical Literacy**: Physical literacy includes four essential and interconnected elements whose relative importance may change throughout life. It is the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities for life. Detailed descriptions can be found at http://physicalliteracy.ca/physical-literacy/ and https://www.participaction.com/sites/default/files/downloads/PL%20Infographic%20-%20ENG.pdf

**Project**: Refers to the project for which a grant is awarded to the recipient under the OSRCF. Specifically, a project is a set of activities or functions that a recipient undertakes with the financial assistance of the Ministry. A project has one or more partners, clear start and end dates, and demonstrates measurable outputs and outcomes related to OSRCF goals, objectives and priorities.

**Provincial/Multi-Sport Organizations (P/MSOs)**: Independent, not-for-profit organizations, responsible for delivering programming province-wide and influencing participation, excellence, capacity and interaction in sport at the provincial level. Every Provincial and Multi Sport Organization is affiliated with a National Sport Organization and it is the responsibility of these two organizations to ensure the safe development and operation of every aspect of their sport. A list of ministry-recognized sport organizations can be found at http://www.mtc.gov.on.ca/en/sport/sport/pso_listing.shtml.

**Provincial recreation organization**: Non-profit incorporated organizations with a mandate to provide recreation programs and/or leadership and skills training for the recreation sector. These organizations provide a wide range of recreation opportunities throughout the province. They ensure that recreation activities and programs are available at reasonable cost, physically accessible to all, environmentally friendly, safe, cost-effective and meet the needs of Ontarians. Provincial recreation organizations have a history of assisting the ministry to deliver its priorities. A list of these types of organizations can be found at http://www.mtc.gov.on.ca/en/sport/recreation/pro.shtml.

**Quality assurance**: Planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled. Examples of quality assurance programs targeting the sport and recreation sector in Ontario include Club Excellence (http://www.clubexcellence.com), International Standards Organization (ISO) 9001:2008 standard (http://www.iso.org/iso/home/standards/management-standards/iso_9000.htm) and HIGH FIVE® (http://www.highfive.org). Examples of quality assurance programs focusing on organizational capacity in not-for-profits include: Imagine Canada (http://www.imaginecanada.ca/standards). There are also sport-specific quality assurance programs such as the Ontario Soccer Association’s Club Excellence (http://www.ontariosoccer.net/page/show/3174238-club-excellence)

**Recipient**: Refers to the applicant who has been awarded a grant under the OSRCF.
Recreation: “All those things a person or group chooses to do to make leisure time more interesting, more enjoyable or more satisfying” (Ontario Community Recreation Policy Statement, 1987). Information on the benefits of recreation can be found at http://benefitshub.ca/. For the purposes of OSRCF, recreation is further defined as active recreation focusing on one or more of the following Long-Term Athlete Development stages: Active Start, FUNdamentals, Learn-to-Train and Active for Life.

Risk Management: The active process of identifying, assessing, communicating and managing the risks facing an organization to ensure that an organization meets its objectives. Resources on risk management include Imagine Canada at http://www.imaginecanada.ca. Resources on policies and procedures for sport safety include the Ontario Physical Education and Health Association’s (OPHEA) Physical Education Safety Guidelines at http://safety.ophea.net/.

Sport: An activity that involves two or more participants engaging for the purpose of competition. Sport involves formal rules and procedures, requires tactics and strategies, specialized neuromuscular skills and a high degree of difficulty and effort. The competitive nature of sport implies the development of trained coaching personnel. It does not include activities in which the performance of a motorized vehicle is the primary determinant of the competitive outcome. For the purpose of OSRCF, sport is further defined as pertaining to community-level programming focusing on one or more of the following Long-Term Athlete Development stages: Active Start, FUNdamentals, Learn-to-Train and Active for Life.

Sport-Specific: Training that develops sport specific skills that are necessary to progression through Long-Term Athlete Development continuum. Such training includes the National Coaching Certification Program (NCCP) system available in Ontario through the Coaches Association of Ontario (CAO) (http://www.coachesontario.ca).

Terms and Conditions: The general terms and conditions set out in the application form (i.e. the application form submitted by the applicant for funding under the program), and any additional terms and conditions set out in the approval letter (i.e. the letter from the Minister or Ministry to the applicant announcing the award of the grant under this program) or in any subsequent correspondence (i.e. any correspondence from the Minister or the Ministry to the grant recipient subsequent to the approval letter where additional terms and conditions are required).

Transfer Payments: Transfers of money from ministries to an individual, external organization or government for which the Ontario government does not: 1) receive goods or services directly in return, as would occur in a purchase or sales transaction; 2) expect to be repaid in the future, as would be expected in a loan and 3) expect a direct financial return, as would be expected in an investment. (Transfer Payment Accountability Directive)

Youth: Youth are defined as 13-24 years of age or 13-29 years for persons with disabilities. Applicants who identify youth as a target population are encouraged to engage them in the design and implementation of their project. Adopting youth engagement best practices and principles can help cultivate positive change within organizations and communities.

Youth Engagement: The meaningful participation and sustained involvement of a young person in an activity, with a focus outside themselves. The kind of activity in which the youth is engaged can be almost anything—sports, arts, music, volunteer work, politics, social activism—and it can occur in almost any kind of setting (Centre of Excellence for Youth Engagement, 2003).