Great Lakes Local Action Fund

Application Form – Instructions

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How to Apply

All applications must be submitted electronically through Transfer Payment Ontario (TPON) at www.ontario.ca/GetFunding. Applicants must have a TPON account in order to apply.

If you do not have a TPON account, you must first create a ONe-key account and then register for TPON. Please visit www.ontario.ca/GetFunding to learn how to create a One-key account, register for TPON, and get a TPON account. Registration may take up to 5 business days so give yourself plenty of time to register before starting the application process.

Once you are registered and have access, the next step is to complete an application through TPON.

If you have any questions or difficulties during this process, there are resources to assist at www.ontario.ca/GetFunding or you may contact the TPON 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 TPONCC@Ontario.ca.

Application Instructions

Once you have registered with Transfer Payment Ontario, you can fill out the application on-line. If you prefer, all application forms can be downloaded and completed off-line. Applications completed off-line must be uploaded in Transfer Payment Ontario by the application deadline to be successfully submitted.

All questions will have a limited character count. For the purpose of planning your answers, this guide includes the character counts for each of these questions. **Character counts include spaces and punctuation.**

In many questions, the rows in the application will expand to include additional entries or responses. Simply click the "+" sign to add a row. Similarly, to remove a row, click the "-" sign.

As soon as a complete application is submitted through Transfer Payment Ontario, an email will be sent to the main application contact confirming receipt of the application. Please ensure that this confirmation email is not sent to your junk email folder.

Preparing your Project Application

Points to consider as you begin writing your project proposal:

- Answer every question in full. Each question is 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.

- Mandatory questions/fields are marked with a red asterisk (*).

- 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 someone outside of your organization review the application to provide objective comments. Does he/she understand the project as it is written? Does he/she 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.

Application Sections

The Great Lakes Local Action Fund application is broken-down into the following sections:

A. Organization Information
B. Organization Address Information
C. Application Contact Information
D. Organization Capacity
E. Grant Payment Information
F. Project Information
G. Additional Questions
H. Project Work Plan
I. Project Address
J. Budget
K. Performance Measures
L. Declaration and Signing

Sections A to C – Organization and Contact Information

These sections are explained directly in the Application Form. Sections A and B are read-only as they display information from your TPON registration. Section C needs to be completed with contact information for this application.

Section D – Organization Capacity

Number of full-time staff, part-time staff, volunteers.

Please include the relevant numbers based on the most recent available information for your organization.

Describe your organization's ability and capacity to successfully undertake this project including, if applicable, brief descriptions of similar projects your organization has managed, and past achievements. (3000 characters maximum)

Describe how your project will be supervised and managed. Include the number of people designated as project managers or supervisors. Describe the strategies your organization will use to ensure that program outcomes are achieved successfully as a result of this project.

Describe your organization's experience with project management including developing, tracking and reporting on outcomes and performance measures successfully.

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 agencies of the Government of Ontario such as the Ontario Trillium Foundation (e.g., outstanding reports or refunds).

Provide details on your staff and relevant experience for those involved in the project. (3000 characters maximum)

Provide details on the skills, knowledge, expertise, qualifications and experience of your project staff (including existing staff or potential recruits) and any others that will be involved in the project both from your own organization and from any project partners. Include any experts you may consult. For recruits, describe how you will ensure those hired will have the desired qualifications.

Section E – Grant Payment Information

This section is explained directly in the Application Form.

Section F – Project Information

Project Name (250 characters maximum)

A short, descriptive name that will easily identify your project.

Project Start Date

This is the anticipated start date of the project. For Ministry purposes, this is the date applicants receive formal notification of their project's approval status. Based on previous funding releases, we encourage you to list your **project start date as no earlier than February 1, 2021**. Any expenses incurred before receiving written Ministry approval will be deemed ineligible.

Project End Date

When do you plan to conclude the project? Please note that projects must be complete by **February 18, 2022**.

Requested Amount

This must be the same figure as the amount indicated for "Total funds requested" in Section J – Budget.

Total Cost of the Project

This must be the same figure as the amount indicated for "Total Expenditures" in Section J – Budget.

Project Summary (2,000 characters maximum)

Provide a <u>brief</u> outline of your project (1-2 sentences), including numbers, to demonstrate the full scope of the project. If your application is successful, this wording may be published on the Province's website.

Describe how your project will provide environmental benefit(s) to the Great Lakes and/or their tributaries.

Project Description (5,000 characters maximum)

The Project Description provides the rationale for and implementation 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? Explain why you have chosen to take this particular approach.

Be sure to mention:
- How the project contributes to an environmental need relating to the Great Lakes and/or their tributaries
- Explain why there is a need for this project (e.g., what information and/or research has your organization gathered to identify or confirm the need for your project?)
- If and how the project's benefits will be significant and sustained over time
- If and how the project will provide social and/or economic co-benefits to the local community
- Any other groups or organizations that are collaborating in the project, and their respective roles
- If and how the project promotes innovative approaches to addressing environmental needs and/or collaboration between groups and organizations
- If and how the project will mobilize members of the community to take action, and/or provide opportunities for high quality volunteer engagement
- Describe your plan to address conditions relating to the pandemic, including safety measures, and planning for the possibility of changing conditions and restrictions over the course of the project.

Project Objectives (2,000 characters maximum)

Describe the project's objectives and desired outcomes. A clear objective provides an instant understanding of the intent and potential impact of the project – what you are trying to achieve?

How will progress toward these objectives and outcomes be tracked and measured? You may reference the performance measures specified in Section K.

Target Sector

Select the appropriate sector(s) that your project will benefit, or have the greatest impact on or for, from the drop-down menu provided. Select all that will apply.

Host Municipality/First Nation Community

Please select all municipalities and/or First Nation communities in which your project is implemented from the drop-down list. Select all that will apply.

Project Priority

Please select the watershed(s) where your project will take place. Select all that will apply.

Section G – Additional Questions

Geolocation

Please provide the location(s) of your proposed project site(s) using latitude/longitude (e.g. 43.8656, -79.2431). This is where you will undertake the "on-the-ground" work for the project (e.g., restoration, research, clean-up). If your project doesn't have a physical location (e.g., is digital / virtual), enter "Not applicable". **(1,000 characters maximum)**

Land Ownership

Does the project involve work on private, public (including Crown) or other lands? If yes, please indicate who owns the land (e.g., applicant, private, conservation authority, First Nation, or municipal, federal, provincial government). **(1,000 characters maximum)**

Permits and Approvals

Please identify the types of permits or approvals your project requires to proceed. To assist you in determining what permits/approvals are applicable for the project, please see Appendix B: Permits and Other Requirements in the Application Guide available here: www.ontario.ca/GetFunding **(1,000 characters maximum)**

Reasons for Permits and Approvals Required

Explain why the permits/approvals are required. **(1,000 characters maximum)**

List of permits and approvals obtained

If obtained, please include in your application a copy of the permit. For provincial permits only, if the permit has not been obtained but an application has been submitted to the Province, please attach a copy of the submitted permit application form. Permit applications are requested for information purposes only. The Great Lakes Local Action Fund will not process permits. **(1,000 characters maximum)**

Status of permit application for permit/approval

If not obtained, state the status of the permit application. For example, information provided could include: agency has not been contacted yet; the application will be submitted on xx date; the application has been submitted (include date of submission) and a response is expected on xx date. **(1,000 characters maximum)**

Purchasing Procedures

Describe your organization's purchasing procedures and other mechanisms to ensure value for money (e.g., cost per participant, leveraging other funding, appropriate cost for the identified need(s), etc.) **(3,000 characters maximum)**

Section H – Project Work Plan

The work plan should provide the Ministry with a clear idea of how you are going to carry out your project. It should demonstrate a systematic approach to how the project will be accomplished, including all phases of planning, development, implementation and evaluation.

The key milestones, activities and performance indicators identified in the work plan 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 at some point during the implementation phase and could manage the project based on the plan set out.

- Key Milestones – These mark the completion of a work phase **(255 character maximum)**
- Activities – Tasks that will be undertaken to complete the project and contribute to achievement of key milestones **(500 characters 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 I – Project Address

Fill out the address(es) where the project will take place.

Section J – Budget

Budget Template

The Budget Template in the application form is to provide a high-level snapshot of expenditures and funding, to outline the amount of funding being requested. Complete this template, using the "Description" column to provide a brief description of the expenditures for each budget item, including a basic breakdown of costs for each budget item (max. 250 characters).

"Total funds requested" will equal "Total Expenditures" minus "Total funds from other sources".

Budget Calculator

Note: Along with the Budget Template, the Great Lakes Local Action Fund Budget Calculator must <u>also</u> be completed. The relevant amounts in the Budget Template and the Budget Calculator must align. The Budget Calculator is to provide more details and will be used to evaluate the soundness of the project planning.

Itemize <u>**all**</u> 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 Great Lakes Local Action Fund money cannot be used to cover these costs (see "Ineligible Costs" in the Application Guide).

To fill out the calculator:

- List each expense item (add lines as required) in the applicable category (staffing, goods, etc.).
    - For staffing positions, include a description of responsibility, number of hours per week and wage and benefits as they relate to the project.
    - For each item, include the cost per unit and number of items needed.
- Ineligible expenses should be disclosed in the "Budgeted Cost" column only.
- Eligible expenses should be disclosed in both the "Budgeted Cost and the "Amount from the Fund" columns.
- Account for cash and in-kind contributions in dollar amounts – list these in the "Cash confirmed from other sources" column and the "Value of confirmed in-kind support" column, as applicable. The amounts in these columns must be subtracted from the amount in the "Budgeted Cost" column to determine the entry under "Amount from the Fund".
- For all cash and in-kind contributions use the "Source of Other Funding or In-Kind Support" column to list the contributing organization or individual.

The following is a sample budget for a project:

Great Lakes Local Action Fund Excel Budget Calculator: Sample budget

Project Expenditures	Budgeted Cost	Amount from the Fund	Cash confirmed from other sources	Value of confirmed in-kind support	Source of Other Funding or In-Kind Support
STAFF					
Summer Staff–$20/hr. for 180 hours	$3,600.00	$3,600.00	$0.00	$0.00	
GOODS					
Cattle exclusion fencing (240 metres @ $10.30/metre)	$2,472.00	$2,472.00	$0.00	$0.00	
Fencing Installation (3 days @ $400/day)	$1,200.00	$1,200.00	$0.00	$0.00	
Fencing Material	$506.25	$506.25	$0.00	$0.00	
Herbaceous Native Plant Plugs (1,000 @ $0.60/plug)	$600.00	$600.00	$0.00	$0.00	
Native Shrubs (1,000 @ $10/shrub)	$10,000.00	$10,000.00	$0.00	$0.00	
Native Tree Seedlings (4,500 @ $2/seedling)	$9,000.00	$5,000.00	$4,000.00	$0.00	Environment and Climate Change Canada (Cash)
OTHER					
Mileage (400 km @ $0.40)	$160.00	$0.00	$0.00	$160.00	Recipient (in-kind)
Refreshments for Volunteers	$100.00	$0.00	$0.00	$100.00	Recipient (in-kind)
TOTALS	**$27,638.25**	**$23,378.25**	**$4,000.00**	**$260.00**	

Section K – Performance Measures

Performance measures should be used to measure project outcomes and success. Select measures that will demonstrate how the project objectives set out in Section F are met. For each measure, applicants must record the "goal" (the targeted or projected number to be achieved) and the unit of measure (e.g. the number of, percentage, grams per litre) for the performance measures that are applicable to their project.

Each field within the Ministry-provided Performance Measures chart requires a value. If a particular performance measure is not applicable to your project, you must enter "0" as the goal for that particular measure. Applicants will not be able to proceed with the application process until values are added for each measure.

If a Ministry-provided Performance Measure is not the best way to measure your project's performance (e.g., unit of measurement is inappropriate for your project), enter "0" as the goal for that particular measure and create a more suitable one under the Client Provided Performance Measures.

Client Provided Performance Measures

Your project may have additional performance measures that can be added in this section of the Application Form. Add more rows as necessary.

Section L – Declaration/Signing

This section is explained directly in the Application Form. By signing the Application Form and submitting it to the Ministry, the applicant is formally verifying that it agrees to abide by the conditions governing the grant, if awarded.

Help and Assistance

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