

# Investing in Women's Futures

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## What You Need to Know Before You Apply

Before completing your Investing in Women's Futures program application, please:

- Read the entire Funding Guidelines and Applications Instructions.
- Email program specific inquiries to [OWSEOgeneralinquiry@ontario.ca](mailto:OWSEOgeneralinquiry@ontario.ca).
- The deadline for applications is **November 8, 2022, at 5 p.m.** Eastern Standard Time (EST).

## Overview

The Office of Women's Social and Economic Opportunity (OWSEO) funds programs and services that provide women who have experienced violence and/or economic insecurity with multifaceted supports to rebuild their lives, gain skills, and secure better jobs.

Trends on women's economic outcomes and gender-based violence, and intersections between them, point to the need for interventions that recognize women's experiences, address their short- and long-term needs and help remove systemic barriers to women's security and safety.

In recent years, there has been a demonstrated increase in the need for both violence prevention and economic-related services for women. The reported rate and severity of intimate partner violence has disproportionately affected women's economic wellbeing and ability to participate fully in the labour force, especially for newcomer women, Black, racialized, Indigenous, Francophone, rural women, women with disabilities, lone mothers, mothers of young children, and 2SLGBTQIA+ individuals. Structural changes have made certain jobs more vulnerable to automation putting many women in such jobs at a higher risk of disruption.

Systemic gender gaps in the labour market continue to persist. For example:

- Women represent over half of Ontario's population and have high achievement in post-secondary education but participate in paid work at lower rates than men. A gender gap in the province's labour force represents over 400,000 women.
- Women are over-represented in the minimum wage and part-time employment but under-represented in many of the fastest growing and highest paying fields and occupations, particularly in STEM and the skilled trades.
- The gender pay gap in Ontario is 24% (2020, annual employment income). This means, on average women earn almost a quarter less than men annually. Pay gaps are wider for racialized, newcomer and Indigenous women.

- Low-income women experience significant barriers to skill training: lack of financial resources to replace earnings while in training, access to affordable childcare, mental health, legal, housing supports.
- Survivors of domestic violence face additional barriers: they may not have access to family income, transportation costs, technology such as phones and computers, and funds to address emergency related food, shelter and health expenses.

Supporting women's labour force participation through the delivery of programs that provide job-readiness preparation and critical wrap-around supports is linked to broader societal benefits.

### **Investing in Women's Futures (IWF) Program**

Funded since the early 1990's and formalized in 2002, the Investing in Women's Futures (IWF) program aims to ensure women and 2SLGBTQQIA+ individuals are supported to become economically empowered and to live safely with a strong sense of well-being. Often operated by women, for women, the IWF program funds organizations (sometimes referred to as women-centred organizations) across the province to provide a safe space and wraparound supports for women who experience social and economic barriers to stabilize their lives, embark on a path to healing and wellness, and gain the skills needed to gain economic self-sufficiency and security.

Through this Call for Applications, OWSEO is seeking to expand the IWF program to additional service providers to offer greater access to services and supports, especially for underserved demographic groups and high needs communities across Ontario.

### **Program Principles**

The Investing in Women's Futures program funds women-centred organizations in Ontario to deliver a range of flexible programs and services to:

- Respond to and prevent gender-based violence (GBV),
- Foster well-being, social inclusion and engagement, and
- Promote economic empowerment and resilience.

Applicants to the IWF program must be able to provide employment readiness and violence prevention programs and services to women and 2SLGBTQQIA+ individuals. Services provided may vary by applicant and be delivered through both group workshops and individual sessions, offered in person or virtually. Programming and services may include, but is not limited to the following economic and social services:

- Safety planning
- Supportive counselling

- Legal rights workshops and resources
- Financial Literacy Training
- Personal and professional coaching, mentorship
- Systems navigation and referrals
- Life skills and self-esteem workshops
- Employment readiness workshops
- Entrepreneurship skills development
- Occupational skills training

For more information, please refer to the program Logic Model (see Appendix E) which illustrates how the key activities and services contribute to the intended outcomes and impacts of the IWF program.

### **Diversity**

Using Ontario's *Human Rights Code* as a basis, OWSEO works to address the unique needs of diverse populations in Ontario.

The *Human Rights Code* prohibits discrimination based on the following 15 grounds:

- race
- ancestry
- place of origin
- colour
- ethnic origin
- citizenship
- creed (religion)
- sex (includes gender identity, pregnancy and breastfeeding)
- sexual orientation
- age (18 years or more)
- marital status
- family status
- disability
- record of offences (only in employment)
- receipt of public assistance (only in accommodation).

Other “dimensions” of diversity to consider include regional location, socio-economic status, language, employment status and education level.

Service delivery should also align with the guiding principles of Ontario's Anti-Racism Strategic Plan <http://www.ontario.ca/page/ontarios-anti-racism-strategic-plan>.

OWSEO recognizes that many of the above dimensions intersect with gender and with each other. For example, a language barrier combining (“intersecting”) with a physical disability may compound an abused woman's isolation from services and her ability to communicate with those who might help.

In your application, discuss which aspects of diversity and challenges related to intersecting dimensions will be addressed through the proposed IWF program and discuss how the program may mitigate them.

## Gender-based Analysis

OWSEO is committed to promoting equity for women, 2SLGBTQQIA+ people and diverse people across Ontario and requires applicants to apply an intersectional gender-based analysis to their proposed program.

An intersectional gender-based analysis helps identify intersecting and overlapping considerations so they may be integrated into programs, for example, disability, race, income, ethnicity, gender identity, sexual orientation, citizenship status. It is the examination of the differences in women's and men's lives, including those which lead to social and economic inequality for women, Indigenous, racialized women and 2SLGBTQQIA+ people. It also recognises that violence impacts people differently and that women, including Indigenous, racialized and 2SLGBTQQIA+ people, are more prone to experience gender-based violence.

For more information on how to apply a gender-based analysis, go to: [Gender-based Analysis Plus \(GBA Plus\) - Women and Gender Equality Canada](#)

## Eligibility

### Eligible Applicants

To be eligible for this funding, organizations must:

- Currently receive or have previously received funding from the Government or can demonstrate other sources of funding to support the organizations on-going operations
- Be a community-based, non-profit organization or Indigenous groups including band councils, tribal council, First Nations, Inuit, and Métis organizations providing services and programs to women as its main priority
- Provide a range of accessible services in the community it serves to promote prevention of violence against women and women's economic security, such as supportive counselling, legal rights workshops and entrepreneurship skills development
- Be Ontario-based entities in existence since January 1, 2020, or before, including those that are established by or under legislation; are federally or provincially incorporated; or are band councils as defined under the *Indian Act, Canada*

- Demonstrate financial stability for the duration of the funding period as shown through externally audited financial statements, established financial policies and procedures
- Be managed by an incorporated board that involves members of the community and others who provide services to women
- Have bylaws that outline procedures for reporting and accounting to their membership or the public for the organization's operations and performance
- Satisfy the Ministry that it has adequate governance structures and accountability processes to properly administer and manage public funds and to carry out the project consistent with the terms of the Transfer Payment Agreement (TPA)
- Satisfy the Ministry that it has relevant, accurate, and timely financial reporting and audited financial statements
- Not be in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario
- Provide a valid Commercial General Liability Insurance
- Operate in compliance with the Ontario Human Rights Code.

Priority will be given to organizations based on the proposed clients served and geographic location of services.

For clients, priority will be given to organizations that serve:

- Survivors of gender-based violence,
- Low-income women,
- Immigrant, refugee and newcomer women,
- Black women,
- Racialized women,
- Indigenous women,
- Francophone women,
- Rural women,
- Women with disabilities,
- Lone mothers of young children,
- 2SLGBTQQIA+ and non-binary individuals.

For location of service provision, special consideration will be given to organizations based in the following Census Divisions<sup>1</sup> of Ontario:

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<sup>1</sup> Census division is the general term for provincially legislated areas (such as county, *municipalite regionale de comte*, and regional district) or their equivalents. They represent groups of neighbouring municipalities joined together for the purpose of regional planning and managing common services (such as police or ambulance services)

- Peel
- Simcoe
- Durham
- York
- Middlesex
- Wellington
- Frontenac
- Nipissing
- Algoma
- Cochrane
- Lambton
- Leeds and Grenville
- Renfrew and
- Stormont, Dundas and Glengarry.

Census Divisions have been prioritized based on a number of intersecting factors including but not limited to: high numbers of unemployed, low-income, Indigenous, Francophone, newcomer and immigrant and/or visible minority women. Census Divisions with high numbers of domestic femicide, rural areas, as well as areas where there are currently no service delivery sites were also prioritized to further expand the reach of the IWF program.

For assistance to identify your Census Division, please visit: [GeoSearch \(statcan.gc.ca\)](https://www150.statcan.gc.ca/geo)

### **Ineligible Applicants**

The following are not eligible to apply for this funding:

- Individuals, and
- Non-legal entities.

For additional information on the Government of Ontario's expectations to receive government funding, please refer to the following: [Funding and financial assistance for not-for-profits | Ontario.ca](#)

# Application instructions

## Deadline and Required Documents

Applications for the IWF Program, including supporting materials must be submitted no later than **November 8, 2022 at 5:00 p.m.** Eastern Standard Time (EST). **The Province reserves the right to not accept late or incomplete applications.**

All applications, including required attachments must be submitted through the Transfer Payment Ontario system located on the Transfer Payment Ontario (TPON) portal at [Available funding opportunities from the Ontario Government | ontario.ca](https://www.ontario.ca/available-funding-opportunities-from-the-ontario-government)

## Other Required Documents

A complete application includes:

- complete answers to all questions in the online Transfer Payment Ontario Application Form (see 'Completing the Application Form' section)
- a digital signature by the applicant's signing authority
- all required attachments (where applicable).

## Using Transfer Payment Ontario

The Government of Ontario's online grant management system, Transfer Payment Ontario (TPON), provides one-window access to information about government grants, how to apply for grants and how to check the status of your application. For information on using TPON please contact TPON Client Care, available Monday to Friday from 8:30 a.m. to 5:00 p.m. at:

**Telephone:** 416-325-6691 or 1-855-216-3090

**TTY/Teletypewriter (for the hearing impaired):** 416-325-3408/Toll free 1-800-268-7095

**Email:** [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

Once an applicant has begun their online application form in Transfer Payment Ontario, the application may be saved at any point and the applicant can return to it at any time until the submission closing date.

As soon as a completed application is submitted online through Transfer Payment Ontario, an e-mail will be sent to the organization's TPON profile contact person,

confirming receipt of the application. If this email does not arrive within twenty-four hours, please contact Transfer Payment Ontario Customer Service.

### Supports for Applicants

OWSEO will offer additional support to assist IWF applicants. This includes answering program-specific questions at [OWSEOgeneralinquiry@ontario.ca](mailto:OWSEOgeneralinquiry@ontario.ca) and hosting information sessions to answer questions about the program, Ministry-identified performance measures, data collection and reporting.

To learn more about information sessions including dates, how to register for these sessions and other updates, check the Transfer Payment Ontario portal at [Available funding opportunities from the Ontario Government | ontario.ca](https://www.ontario.ca/available-funding-opportunities)

## Assessment of Application Criteria

Criteria	Weight
<b>Organizational Capacity</b> <ul style="list-style-type: none"> <li>The organizations' purpose and mandate are aligned with the objectives of the program it seeks to deliver</li> <li>Demonstrated organizational capacity to implement the program</li> </ul>	20%
<b>Governance and Financial Position</b> <ul style="list-style-type: none"> <li>There is evidence of sound leadership/governance structures and financial management</li> </ul>	15%
<b>Program Description and Delivery</b> <ul style="list-style-type: none"> <li>The application demonstrates capacity and experience in delivering programs of similar scope</li> <li>Key components of the program are outlined, and examples are provided</li> <li>The program demonstrates partnerships and collaboration across relevant sectors</li> <li>The program identifies possible risks and appropriate mitigation strategies</li> </ul>	30%
<b>Demonstrated Need</b> <ul style="list-style-type: none"> <li>The program meets needs in target geographical communities</li> <li>The program serves target population(s)</li> <li>The application provides rationale and evidence there is a need in the community for the program</li> </ul>	30%
<b>Budget</b> <ul style="list-style-type: none"> <li>The budget is reasonable and aligns with program description, activities, deliverables and expenses</li> </ul>	5%

Please note that even if an application meets all the IWF program objectives and criteria, there is no guarantee that funding will be approved, as there may be other projects that, in the sole opinion of the Ministry, more effectively meet the IWF's objectives and criteria, such as:

- meeting needs in targeted geographical communities,
- addressing program gaps/needs required to achieve goals of the IWF program,
- serving prioritized list of clients served and location by Census Divisions in Ontario.

## Funding

Organizations may apply for annual funding of up to \$150,000 per fiscal year.

Please note that a prorated amount of funding will be flowed for 2022-23, based on the months remaining in the fiscal year, once successful applicants are identified.

Funding is conditional on successfully negotiating a Transfer Payment Agreement (TPA) between the Province and the organization. Organizations must comply with the terms and conditions set out in the Transfer Payment Agreement between the Province and the organization.

Applicants are expected to provide a clear rationale to support the amount of funding requested, including the populations served and regional coverage provided.

OWSEO will monitor and oversee funded programs for the duration of the funding.

### Eligible Costs

Eligible costs are budget items directly related to the project. Costs must be reasonable and necessary for the project's successful completion and implementation.

#### Eligible costs include:

- overhead and project administration (should not exceed 15% of the total budget),
- staff salaries and benefits for positions necessary to carry out the project,
- research, planning and development (e.g., costs related to determining how to develop and/or implement the project),
- production costs for resource development (e.g., graphic design, printing, translation into other languages or alternative formats),
- consulting fees and expenses, honoraria related to program activities,
- marketing and outreach (e.g., costs related to promotion, holding meetings/networking or outreach events directly related to the project),

- evaluation,
- legal/audit fees as related to the delivery of the IWF program,
- travel, meals and hospitality expenses (see Appendix B),
- assistance to remove barriers to services for low-income women (e.g., course materials, food on-site) and participant wrap-around supports, including childminding, mental health supports, and public transit, training materials (e.g., equipment, fabric/thread for industrial sewing classes, etc.),
- costs related to accommodating women with disabilities to participate in the program based on demonstrated need and subject to approval by the OWSEO.
- Start-up or time-limited costs, directly related to the project that are not already accounted for through other sources of funding may also be approved by OWSEO.

### **Ineligible Costs**

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

- activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code,
- annual general meetings, budget deficits, membership fees, fundraising activities, committee and political meetings, or religious activities,
- costs covered by other government funding,
- contingency or unexplained miscellaneous costs,
- costs not directly related to the project,
- activities that take place outside of Ontario,
- feasibility studies; infrastructure or large capital expenses including the construction or transformation of permanent spaces, parks or grounds; fixtures or other non-portable equipment,
- portion of Harmonized Sales Tax (HST) costs that are refundable,
- any expense incurred before receiving written Ministry approval.

### **Accountability**

Each application must be submitted by a single eligible applicant organization. If an application is selected for funding, this single legal entity will be the signatory to the TPA with the Province and will be identified as the grant recipient.

The TPA with the Province will set out the terms and conditions governing the program delivery, reporting, performance and accountability requirements.

Successful applicants will:

- be accountable to the Ministry for all monies and project components, and will be the final decision-making authority among partners for the project under the funding agreement,
- manage their project plan to meet financial and accountability reporting requirements and milestones, as identified in the funding agreement,
- be responsible for measuring results and reporting their performance as required by their funding agreement,
- submit regular reports that will be used by the Ministry to assess the progress of the project, as well as compliance with financial and auditing requirements, as required by the funding agreement.
- Comply with all the terms and conditions of the funding agreement.

Funding will be paid in installments as per a payment schedule set out in the TPA. Payment will depend on the grant recipient meeting all requirements under the TPA with the Province.

## Completing the Application Form

The following sections of the IWF application **must be completed** in the Transfer Payment Ontario System. The Ministry reserves the right to not accept incomplete applications.

Section A- Instructions

Section B- Organization Information

Section C- Organization Address Information

Section D- Organization Contact Information

Section E- Budget Contact Information

Section G- Budget

Section H- Service Data

Section I- IWF Expansion Application Questions

Section J- Declaration/Signing

In addition to completing sections above, applicants must also submit **all** the following attachments:

- Most recent audited financial statements
- Current list of board members
- Incorporation Certificate of Status
- Organizational Bylaws
- Annual report from the preceding year (optional)

Applicants who choose to submit any other documents (in addition to the documents above) must label their attachments and pages.

**Incomplete applications will not be reviewed for funding.**

For instructions (**Section A**) on filling out the IWF program application, please refer to Application Instructions provided on TPON.

### **Section B- Organization Information**

### **Section C- Organization Address Information**

### **Section D- Organization Contact Information**

Sections B, C and D are auto-populated sections containing read-only information that was submitted during the Transfer Payment Ontario registration process. Please ensure that this information is correct. If this information needs to be changed, please update by logging into your TP Ontario account and selecting the 'View/Update Organization' menu card displayed on the Home Page and then re-download a new version of the Application form.

### **Section E- Budget Contact Information**

The individuals listed are the primary contacts for this budget submission and may be contacted by the ministry for further information regarding the elements within this form.

The "Primary" box should be checked if the contact is considered the main contact for all information within "Section G - Budget".

The "Signing Authority" box should be checked if the contact has the authority, per your organization's bylaws, to commit your organization to a binding agreement. More than one person can be a Signing Authority.

Please ensure that all individuals listed as "Signing Authorities" are registered TPON users and linked to your organization. The steps on how to register and access TPON can be found here: <https://www.ontario.ca/page/get-funding-ontario-government>

## Section G- Budget

For definitions of budget lines, please see Appendix A and the TPON online application.

- Complete the table provided for the project’s budget, based on \$150,000 funding for the fiscal year.
- Review “Eligible Costs” to ensure the expenses listed can be covered under the program.
- List only funding information for this specific program (no information regarding funding from other sources, already planned or through a different initiative).
- Applicants may be asked to adjust the scale of their budget, as a condition of funding.

## Section H- Service Data

The Ministry has established performance indicators to help measure the impacts of IWF programming to support women and 2SLGBTQQIA+ individuals.

The Ministry will require successful recipients to report back on the following performance indicators using the TPON portal.

Service Data Name	Definition
<b>Wellbeing and GBV Indicators</b>	
Total # of service users who created a safety plan	The total number of service users who created a safety plan. If safety plan development is not provided through your IWF-funded program, put “0”.
Total # of service users who received GBV supports or attended GBV activities	The total number of service users who received GBV supports or attended GBV activities. This can include individual or group counselling, peer counselling, workshops/other training and GBV supports. If GBV supports are not provided through your IWF-funded program, put “0”.
Total # of service users that learn new ways to cope and heal from the violence in their lives	The total number of service users that learn new ways to cope and heal from the violence in their lives. If GBV supports are not provided through your IWF-funded program, put “0”.
Total # service users that have an increased awareness of the cycle of violence, and safety and supports available	The total number of service users that have an increased awareness of the cycle of violence and safety and supports available. If GBV supports are not provided through your IWF-funded program, put “0”.
<b>General Indicators</b>	

Total # of unique service users	The total number of unique service users who received any supports under the IWF Program.
Total # of service users who utilized wraparound supports to access IWF program services	The total number service users who accessed wraparound supports in order to participate in the IWF program. programming/supports. These supports could include childcare, transportation to and from programming, food during the program day etc. If wraparound supports are not provided through your IWF-funded program, put "0".
Total # of service users who received systems navigation support/referrals	The total number of service users who received systems navigation support. This includes referrals, case management and other connection supports provided to service users. If systems navigation/referrals not provided through your IWF-funded program, put "0".
Total # of service users who attended life skills and self-esteem counselling or programs	The total number of service users who attended life skills and self-esteem counselling or programs (i.e. total number people who used these services). If life skills and self-esteem counselling or programs are not provided through your IWF-funded program, put "0".
Total # service users that have an increased knowledge of available resources and how to navigate the service system	The total number of service users that have an increased knowledge of available resources and how to navigate the service system. If system navigation/referrals are not provided through your IWF-funded program, put "0".
Total # service users that have increased confidence, resilience and emotional well-being and ability to act towards desired change and goals	The total number of service users that have increased confidence, resilience and emotional well-being and the ability to act towards desired change and goals. If this information is not collected through your IWF-funded program, put "0".
<b>Economic Indicators</b>	
Total # service users who received employment supports	The total number of service users who received employment supports. These supports could include resume writing or job readiness services. This does not include skills training. If employment supports are not provided through your IWF-funded program, put "0".
Total # of service users who completed entrepreneurial / occupational skills training	The total number of service users who completed the entrepreneurial / occupational skills training program regardless of if they have employment. If entrepreneurial/occupational skills training is not provided through your IWF-funded program, put "0".

<p>Total # of service users who pursued further training / education following completion of occupational and entrepreneurial skills training</p>	<p>The total number of service users who pursued further training / education following completion of occupational and entrepreneurial skills training. If this information is not collected through your IWF-funded program, put “0”.</p>
<p>Total # of service users who became self-employed / employed following completion of occupational and entrepreneurial skills training</p>	<p>The total number of service users who became self-employed / employed following completion of occupational and entrepreneurial skills training. This can include people who began paid employment or started their own business. If this information is not collected through your IWF-funded program, put “0”.</p>

**Section I – IWF Expansion – Application Questions**

Please complete the following sections, addressing the questions in each section.

**1. Organizational Capacity**

- i. What is the organization’s primary purpose/mandate?
- ii. Please provide the number of full-time staff, part-time staff and volunteers.
- iii. What Census Division is your organization located in? Which Census Division(s) does it serve? (Please refer to the Application Guidelines for Census Divisions in Ontario).
- iv. What population groups, communities, and different sectors does the organization serve? Please include any specific or unique needs (i.e., remoteness, access to services, unemployment, etc.) of the population groups and communities you serve.
- v. Describe the organization’s capacity (expertise, skills, knowledge, resources, etc. based on experience) to serve the following population(s):
  - Survivors of gender-based violence,
  - Low-income women,
  - Immigrant, refugee and newcomer women,
  - Black women,
  - Racialized women,
  - Indigenous women,
  - Francophone women,
  - Rural women,

- Women with disabilities,
  - Lone mothers of young children,
  - 2SLGBTQQIA+ and non-binary individuals.
- vi. Please describe how the organization integrates/or would integrate accessibility, diversity, culturally responsive programming, intersectionality, and gender-based analysis into the programs and services you offer.
- vii. How many service users did the organization serve in the last year?

## 2. Governance and Financial Position

- i. Describe what type of governance body the organization has in place (e.g., Board of Directors, Board of Trustees, Advisory Committee, or First Nation Chief and Council)?
- ii. Indicate how your leadership/governance structure is organized and how often it meets, reviews, monitors and reports on your organization's finances, human resources policies, and activities/outcomes (including to sponsors and funders).
- iii. Describe what changes, if any, there have been to your Board/governance body or senior management in the last two years. If applicable, describe how these changes affected the organization.
- iv. Has the organization experienced a notable reduction (i.e., reduction of more than 30%) in, or discontinuation of, programs in the last 5 years? If so, please provide details/rationale for reduction?
- v. Are there any financial risks that you are aware of that may impact your organization's operations over the next 3 years (i.e., legal action, outstanding loans, etc.)?

## 3. Program Description

- i. Briefly describe current or previous programming (within the last 3 years) delivered by your organization that is applicable to the Investing in Women's Future's program.
- ii. Please specifically describe the experience and expertise your organization has in each of the following areas:
  - Providing services to survivors of gender-based violence
  - Providing training and employment services
  - Providing life-skills supports and fostering social inclusion.
- iii. List and describe what activities and services your organization will offer through the IWF program. (Refer to Application Guidelines for eligible activities). Please also indicate how each activity/service will be offered including:

- in-person, virtual (or combination),
  - individual, group (or combination),
  - if it will be offered on an ongoing basis or periodically throughout the year,
  - is it new programming, or is it already offered?
- iv. Explain what partnerships will be in place with other social service and health agencies, educational institutions, legal services, etc. as necessary, to support service users and their families access the services they need.
- v. Wraparound supports are the provision of assistance that helps remove barriers for service users to access programs and services. This can include childminding, mental health supports, public transit, training materials and food on-site. Please describe what wraparound supports your organization will provide to help remove barriers for service users.

#### 4. Program Delivery

- i. Who will be involved in developing (if required) and delivering the activities and services for the IWF program?
- Identify whether they are existing or new staff and include titles, roles or responsibilities, relevant qualifications, certifications and/or expertise, as appropriate.
  - If this includes the provision of culturally relevant or specific services, include information about who will be involved in providing them.
- ii. Describe your plan and methods used to track ongoing program results as well as evaluate the overall success of your project against the ministry provided IWF outcomes (refer to the Application Guidelines). Please include a brief description of any technology that your organization utilizes to track results or measure success.
- iii. How will the activities and services provided through the IWF program address services gaps facing service users in their area, as well as how will it compliment, rather than duplicate, other local services? Please include any available supporting information such as research, statistics and demographic information that demonstrates or supports the need for IWF services in your area.
- iv. Please explain how you will foster awareness of the activities and services available throughout the population you serve, and among key stakeholders and service providers.
- v. Please describe any risks, challenges or obstacles you anticipate in implementing the IWF program at your organization. What mitigation strategies will you put in place to ensure successful implementation?

For instructions on filling out **Section J- Declaration/Signing**, please refer to the TPON Application Instructions.

## Further Information

### No Commitment to Fund

The Ministry:

- makes no commitment to fund all applicants or any one applicant.
- may choose which applicants to fund, if any, at its sole and absolute discretion.
- even if an application meets all of the program's objectives and criteria, there is no guarantee that funding will be approved, as there may be other projects that, in the sole opinion of the ministry, more effectively meet the IWF's objectives and criteria.
- does not guarantee that the total amount of funding requested by a successful applicant will be approved.
- shall not be responsible for any cost or expenses incurred by any applicant, including any costs or expenses associated with preparing and submitting responses to this Call for Applications.
- shall impose whatever terms and conditions it deems reasonable in connection with disbursing funding under this program
- may select applications for audit. Additional information and supporting documentation may be required to prove eligibility.

### Conflict of Interest

Successful applicants will be required to carry out the program and use the funds received from the Province pursuant to the program without an actual, potential, or perceived conflict of interest.

A conflict of interest may include a situation where an applicant or any person who has the capacity to influence the applicant's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the applicant's objective, unbiased and impartial judgment relating to the program and the use of the funds.

## Confidentiality

Please note that the ministry is subject to *the Freedom of Information and Protection of Privacy Act (Act)*. The Act provides every person with a right of access to information in the custody or under the control of the Ministry, subject to a limited set of exemptions. Section 17 of the Act provides a limited exemption for third party information that reveals a trade secret, or scientific, commercial, technical, financial or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any trade secret or any scientific, technical, commercial, financial or labour relations information submitted to the Ministry in confidence should be clearly marked. The Ministry will notify you before granting access to a record that might contain information referred to in Section 17 so that you may make representations to the Ministry concerning disclosure.

Applicants are advised that the names and addresses of funding recipients, their partnered organizations, the amount of funding provided, and the purpose for which funds are provided is information that the Ministry may make available to the public. Additionally, the Ministry and OWSEO may share application information with others for the purpose of evaluating applications, assessing eligibility, and administering the IWF program.

## Privacy and Personal Information

Applicants must be mindful of their obligations under relevant legislation when preparing and implementing their program applications to ensure they are complying with all requirements of law.

Applicants are responsible for ensuring appropriate confidentiality, privacy and security of information they collect from the survivors of human trafficking and all other individuals that they serve when carrying out the project.

## Rights of the Ministry

This document does not constitute a contract, nor does it create binding relations between the Ministry and any applicant. In applying, the applicant is deemed to have acknowledged that the Ministry or OWSEO may:

- Communicate directly with any applicant or potential applicants
- At its sole discretion, accept applications for consideration that are not strictly compliant with the requirements outlined above
- Verify with any applicant or with a third party any information set out in an application

- At any time, and from time to time make changes, including substantial changes, to this guide and related documents including the application form by way of new information on the designated website
- Cancel this call for applications process at any stage of the application or evaluation process
- Reject any or all applications in its sole and absolute discretion.

## Appendices

### Appendix A: Budget Definitions

Line Item	Form Definition	Details
Expenditure		This field automatically adds together all expenditure line items and displays it as a total value.
Staffing	Total staffing expenditure for all services/program.	This field automatically adds together the “Salary” and “Staff Training” expenditures and displays it as a total value.
Salary	Total gross salary, wage and employee benefit payments of all service/program staff (full-time, part-time, temporary, etc.).	<p>Total gross, salary, wages and benefits paid to all full-time, part-time, temporary, occasional, summer or other employees within the organization’s payroll, that directly supports the component’s services/programs.</p> <p>Includes: regularly scheduled hours, overtime, statutory holidays, vacation, sick leave and education leave, overtime pay, severance pay and the employer portion of Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT), Workplace Safety and Insurance Board (WSIB) premiums, pension contributions, group life coverage, extended health benefits, dental benefits, long-term disability coverage and any other monetary compensation and benefits paid by the employer.</p>
<b>Staff Training</b>	Total expenditure of training activities for all service/program staff.	All costs incurred by the Transfer Payment Recipient (TPR) in the recruitment and education of staff. Includes: training and conference registration fees and other, recruitment, training, education and conference expenses incurred by the TPR conducted either online/virtually or in-person.
<b># of FTEs</b>	Number of full-time service/program staff.	Full Time Equivalent Staff (FTE) represents any staff person working full time directly for the services/programs within the component.

Line Item	Form Definition	Details
		<p>This line can also include part-time, temporary, etc. payroll employees who, in combination with other part-time staff, have worked the equivalent of one FTE.</p>
<p><b>Building Occupancy</b></p>	<p>Total Building occupancy expenditures (e.g. rent, property tax, insurance, etc.) for all services/programs.</p>	<p>All expenditures directly related to the services/programs' building occupancy.</p> <p>Expenditure may include: Rent*, Lease, Mortgage Principal/Interest, Utilities (e.g. natural gas, electrical, fuel oil, water &amp; sewer, etc.), and costs incurred for Repairs and Maintenance on buildings/grounds/structures (e.g. contractors/trades persons, signs, carpentry supplies, paint, electrical, hardware, plumbing, heating, ventilation, air conditioning, and refrigeration services/supplies).</p> <p>*Rental expense can include utilities, taxes, and maintenance fees, if included in the rental agreement; and/or interest expenses incurred on mortgaged properties owned by the TPR.</p>
<p><b>Travel and Communication</b></p>	<p>Total travel and communication expenses incurred conducting activities for all services/programs.</p>	<p>Travel:</p> <ul style="list-style-type: none"> <li>• Expenses for client travel and staff who accompany the client and staff travel while carrying out services/programs within component.</li> <li>• Other direct travel expenses such as taxi, bus or airfare, car mileage, vehicle rental, accommodation and meals, and other expenses, where applicable to the delivery of the services/program within the component.</li> <li>• TPR's Fleet Vehicle costs include the leases of vehicles, financing of vehicles, fuel, insurance and repairs and maintenance of vehicles.</li> </ul> <p>Communication:</p> <ul style="list-style-type: none"> <li>• The cost of telephone, mobile/wireless, internet, cable, mail, courier, or other communication costs.</li> </ul>

Line Item	Form Definition	Details
		<ul style="list-style-type: none"> <li>• IT Supplies and Equipment purchases such as: computers, related peripherals and storage (e.g. desktops, laptops, tablets, servers and related hardware), LAN system hardware, modems, controllers and dedicated lines, data network equipment, and other supplies and accessories (e.g. tapes and other storage media, toner, ink cartridges, personal computer supplies).</li> <li>• Includes the rental/lease of computers, servers, related peripherals, storage, etc., internet/intranet-related services, data network services, IT consulting fees, and services obtained for the repair and maintenance of IT equipment and software.</li> <li>• Advertising and Promotion expenses related to promotion, publicity, and all communications for the service/programs within the component (pamphlets, posters, pictures, advertisements, radio, TV, internet announcements/advertisements, collateral such as annual reports, etc.).</li> </ul>
<p><b>Allocated Central Administration (ACA)</b></p>	<p><b>Allocated Central Administration</b></p>	<p>Central Administration costs include:</p> <ul style="list-style-type: none"> <li>• All Human Resources, Finance, Information Systems and Legal staff, purchased professional services that are not client related.</li> <li>• General office expenses such as General Commercial Liability insurance.</li> <li>• Salaries/wages/benefits of the Executive Director or other management staff who spend all or a portion of their time dedicated to administrative functions.</li> <li>• Staffing costs where staff perform both central administration and program functions is pro-rated. Pro-rating should be based on an estimate of staff time devoted to administrative or program delivery activity.</li> <li>• General building occupancy costs pro-rating should be based on area</li> </ul>

Line Item	Form Definition	Details
		<p>allocated to central administration functions.</p> <p>Funds allocated for ACA must be no more than 15% of the project's overall budget. ACA does not include program administrative functions that directly support service to the client. Any expenditures involving interaction with the client and direct supports to client services should be directly assigned to appropriate budget lines per activity/action (e.g. Staffing, Building Occupancy, etc.).</p>
<b>Allocated Central Administration</b>	Allocated Central Administration expressed as a percentage.	This is an auto-calculated field.
<b>Supplies and Equipment</b>	Expenditures directly related to supplies and equipment for all service/program delivery.	<p>Any supplies and/or equipment, including the repairs and maintenance of said supplies and equipment, incurred for the direct delivery of services/programs within the component.</p> <p>Includes such items as: personal protective equipment, food, cleaning supplies, research/training equipment, minor program equipment and furnishings purchases made for the use/benefit of the client, etc.</p>
<b>Wraparound Supports</b>	Total expenditure allocated for wraparound supports.	<p>Wraparound supports are those that help remove barriers for low-income women's participation in training programs. Funds allocated for these wraparound supports must be no more than 5% of the project's overall budget and can include:</p> <p>Transportation to and from training program; food on-site during the training; and assistance with childcare.</p>
<b>Other Program Service Expenditure</b>	Other service/program expenditures for direct program/service provision that is not capture above.	Any expenditures that cannot be classified in the expenditure budget lines in the form.

## Appendix B: Guidelines for Travel, Meal and Hospitality Expenses

Applicants are required to apply the following guidelines to any travel, meal and hospitality expenses.

- **Transportation:** Programs are expected to use the most practical and economical way to travel and explore alternatives such as teleconferencing where possible. Whenever practical, local public transportation/hotel shuttles must be used. Rail or air transportation are permitted if either is the most practical and economical way to travel. The standard is coach/economy class.
- **Reimbursement Rates for Personal Vehicle Use:** Southern Ontario = \$0.40 per km, Northern Ontario = \$0.41 per km.
- **Accommodation:** When a member requires overnight accommodation, single accommodation in a standard room is allowed. No reimbursement should be made for suites, executive floors, or concierge levels. A maximum of \$30.00 per night is allowed for private stays with family or friends (no receipt is required).
- **Meal Rates** (including taxes and gratuities): Cannot include reimbursement for alcoholic beverages. Maximum meal rates: Breakfast \$10; Lunch \$12.50; Dinner \$22.50. *Meal rates do not apply to training or other group events offered as part of the program.*
- **Non-Eligible Expenses:** *Items of a personal nature.*

### Record Keeping:

Original receipts (not photocopies) must be collected and kept on file by the applicant. When the applicant decides to exercise discretion in making an exception to the above guidelines, and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and be attached to the expense claim.

## Appendix C: Certificate of Insurance (COI) Guidelines

Approved recipients will be required to submit an insurance certificate that must:

1. Have an inclusive limit of not less than two million dollars (\$2,000,000) on a per occurrence basis, which references the grant by project name and file number. The COI must be valid and in effect for the entire duration of the project and any policy renewals and/or replacements that occur during the term must be provided to the Ministry promptly.
2. State that the insured party is the recipient organization with whom the Ministry has contracted. This is important since a policy will only cover the Named Insured on the policy.
3. Identify the date of coverage (e.g., the project duration, and should be updated if the project is extended).
4. Identify the Ministry as an additional insured in language that is consistent with the language used in the Terms and Conditions, at the end of the 2022-23 Application Form: "His Majesty the King 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.
5. 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).
6. Identify all the endorsements requested in the Terms and Conditions at the end of the application form.
7. Include a statement that the certificate holder (the Ministry) will be notified of any cancellation or material change within 30 days.
8. Include the signature of an authorized insurance representative.

**Appendix D: List of All Ontario Census Divisions**

Algoma	Middlesex
Brant	Muskoka
Bruce	Niagara
Chatham-Kent	Nipissing
Cochrane	Northumberland
Dufferin	Ottawa
Durham	Oxford
Elgin	Parry Sound
Essex	Peel
Frontenac	Perth
Greater Sudbury / Grand Sudbury	Peterborough
Grey	Prescott and Russell
Haldimand-Norfolk	Prince Edward
Haliburton	Rainy River
Halton	Renfrew
Hamilton	Simcoe
Hastings	Stormont, Dundas and Glengarry
Huron	Sudbury
Kawartha Lakes	Thunder Bay
Kenora	Timiskaming
Lambton	Toronto
Lanark	Waterloo
Leeds and Grenville	Wellington
Lennox and Addington	York
Manitoulin	

For assistance in identifying your Census Division, please visit: [GeoSearch \(statcan.gc.ca\)](https://www150.statcan.gc.ca/geo/geosearch/)

## Appendix E: Program Logic Model

The following Logic Model illustrates how the key activities and services may lead to the intended outcomes and impacts of the IWF program.



