

Submitting for funding

Contents

Document summary	1
Before you begin	1
Application statuses	2
Submitting for funding	2
Step 1: Review Program Information	4
Step 2: Complete Form	5
Step 3: Attach Supporting Documents	9
Step 4: Confirm Submission	10
Continuing a draft application	10
Resubmitting an application	11
Tracking your submission	11
Contact us	13

Document summary

This document explains how to apply and track a Transfer Payment Ontario submission for funding.

Before you begin

Since Transfer Payment Ontario is used by all Ontario ministries, the reference guides and videos found on the Transfer Payment Ontario website are generic. As you work on your application, you may see screens, fields or information not presented in the guides. Be sure to reference any supporting documentation or instructions provided by the funding ministry.

Transfer Payment Ontario uses a dynamic PDF form for applications. The PDF form must be opened using the Adobe Reader software. If you do not have Adobe Reader, you can download a free version at get.adobe.com/reader.

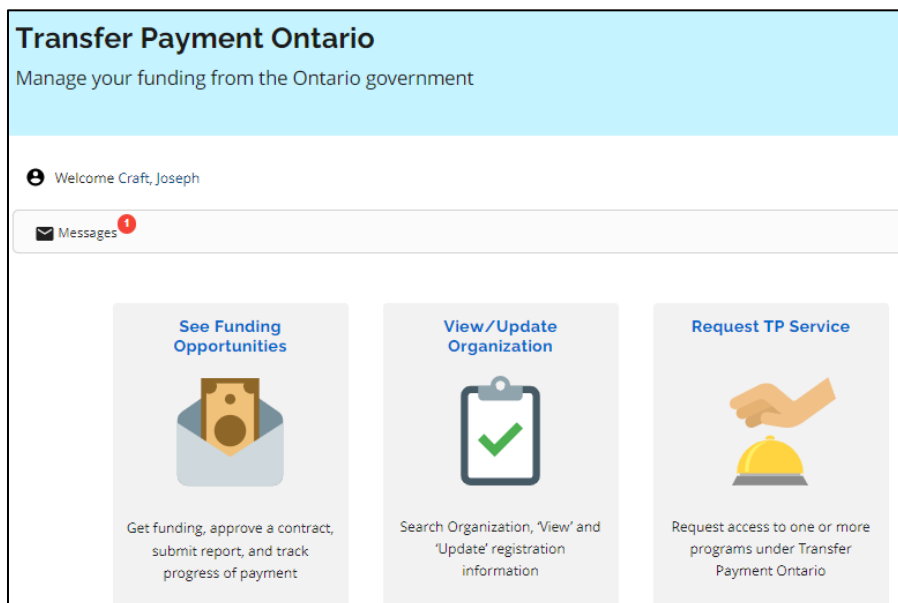
Application statuses

Your application follows a path of several statuses:

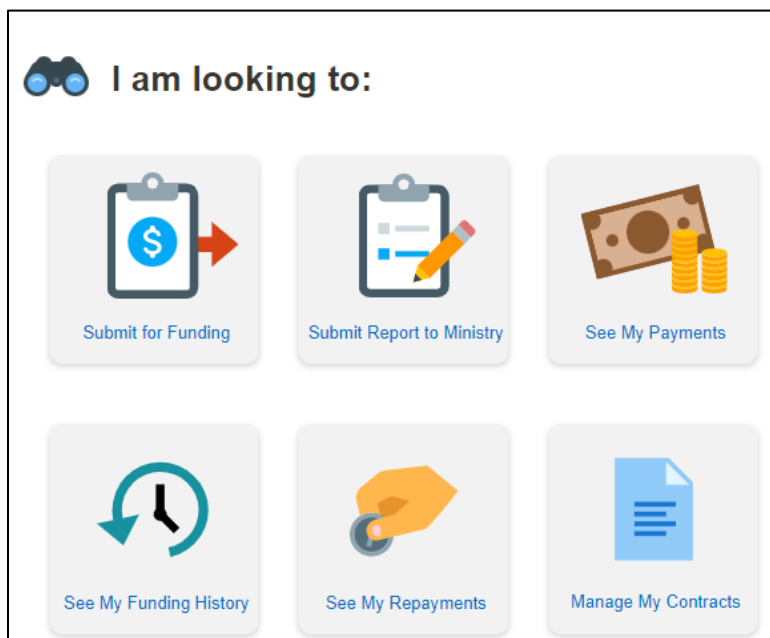
- Draft
- Submitted
- Active
- Closed

Submitting for funding

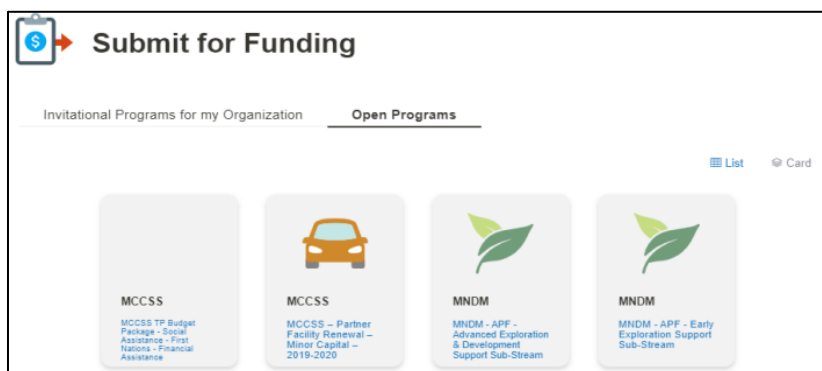
1. Sign in to Transfer Payment Ontario using a Google Chrome web browser.



2. Select **See Funding Opportunities**.
3. If you are registered with more than one organization, select the organization for which you want to submit for funding. The **I am looking to:** page appears.



4. Select **Submit for Funding**.



Note: There are two tabs for funding opportunities. Programs which your organization has been invited to apply for are in the **Invitational Programs for my Organization** tab. All publicly available funding opportunities are in the **Open Programs** tab.

4. Select **Invitation Programs for my Organization** or **Open Programs**. A list of programs appears.

Note: You can change to a list view by selecting the **List** button.

5. Select the program you want to apply for.
6. If your organization has already started an application, a list appears. To continue working on a draft application, select the case number from the list, otherwise select **Create New Submission**.

Start a new submission for this program

[Create New Submission](#)

Or select a draft to continue working

CASE #	PROGRAM	STAT...	OPENED
2021-12-1-1430441135	Transfer Payment Ontario Training Category (TPTC) 2020	Draft	12/8/2021 11:29:03 AM
2021-09-1-1428694000	Transfer Payment Ontario Training Category (TPTC) 2020	Draft	9/15/2021 12:04:13 PM

Step 1: Review Program Information

Reviewing program documentation

Begin by reviewing important documentation and program information provided by the ministry.

1. Select the document name in the **Program Documentation** table to download it to your device for review.

 **Submit for Funding**
Transfer Payment Ontario Training Category (TPTC)

Review Program Information Complete Form Attach Supporting Documents Confirm Submission

Step 1 - Review Program Information

Download Program Documentation

Below you will find a list of documentation related to this program. You are strongly encouraged to review all of this information. Click on the name of the document to download the file to your computer.

Program Documentation

Document Name	Comments
Final Report Back - Ministry Instructions 2021	Find Ministry Final Report Back Instructions and more.

2. Review all program documentation.

Reviewing supporting attachments

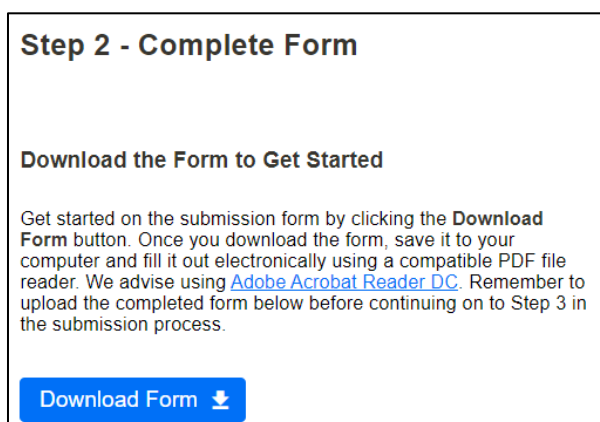
In addition to the completed application form, supporting documentation may be requested by the ministry.

1. Take note of the requested documents, if applicable. These will be uploaded in step 3.
2. Select **Next** to continue.

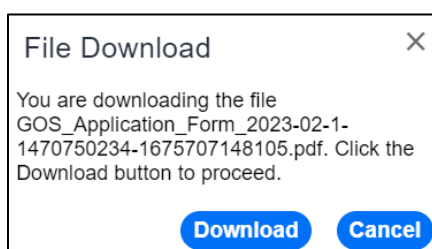
Step 2: Complete Form

Downloading the application form

1. Review the on-screen download instructions.
2. Select **Download Form**.



3. The **File Download** window appears.



Note: If the pop-up window does not appear, ensure that your pop-up blocker is disabled in your browser's settings. For detailed instructions, please see [Block or allow pop-ups in Chrome](#).

4. Select **Download**. The application form is downloaded to your device's default folder.

Opening the application form

The PDF form must be opened using the Adobe Reader software. If you do not have Adobe Reader, you can download a free version at get.adobe.com/reader.


1. Locate the downloaded application form in your device's default folder.
2. Right-click the file to open with Adobe Reader software.

Note: You cannot view the form in the Google Chrome web browser. The downloaded form must be opened with Adobe Reader or equivalent software.

Completing the application form

Application forms are unique to funding ministry or program requirements. Instructions and form sections may vary from those presented in this guide. Be sure to reference any supporting documentation or instructions provided by the funding ministry.

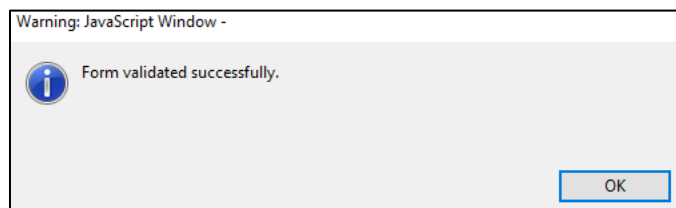
1. Take note of the **Case No.** in the top right corner of the form.
2. Review each section of the form or select **Expand** to make all sections of the form viewable.

Ontario  APPLICATION			Case No.: 2023-02-1-1470750234
Transfer Payment Ontario Training Category (TPTC) 2020			
			<input type="button" value="Expand"/> <input type="button" value="Validate"/>
Instructions	A - Organization Information	B - Organization Address Information	
C - Application Contact Information	D - Organization Capacity	E - Grant Payment Information	
F - Project Information	G - Project Work Plan	H - Project Address	
J - Performance Measures	K - Partnership/Stakeholders Information	L - Terms and Conditions	
M - Declaration and Signing			

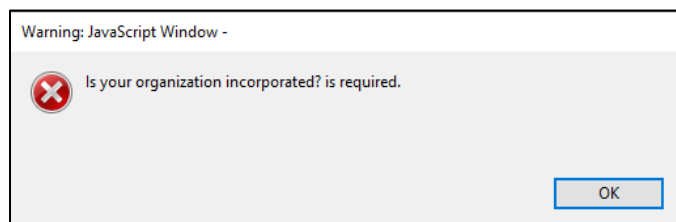
3. Complete the form.

When completing the form, please keep the following in mind:

- Fields highlighted with an asterisk (*) are mandatory.
 - If a mandatory text field is not applicable for your submission, enter N/A.
 - Do not leave mandatory numeric fields blank. Enter a 0 (zero).
 - Some of your organization information is prepopulated in read-only sections of the form. If your organization information is missing or needs to be updated, an administrator user of your organization can update the information in your organization's profile. Instructions are available on ontario.ca/GetFunding. Once your organization profile has been updated, a new application form can be downloaded.
 - Enter dates in the correct format or select a date from the calendar dropdown within the field.
 - Do not paste graphics, diagrams, or pictures into the form.
4. After completing the form, select **Validate** to verify all fields have been completed.
 5. You will receive confirmation of validation or notification of missing information:
 - Your form successfully validated and is ready to be saved and uploaded. Select **OK** to continue.



- Mandatory information has not been entered or there is an error in the form. Select **OK** to review the error.



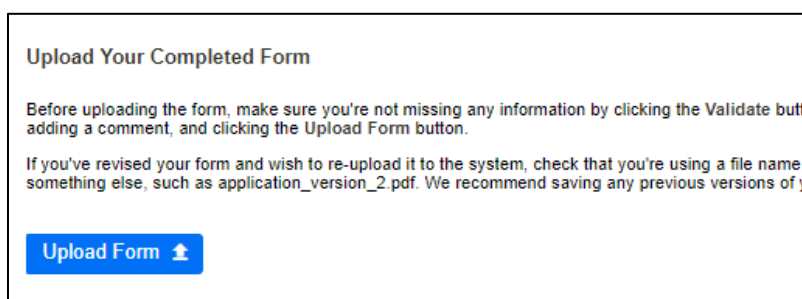
If the application form does not validate successfully, please verify that:

- you are using Adobe Reader.
 - all mandatory fields have been completed.
 - you have not copied any special characters or symbols from other software or webpages.
 - that dates are entered in the correct format.
6. Continue to select **Validate** and correct the form until successful validation is received.
 7. Save the file to your device.

Note: It is recommended to keep the original file name when saving your document.

Uploading the application form

1. Return to Transfer Payment Ontario and continue your draft submission.
2. Select **Step 2- Complete Form**.
3. Scroll down to **Upload Your Completed Form**.




4. Review the on-screen upload instructions.
5. Select **Upload Form**.


Upload Your Completed Form

Before uploading the form, make sure you're not missing any information by clicking the **Validate** button (located on the first page of the form). After you validate and save the completed form, upload it to the system by choosing a file, optionally adding a comment, and clicking the **Upload Form** button.

If you've revised your form and wish to re-upload it to the system, check that you're using a file name that's different from a previous upload. For example, if you named your original file application.pdf, make sure that the next file is named something else, such as application_version_2.pdf. We recommend saving any previous versions of your form to your computer, as only the latest upload is kept in the system.

File Name: ★ 

Comments:


Upload  Cancel

6. Select the magnifying glass icon in the **File Name** field. The **Add Attachment** pop-up appears.


Add Attachment ✕

Please specify a File Name or URL:


File Name:

 **Cancel**

7. Select **Choose File**.
8. Locate the completed application form on your device.
9. Select **Open**.

File Name: ★ 

Comments:

Upload  Cancel

10. Select **Upload**. The form uploads to Transfer Payment Ontario.

Note: If the application form does not upload, ensure that the form was successfully validated, is the correct case number, and that you are not uploading a printout or scan of the form.

Note: The Transfer Payment Ontario system may take longer to process larger application forms. If the page becomes unresponsive, select the option to **Wait** when prompted.

Note: You may receive an error if attempting to upload a file that has already been uploaded to the system. Try changing the name of the file and attempt upload again.

Step 3: Attach Supporting Documents

Reviewing supporting attachments

1. Review the list of requested documents, if applicable.

Step 3 - Attach Supporting Documents

Review Supporting Attachments

Review this list to make sure that you've gathered the proper supporting attachments to upload. Note that each attachment please refer to the program documentation that you downloaded in Step 1.

Attachment Type	
Letter of Insurance	Mandatory

Uploading supporting attachments

1. In the table below, select **+New**.
2. Locate the file from your device and select **Open**. The file name appears in the table.
3. In the table, select the **Attachment Type** from the dropdown list.

Note: You can also drag and drop the file into the table.

Reviewing organization attachments

You will also find a list of organization documents that were uploaded during the organization registration process. These will accompany your submission and be viewable by the funding ministry.

Review Organization Attachments

Below is a list of attachments that were uploaded to the Documents section of your organizational profile. These attachments are included in all of your organization's submissions, regardless of the program selected.

If you wish to update this list by adding or archiving a document, you will need to edit your organizational profile. You can make these changes by clicking the home icon (🏠) in the menu bar at the top of the webpage and navigating to View/Update Organization.

[Query](#)

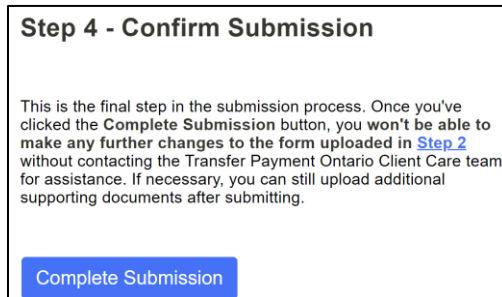
[Refresh](#)

File Name	Attachment Type	Size (In Bytes)	File Fo...	Date and Time
Articles of Incorporation	Articles of Incorporation	392,518	pdf	3/18/2021 10:11:25 AM
Financial Statements	Audited Financial Statements	444,089	pdf	3/18/2021 09:38:11 AM

1. Review the documents.
2. If changes are required, edit the documents in your organization profile.
3. Select **Next** to continue.

Step 4: Confirm Submission

1. Review the on-screen submission instructions.



2. Select **Complete Submission**. A confirmation message appears, and the application status changes from **Draft** to **Submitted**.

Note: After you select **Complete Submission**, you cannot make changes to your application form. If you want to make changes after submitting, you will need to contact the Transfer Payment Ontario Client Care team.

Continuing a draft application

If you have already started a draft application, you can continue the submission in Transfer Payment Ontario.

1. Return to Transfer Payment Ontario and select **See Funding Opportunities**.
2. If you are registered with more than one organization, select the organization for which you want to submit for funding. The **I am looking to:** page appears.
3. Select **See My Funding History**.
4. Locate the draft application from the table using the same **Case Number**.
5. Select the case to continue the submission process.

Note: The case number on your application form must match the case number for your submission in Transfer Payment Ontario.

Resubmitting an application

The funding ministry will notify your organization if the application needs to be resubmitted. Cases requiring resubmission are flagged under the **Resubmission Required** column on the **See My Funding History** page.

1. Return to Transfer Payment Ontario and select **See Funding Opportunities**.
2. If you are registered with more than one organization, select the organization for which you want to submit for funding. The **I am looking to:** page appears.
3. Select **See My Funding History**.
4. Locate the case with the **Resubmission Required** column flagged.
5. Select the **Case #** to reopen the submission process.

Tracking your submission

Application stages

A submitted application goes through several stages that can be tracked in Transfer Payment Ontario.

The stages are:

- **Received:** Your submission has been received by the ministry
- **Review:** Your submission is being processed by the ministry.
- **Approval:** Funding decisions are being finalized by the ministry.
- **Contract:** Funding terms are being formalized in an agreement.
- **Monitor:** Activity is being monitored to determine that funding terms are being met
- **Closed:** Any final reports and repayments have been submitted.

Tracking an application (Submitted)

When the application is in the status **Submitted**, you can review its progress, details, and manage additional attachments or assistance requests.

1. Return to Transfer Payment Ontario and select **See Funding Opportunities**.
2. If you are registered with more than one organization, select the organization for which you want to submit for funding. The **I am looking to:** page appears.
3. Select **See My Funding History**.

See My Funding History
Cases from my organization in Draft, Submitted, Active or Closed statuses.

My Organization's Cases

New	Case #	Program	Status	Opened	Cl...	Submission Deadli...	Resubmission Required	External File Number
	2023-01-1-1469571544	Seniors Communit...	Draft	1/24/2023 ...				
★	2023-01-1-1468894625	Transfer Payment ...	Submitted	1/18/2023 ...		12/31/2051 12:00:00 AM		
★	2022-12-1-1464262074	Investing in Canad...	Submitted	12/6/2022 ...		3/28/2024 05:00:00 PM		

4. Select the **Case #** you want to view and track.

See My Funding History

Track Your Submission

Received: Your submission has been received by the ministry. >

Review: Your submission is being processed by the ministry. >

Approval: Funding decisions are being finalized by the ministry. >

Contract: Funding terms are being formalized in an agreement. >

Monitor: Activity is monitored to determine funding terms are being met. >

Closed: Any final reports and repayments have been submitted.

Inquiries about the progress of your submission may be directed to the program contact.

Attachments + New Query

File Name	File Format	Size	Date and Time
[Empty row]			

First Previous Next Last

Assistance Requests + Create Assistance Request Query

AR #	Application #	Grant	Status	Date Opened (mm/dd/yyyy)	Date Close
[Empty row]					

Case
2022-08-1-1451445577

Program
HSS TP Modernization 2022-2023

Date Created (mm/dd/yyyy)
8/9/2022 11:03:06 AM

Date Closed (mm/dd/yyyy)

Tracking an application (Active)

When the application is in the status **Active**, you can additionally track reports and payments.

1. Return to Transfer Payment Ontario and select **See Funding Opportunities**.
2. If you are registered with more than one organization, select the organization for which you want to submit for funding. The **I am looking to:** page appears.
3. Select **See My Funding History**.

See My Funding History
Cases from my organization in Draft, Submitted, Active or Closed statuses.

My Organization's Cases

New	Case #	Program	Status	Opened
★	2022-05-1-1443621550	Transfer Payment Ontario Training Category (TPTC) 2020	Active	5/25/2022 11:28:10 AM
★	2022-05-1-1443673390	Transfer Payment Ontario Training Category (TPTC) 2020	Submitted	5/25/2022 11:21:03 AM

4. Select the **Case #** you want to view and track.

See My Funding History

Track Your Submission

Received
Your submission has been received by the ministry.

Review
Your submission is being processed by the ministry.

Approval
Funding decisions are being finalized by the ministry.

Contract
Funding terms are being formalized in an agreement.

Monitor
Activity is monitored to determine funding terms are being met.

Closed
Any final reports and repayments have been submitted.

Inquiries about the progress of your submission may be directed to the program contact.

Attachments

File Name	File Format	Size	Date and Time	Attachment Type
Final_2022-05-1-1443621550-165359036895	pdf	349.857	5/26/2022 02:54:24 PM	Final Report Back - Complete
Demo Contract (1)	RTF	20.908	5/26/2022 02:53:38 PM	Invoice
Demo Contract	RTF	20.908	5/26/2022 02:53:09 PM	Final Report
Final Report Back - Ministry Instructions 2021	pdf	51.223	5/25/2022 11:59:25 AM	Letter of Insurance
2022-05-1-1443621550 Application_1653494278149	pdf	64.973	5/25/2022 11:57:59 AM	Application Submit

Case
2022-05-1-1443621550

Program
Transfer Payment Ontario Training Category (TPTC) 2020

Date Created (mm/dd/yyyy)
5/25/2022 11:28:10 AM

Date Closed (mm/dd/yyyy)

Assistance Requests

AR #	Application #	Grant	Status	Date Opened (mm/dd/yyyy)	Date Closed	Title	Last M
First Previous Next Last							

Reports

Type	Review Status	Due Date	Report Period Start	Report Period End	Description
Activity Report	In Progress	1/18/2022			
Interim	In Progress	2/1/2022	9/7/2020	3/31/2021	
Final	In Progress	8/17/2022	8/2/2021	3/3/2022	
Activity Report	In Progress				

First Previous Next Last

Payments

Invoice #	Amount	Payment Method	Invoice Date	Paid Date	Cheque/EFT Memo
26052022_1-1443689919	\$3,000.00	Electronic Fund Transfer	8/1/2022		2022-05-1-1443621550
26052022_1-1443689269	\$3,000.00	Electronic Fund Transfer	7/1/2022		2022-05-1-1443621550
26052022_1-1443682705	\$2,000.00	Electronic Fund Transfer	5/27/2022		2022-05-1-1443621550

Contact us

If you need assistance, please contact Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 p.m. except for government and statutory holidays, at:

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

Email: TPONCC@ontario.ca

There are a variety of Transfer Payment Ontario reference guides and videos available online. Visit ontario.ca/GetFunding to learn more.