



***ONTARIO150***

***COMMUNITY CELEBRATION  
PROGRAM***

**APPLICATION GUIDE 2016-2017**

This guide provides an outline of the Ontario150 Community Celebration Program, a one-time, application-based program to support communities and community organizations across the province in commemorating and celebrating Ontario's 150th anniversary in 2017.

Instructions on the program application process are detailed in this guide.

**Deadline for Submission: September 2, 2016 – 5:00 p.m. (EST)**

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## DEFINITIONS

For the purposes of this Ontario150 Community Celebration Program, the Ministry of Tourism, Culture and Sport defines:

- **Community Celebration Program initiative** as a public engagement initiative that:
  - Is organized as a single activity or series of activities in calendar year 2017 (January 1, 2017 to December 31, 2017) that is in addition to the regular activities of an organization. Note: New year's Eve 2017 (December 31, 2016) activities may be included.
  - Demonstrates a capacity and intention to connect to Ontario and Canada's 150th anniversary themes and historical significance, such as the culture and heritage successes of Ontario and Canada (e.g., food, music, film and television, sport, science, diversity/immigration, arts, etc.).
  - Demonstrates a capacity and intention to engage the community and visitors alike.
  - Is inclusive and diverse through the involvement of youth, Indigenous, LGBTQ, older adults and seniors, persons with disabilities, Francophone and multicultural communities.
- **Attendees** as both spectators observing an initiative and participants actively engaged in the initiative.
- **Participatory initiative** as an initiative that seeks to engage target audiences in the execution of the initiative.
- **Partnership** as an association with one or more organizations that have a passive or active stake in the planning and/or development and/or execution of the initiative.
- **Sites activated** as the number of locations where activities that are part of the initiative will take place (i.e., a multi-sport complex would be considered as one site despite having various spaces therein that may have been activated).

## INTRODUCING THE ONTARIO150 COMMUNITY CELEBRATION PROGRAM

### Background

2017 marks the 150th anniversary of Canada and Ontario. It is a once-in-a-generation chance to celebrate who we are, and share our dreams for the next 150 years. This celebratory year will be a time of excitement and inspiration and it will be a chance for the province, as a founding member and leader in Confederation, to engage all Ontarians and play a leading role in commemorating and celebrating the 150th anniversary.

On April 23, 2015, the Government of Ontario announced its commitment to engage Ontarians and work collaboratively to make Canada's 150th anniversary an occasion for pride and celebration across the province. In light of this commitment, the Ontario 150th Secretariat was formed under the Ministry of Citizenship and Immigration and has developed a program aimed at creating strong economic, social and cultural legacies for Ontarians.

The Ministry of Citizenship and Immigration partnered with a number of ministries and agencies, including the Ministry of Tourism, Culture and Sport to develop and deliver a cross-government, multi-faceted program framework to meet the Provincial commitment. As part of this framework, the Community Celebration Program was created to serve Ontarians in connecting to their communities to create and participate in initiatives marking the 150th anniversary.

## Objective

The Community Celebration Program is a one-time, application-based program to support communities and community organizations across the province in commemorating and celebrating Ontario's 150th anniversary in 2017.

The Community Celebration Program's objective is to facilitate the creation and delivery of impactful, participatory and inclusive initiatives that celebrate and commemorate Canada and Ontario's 150th anniversary. This will be achieved by providing funding to communities and organizations across Ontario.

## Guiding Themes

The guiding themes are:

- Celebrate – bringing Ontarians together, reflecting on 150 years of achievements and important lessons learned, and celebrating everything that makes this province the best place in the world to live.
- Participate – empowering Ontarians to express themselves artistically and creatively in the spirit of youth and to participate actively in their communities and in public life – creating vibrant, healthy and inclusive communities.
- Innovate – challenging Ontarians to be entrepreneurial, inspiring tomorrow's leaders and equipping them with the skills and the infrastructure necessary to succeed in the global economy of the future. Investing in the leaders of tomorrow means investing in renewed infrastructure today.

The success of an application will depend on how clearly the proposed initiative aligns with the guiding themes.

## OVERVIEW

### Program Priorities

The Community Celebration Program endeavours to facilitate the creation and delivery of impactful, participatory and inclusive initiatives that celebrate and commemorate Canada and Ontario's 150th anniversary.

Successful initiatives must align with one or more of the following Ontario150 priorities:

1. **Supporting Celebration** – Build awareness, excitement and broad public participation in the 150th anniversary. Examples of eligible initiatives include:
  - Ontario150 themed multicultural events and community celebrations.
  - Ontario150 events and ceremonies at colleges and universities.
  - 2017 New Year's Eve (December 31, 2016) events to kick off the 150th anniversary year.
  - Enhanced Canada Day and Simcoe Day celebrations and festivals in 2017.
2. **Commemorating Success and Highlighting Talent** – Celebrate and explore Ontario's proud history and the people, places and events that shaped it. Examples of eligible initiatives include:
  - Initiatives celebrating Ontario's Indigenous communities (e.g., community performances, pow wows, art installations, food, etc.).
  - Commemorative installation ceremonies (e.g., cenotaph unveilings, WW I centenary commemorations).
  - Community museum programs that allow families to experience daily life in 1867.
  - Food festivals celebrating local chefs, locally grown products, and local food movement.
  - Art exhibitions/art in public spaces showcasing local or iconic artists.

3. **Supporting Equal Opportunity** – Celebrate the spirit of diversity, accessibility and inclusion. Examples of eligible initiatives include:
  - Sporting events, including parasports, that have been adapted from Canadian sports (e.g., lacrosse, ice hockey, curling, basketball).
4. **Empowering People and Communities** – Build civic engagement, community pride and confidence in the future. Examples of eligible initiatives include:
  - Engaging 150 themed public workshops, forums, conferences or symposia (e.g., TEDx Talks).
  - Outdoor learning experiences such as mural painting, canoe expeditions, soccer skills competitions for disadvantaged youth, and tree planting, or community gardens
  - Youth innovation or entrepreneur competitions.

### **Focus Areas: Diversity, Accessibility and Inclusion**

A key element of the Community Celebration Program is the promotion of diversity, accessibility and inclusion. Based on the mandate and priorities defined by the Ministry of Citizenship and Immigration, the Ministry of Tourism, Culture and Sport encourages Community Celebration Program initiatives that promote the active participation of:

- Indigenous communities (Inuit, Métis, First Nations).
- Youth.
- Francophone Communities.
- Multicultural Communities.
- Older Adults and Seniors.
- Persons with disabilities.
- LGBTQ.

Applicants may also self-identify other population(s) that their initiative may serve.

### **SUBMISSION GUIDELINES**

#### **One Application per Initiative**

The Ministry of Tourism, Culture and Sport will consider only one application per initiative.

#### **Maximum of Two Applications per Organization**

The Ministry of Tourism, Culture and Sport will consider a maximum of two applications per organization.

#### **Application Deadlines**

Community Celebration Program applications must be completed and submitted no later than 5:00 p.m. (Eastern Standard Time) on September 2, 2016.

Although it is not encouraged, some applicants may need to submit their application in hard copy form. If you need to apply by paper copy, please contact the Community Celebration Program office by email at [celebration150@ontario.ca](mailto:celebration150@ontario.ca) to discuss your circumstance and to receive instructions on the submission process.

Mailed or couriered applications with attachments must be postmarked no later than September 2, 2016 as well.

## Submission Format and Process

Applicants must use the Community Celebration Program application available on the Grants Ontario System to submit their applications.

When submitting your application through the Grants Ontario System, you will immediately receive a confirmation notice. If you do not receive confirmation of your submission within 24 hours, please contact the Grants Ontario office by email at [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) or by telephone at (416) 325-6691 or Toll Free at 1-855-216-3090.

Community Celebration Program applications received in any format other than the form available on the Grants Ontario System will not be accepted.

## Submission Checklist

Make sure your application is complete. For guidance, use the following application checklist to ensure you have satisfied all the submission requirements:

- Review the Community Celebration Program Application Guide.
- Review the Community Celebration Program Frequently Asked Questions ([FAQs](#)).
- Consulte with your [Regional Advisor](#).
- Include all required attachments.

## REQUIREMENTS

### Eligibility Requirements

To be eligible for funding, the Community Celebration Program initiative must meet all of the following eligibility requirements:

- Occur in the Province of Ontario between January 1, 2017 and December 31, 2017.
- Have an applicant organization in existence for one year or longer in Ontario as of January 1, 2017.
- Create new public programming or amplify existing events or activities that align with Ontario150 themes and priorities.
- Be open to the public.

Applications that fail to meet any of the above Eligibility Requirements will be deemed ineligible.

Eligible applicants will need to demonstrate proven organizational ability, technical capacity and fiscal prudence to successfully host a Community Celebration Program initiative.

Funding will be provided only to legal entities. Examples include those that are established by or under legislation; are federally or provincially incorporated; are band councils established under the Indian Act, Canada; or are other Indigenous organizations that are incorporated.

Eligible applicants include:

- Not-for-profit organizations.
- Municipalities.
- Indigenous communities.

For-profit organizations, academic institutions and chambers of commerce are not eligible to apply for funding; however, these organizations may partner with not-for-profit lead applicants.

Ineligible initiatives include:

- Events that seek to attract only a special interest audience or recruit new members (e.g., religious or political gatherings and workshops).
- Events of a primarily commercial nature (e.g., trade fairs, consumer shows, etc.).

## **Mandatory Requirements**

Each applicant must comply with the following:

- Organization applying has legal status (i.e., established by or under legislation; federally or provincially incorporated; Indigenous organizations in the Province of Ontario).
- Applicant is not in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario.
- None of the proposed expenses will be used for recurring costs to run the applicant organization.
- Information provided in the application and related Grants Ontario System attachments is true, correct and complete (as verified by an authorized official).

Applications that fail to meet any of the above Mandatory Requirements will be deemed ineligible.

## **Acknowledgement, Oversight and Reporting Requirements**

Applicants should be aware that the Province is bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F. 31, as amended from time to time, and that any information provided to the Province in connection with their application may be subject to disclosure in accordance with the requirements of that Act.

Successful applicants will be required to:

- Sign an Ontario Funding Agreement with the Ministry of Tourism, Culture and Sport outlining the terms and conditions for receiving funds.
- Carry at least \$2 million commercial general liability insurance coverage, and to add “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees” as a co-insured on this coverage before the Ontario Funding Agreement can be executed.
- Report back to the ministry within 60 business days following the initiative on the use of funds, service deliverables and outcomes achieved. Applicants must use the ministry’s Community Celebration Program Final Report form available on the Grants Ontario System to provide this information.
- Permit the Province to verify/audit information submitted (at the discretion of the Province) to ensure that it is complete and accurate, and that funds were used for the purpose(s) intended.
- Agree that if the funds were not used, or will not be used, for the intended purpose(s), specified services were not delivered, or intended outcomes were not achieved, the Province has the right at a future date to recover the funds transferred.
- Obtain the Ministry of Tourism, Culture and Sport’s approval for any change to the proposed project (once funding is approved).
- Comply with all federal, provincial and municipal laws and regulations (e.g., environmental approvals, zoning by-laws, human rights, animal welfare, accessibility, etc.).
- In publicly acknowledging the financial support received from the Government of Ontario, successful applicants must:
  - Refer to the Government of Ontario as “Ontario150” in all communication and marketing materials related to the Project.
  - Integrate Ontario150 branding into its communications, marketing and promotional materials and activities for the Project, including events and venues. A digital toolkit with logos, other visual identifiers and detailed branding guidelines, will be available later this year. Successful

- o applicants will be advised of the toolkit's availability.
- o Provide the Ontario150 Secretariat of the Ministry of Citizenship and Immigration with Notice at least two weeks prior to any public announcement related to the Project.
- o Unless otherwise indicated by the Province, provide an opportunity for Government of Ontario representatives to speak at events relating to the Project.
- o Along with the Final Report, provide a description of all Government of Ontario acknowledgements, including all materials that identify and describe the initiative.

## Submission Requirements

Along with completing the program application form, all applicants must:

- Provide a copy of your organization's most recent audited or Board-endorsed or Treasurer-certified financial statement as an attachment with their application. Municipalities are exempt from this requirement.
- Provide a complete copy of **one** of the following documents:
  - o Certificates of Status.
  - o Articles of incorporation.
  - o Letters patent.
  - o Special acts of incorporation.

These documents must show that the organization has been in existence for at least one year or longer as of January 1, 2017. Municipalities and Indigenous communities are exempt from this requirement.

Failure to include this with your application by the deadline date may prevent your submission from being considered.

Applicants are strongly encouraged to consult with their [Regional Advisor](#) prior to applying to the program. This should be done at least three weeks before the application deadline. This consultation will help determine whether the applicant and proposed initiative meet the eligibility requirements of the Community Celebration Program and will provide guidance in the development of your application.

Applicants may contact their [Regional Advisor](#) directly or contact one of the following Regional Offices (see Appendix A for a map of these regions):

Central Region: 1-877-395-4105 East Region: 1-800-267-9340

North Region: 1-800-465-6861 West Region: 1-800-265-2189

## FUNDING SUPPORT

### Categories

The maximum level of funding per application is as follows:

- For organizations with annual cash operating expenses of less than \$250,000, the funding threshold is \$10,000.
- For organizations with annual cash operating expenses of \$250,000 or more, but less than \$1 million, the funding threshold is \$25,000.
- For organizations with annual cash operating expenses in excess of \$1 million, the funding threshold is \$70,000.

Funding will be provided up to a maximum of 75% of the initiative's total eligible cash operating expenses.

Stacking of funds from government sources (municipal, provincial or federal), although permissible under the Community Celebration Program, cannot exceed 90% of the total cash operating budget for the

proposed initiative. Municipalities and Indigenous communities are exempt from this requirement.

Please note that the value of in-kind expenses is not included in the determination of Community Celebration Program initiative cash operating expenses.

In addition, the operating expenses described must be for the initiative itself and not the operating expenses of the applicant organization.

The Ministry of Tourism, Culture and Sport cannot guarantee funding to all applicants, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The decision to fund all or part of an applicant's request will depend on its fit with Community Celebration Program priorities and evaluation criteria, as well as the overall demand for funds in the program.

## **Criteria**

Funding requested should be earmarked to cover expenses specifically related to the successful development and delivery of the proposed Community Celebration Program initiative for which the applicant is seeking funding and must not include costs that would have otherwise been incurred by the applicant (e.g., regular operational costs).

In general, eligible costs include programming costs associated with activities, programs or service that aid in the delivery of the initiative. Applicants must clearly show how incurring the proposed expenses will lead to achieving the stated outcomes anticipated from their initiative.

## **Eligible Expenses**

Examples of eligible expenses include, but are not limited to the following:

- Fees paid to artists, musicians, performers, celebrities, special guests and speakers, including travel and accommodation and entertainment agencies.
- Fees paid for new programming.
- Equipment rental, materials and supplies.
- Fees for audio visual support and technical and stage crews.
- Improved accessibility services.
- Marketing costs including advertising, promotion and communications.
- Translation costs.
- Site services related to the initiative such as security, sanitation, and shuttle buses.
- Other costs deemed reasonable.

## **Ineligible Expenses**

The following expenses are ineligible for funding:

- Website maintenance.
- Core administrative and overhead costs, such as rent, telephone and communication lines/services, computers, utilities, maintenance costs and any operational expenses related to an organization's ongoing activities.
- Permanent staff salaries.
- Legal, audit or interest fees.
- Management/Staff travel costs.
- Any costs incurred for initiatives held outside Ontario.
- Budget deficits.
- Capital costs related to permanent structures (e.g., materials, labour, vehicles, land acquisition, purchase of equipment for project construction, computers, etc.).
- Refundable Harmonized Sales Tax or other refundable expenses (e.g., security deposits, etc.).

- Motorized vehicles.
- Consulting or other services to support the development of a strategic or operational plan.
- Alcohol.

## EVALUATION

### Process

The evaluation process begins after the program application intake is closed. Submissions will be checked in the Grants Ontario System for completion. Incomplete applications will be deemed inadmissible and will not move forward for consideration.

In the event where submission information is not clear, applicants may also be required to provide the ministry with clarifications, information and additional documents if deemed necessary.

The application evaluation process will include a fair and consistent evaluation of the merit of submissions against the stated Eligibility Requirements; Mandatory Requirements; Acknowledgement, Oversight and Reporting Requirements; and Technical Requirements to ensure that applications meet the program priorities.

Applications that fail to meet any of the Eligibility Requirements; Mandatory Requirements; and Acknowledgement, Oversight and Reporting Requirements will not be considered. Those that do meet these requirements will be scored based on pre-determined Technical Requirements, and in accordance with the scoring system set out below.

Technical Requirements – Evaluation Criteria	% of Score
Description of the Initiative and Plan	15%
Ontario 150 <sup>th</sup> Anniversary Relevance	20%
Community and Target Audience Relevance	20%
Impact of the Initiative (Expected Results and Performance Measures)	25%
Current Financial Position and Budget	10%
Risk Management and Evaluation Plan	<u>10%</u>
<b>TOTAL</b>	<b><u>100%</u></b>

For guidance in preparing a submission, applicants should be mindful of the following:

- All initiatives must align with at least one of the Ontario150 priorities.
- Applications will be evaluated on the basis of how well their initiative is anticipated to achieve expected outcomes. Applicants must define measurable and relevant performance metrics.

Mandatory ministry-provided performance metrics must be tracked and reported:

- # of attendees (participants and spectators).
- # of volunteers recruited.
- # of diverse groups reached/engaged (youth, Indigenous, Francophone, LGBTQ, older adults and seniors, multicultural communities and persons with disabilities).
- # of partnerships developed.
- % of Ontario talent/content involved.

# APPLYING TO COMMUNITY CELEBRATION PROGRAM THROUGH THE GRANTS ONTARIO SYSTEM

## Grants Ontario System Instructions

Community Celebration Program applications must be completed through the Government of Ontario's online grant management system, [Grants Ontario](#), which provides one-window access to information about government grants, how to apply for grants and how to check the status of your application.

Community Celebration Program applications received in any format other than the form available via [Grants Ontario](#) will not be accepted.

Please read the information below and be sure to give yourself plenty of time to work through the application. This is the best way to maximize your potential for success.

## Getting Started

Before applying to the Community Celebration Program, you must register for a ONE-key and Grants Ontario log-in and password. You will not be able to access the Grants Ontario System without a ONE-key login and password. If you do not have ONE-key access, please refer to the [Grants Ontario System Registration Guide for Applicants](#) for instructions. The next step is to complete a Community Celebration Program application through [Grants Ontario](#).

Once a formal Community Celebration Program application is started online in Grants Ontario, it may be saved at any point and returned to later, or you may work on your application offline and upload it when you are ready to submit (please refer to the [Grants Ontario System Reference Guide for Applicants](#) for instructions regarding how to save and submit).

## Completing the Application

The instructions in this Application Guide indicate which questions to answer and how to complete them. Please note that not all questions need to be answered.

Any questions in this Application Guide that are identified as "Not Applicable" are not to be answered, and you are requested to put "N/A" in the space provided. In addition, the online Community Celebration Program application has general instructions next to each heading, and, by positioning the mouse cursor over a key word, additional information will appear.

All answer fields have a limited character count. For the purpose of planning your answers, this Application Guide details the character counts for answers to each of the questions. Character counts include spaces and punctuation.

There is a team specifically dedicated to assist organizations with any technical difficulties associated with Grants Ontario. If at any time you experience difficulty with the Grants Ontario technology, please send an email to [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) or create an Assistance Request within the Grants Ontario System.

Because organizations must register with Grants Ontario to access the online application, most of the information requested in the first few sections of the application form (e.g., address, contact information, etc.) will be automatically filled in using data from the registration process.

## What to Attach

Along with completing the program application form, all applicants must:

- Provide a copy of your organization's most recent audited or Board-endorsed or Treasurer-certified financial statement as an attachment with their application. Municipalities and Indigenous communities are exempt from this requirement.
- Provide a complete copy of one of the following documents:

- Certificates of Status.
- Articles of incorporation.
- Letters patent.
- Special acts of incorporation.

These documents must show that the organization has been operating for at least one year or longer as of January 1, 2017. Municipalities and Indigenous communities are exempt from this requirement.

Failure to include this with your application by the deadline date may prevent your submission from being considered.

## **Community Celebration Program Application Sections**

The Community Celebration Program application is comprised of the following sections:

- Section A — Organization Information.
- Section B — Organization Address Information.
- Section C — Organization Contact Information.
- Section D — Organization Capacity.
- Section E — Grant Payment Information.
- Section F — Application Contact Information.
- Section G1 — Project Information.
- Section H1 — Financial Information.
- Section I — Performance Measures.
- Section Z — Declaration / Signing.

Instructions for completing these sections are provided in the sections below.

### **Sections A to C — Organization Information, Address, Contact Information**

Instructions for these sections are provided directly in the online application form. Since organizations must register with Grants Ontario to access the online Community Celebration Program application, most of the information requested in these sections will be pre-populated (i.e., automatically filled in) using data from the registration process.

If there is incorrect information in Sections A or B, you will need to send an Assistance Request by email to [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) or create an Assistance Request in the Grants Ontario System, and to explain what needs to be changed or added. You cannot change this information yourself.

Section C may contain contact information about your organization that was entered during a previous application submission. You may edit this information if you wish.

### **Section D — Organization Capacity**

In this section, we ask you to describe your organization.

**Questions 1 to 3.** Self-explanatory.

**Question 4.** Please note your accumulated deficit in the space provided. If your organization has a zero balance or surplus please put “0” in the space provided.

**Question 5.** Please note your accumulated surplus in the space provided. If your organization has a zero balance or deficit please put “0” in the space provided.

Please note that the surplus or deficit figures provided as answers to Questions 4 and 5 must match those indicated in your organization’s financial statement, which is to be included as an attachment to your application.

**Question 6 — Describe your organization’s core business or field of activity.  
(Limit of 2,000 characters)**

Describe your organization’s core business, mission, goals and key programming activities or primary field of activity.

**Question 7 — How does your strategic plan guide your organization’s activities?**

Not Applicable. Indicate “N/A” in the space provided.

**Question 8 — Outline your organization's risk management plan for prevention of abuse to clients, members and staff. (Limit of 2,000 characters)**

Not Applicable. Indicate “N/A” in the space provided.

**Question 9 — How is your Board elected? (Limit of 2,000 characters)**

Not Applicable. Indicate “N/A” in the space provided.

**Question 10 — How does the composition of your Board represent the community it serves?**

Not Applicable. Indicate “N/A” in the space provided.

**Question 11 — What practices / procedures exist to ensure the Board conducts its activities with accountability and transparency?  
(Limit of 2,000 characters)**

Not Applicable. Indicate “N/A” in the space provided.

**Question 12 — Describe your organization’s history of managing similar projects and include past achievements. (Limit of 2,000 characters)**

Not Applicable. Indicate “N/A” in the space provided.

**Question 13 — Describe your organization’s ability and capacity to successfully undertake this project. (Limit of 2,000 characters)**

What are your organization’s core competencies and skills and what strategy will you use to leverage them for the successful implementation of your Community Celebration Program initiative?

What systems, processes and infrastructure are in place to support managing the Community Celebration Program initiative while maintaining existing activities and/or programming?

**Question 14 — Provide details on your staff and relevant staff experience for those involved in the project. (Limit of 2,000 characters)**

Provide details of your human resources plans for carrying out your Community Celebration Program initiative in a way that minimizes risk to your day-to-day operations.

Provide details on staff leads for the initiative and describe their relevant experience for managing or running your initiative.

**Question 15 — Describe successful strategies your organization has used to ensure achievement of program outcomes.  
(Limit of 2,000 characters)**

Not Applicable. Indicate “N/A” in the space provided.

**Question 16 — Describe your organization’s experience developing, tracking and reporting on outcomes and performance measures successfully. (Limit of 2,000 characters)**

Describe existing tools and tactics that your organization uses to develop, track, measure and report on outcomes.

How will you monitor, track, and report on the outcomes stated in G1 – Q 16 of your Community Celebration Program application?

**Section E — Grant Payment Information**

Please pick “Other” for your organization’s name from the drop-down menu in Box 1 and manually fill out Boxes 2-7. (DO NOT choose your organization’s name from the drop-down menu in Box 1.)

**Section F — Application Contact Information**

Please insert the name of the person that will be managing the Community Celebration Program file. The applicant contact noted in this section must be the contact for the initiative and not the sponsoring organization.

**Section G1 — Project Information**

**Question 1 — Project Name (Limit of 250 characters)**

Please indicate the name of your initiative.

**Question 2 — Project Start Date**

This is the anticipated start date of the project. Eligible initiatives must begin on or after January 1, 2017 and be completed by December 31, 2017.

Should your application be successful, costs incurred prior to the date of the contract are not eligible for reimbursement.

**Question 3 — Project End Date**

This is the anticipated end date of the project. All eligible initiatives must begin on or after January 1, 2017 and be completed by December 31, 2017.

Should your application be successful, a final report will be required no later than 90 days after the end date of your initiative.

**Question 4 — Event Start Date**

This is the anticipated start date of the Community Celebration Program initiative.

**Question 5 — Event End Date**

This is the anticipated end date of the Community Celebration Program initiative.

**Question 6 — Target Sector**

Select from the drop-down menu the appropriate target sector that most accurately describes your initiative. If necessary, you may choose more than one target sector.

**Question 7 — Project Scope**

Select from the drop-down menu the appropriate option that most accurately describes your initiative. If necessary, you may choose more than one option.

**Question 8 — Host Municipality / First Nation Community**

Please indicate the geographic location in which your initiative will take place.

**Question 9 — Project Priority**

- Commemorating Success/Talent
- Empowering People/Communities
- Supporting Celebration
- Supporting Equal Opportunity

Please select from the above. You may select more than one priority if applicable.

**Question 10 — Project Summary (Limit of 2,000 characters)**

Provide a short, high-level, summary of your project that could be used in public announcements or communications about your initiative. Your summary should be written in the third person and should only highlight the main purpose, components and objective of the initiative.

**Question 11 — Project Description (Limit of 4,900 characters)**

Provide a detailed description of your proposed initiative, broken down into each of its components, including programming specifics, number of sites activated, target audiences, Ontario talent presented, volunteers and staff, partnerships developed, and marketing tactics.

**Question 12 — Project Objectives (Limit of 2,000 characters)**

Provide clear objectives for your Community Celebration Program initiative and explain how these objectives will be achieved.

Describe how your initiative aligns with the priorities and guiding themes of the Community Celebration Program.

The priorities are:

- Build awareness, excitement and broad public participation in the 150th anniversary.
- Celebrate and explore Ontario's proud history and the people; places and events that shaped it.
- Celebrate the spirit of diversity, accessibility and inclusion.
- Build civic engagement, community pride and confidence in the future.

The guiding themes are:

- Celebrate — bringing Ontarians together, reflecting on 150 years of achievements and important lessons learned, and celebrating everything that makes this province the best place in the world to live.
- Participate — empowering Ontarians to express themselves artistically and creatively in the spirit of youth and to participate actively in their communities and in public life- creating vibrant, healthy and inclusive communities.
- Innovate — challenging Ontarians to be entrepreneurial, inspiring tomorrow's leaders and equipping them with the skills and the infrastructure necessary to succeed in the global economy of the future. Investing in the leaders of tomorrow means investing in renewed infrastructure today.

**Question 13 — Rationale / Need (Limit of 1,000 characters)**

Not Applicable. Indicate "N/A" in the space provided.

**Question 14 — Project Beneficiaries (Limit of 2,000 characters)**

Describe your target audiences or communities and how you will actively engage/involve them in your initiative. What value is gained by your target audience through the offering of your initiative? Describe how you are promoting inclusivity, diversity and accessibility through your proposed initiative.

**Question 15 — Risk Assessment and Management (Limit of 2,000 characters)**

Provide a description of the challenges, obstacles or threats to the successful delivery of your proposed initiative and the risk management plan you will put in place to ensure the safe and successful outcome of the initiative.

How will your proposed initiative be designed, managed and delivered to ensure success? What contingencies and backup plans are in place?

Explain how your risk strategy aligns with your organization's capabilities and how your strategy will be implemented for the successful outcome of the initiative.

**Question 16 — Project Outcomes (Limit of 1,000 characters)**

In "Section I — Performance Measures", you are asked to provide performance measure targets for your initiative. Please provide a rationale for your projections. Applicants that provide credible explanations will score higher in their evaluations than those applicants that do not.

**Question 17 — Evaluation Plan / Criteria (Limit of 2,000 characters)**

Describe an effective plan for evaluating the success of your initiative. Include in your answer a reliable process for evaluating the measures articulated in "Section I - Performance Measures" and indicate the tools that you will use (e.g., audience surveys, police crowd estimates, ticketing and turnstile counts, etc.).

**Section G2 — Funding Category**

Indicate the category of your organization's annual cash operating expenses by imputing only one of the following lines contained within the brackets:

Line 1: "Less than \$250,000"

Or

Line 2: "\$250,000 or more, but less than \$1 million"

Or

Line 3: "In excess of \$1 million"

**Section H — Project Financial Information**

Community Celebration Program applicants are required to complete Section "H1 — Financial Information" of their Grants Ontario application form, which includes a detailed budget to be completed for your proposed initiative.

The Community Celebration Program budget must be for planning, design and delivery of the initiative and not for operational costs for the organization applying.

All budgets should detail revenues by source and expenses by category, and should indicate levels of funding (both cash and in-kind) from private and public sector partners, including cash and in-kind contributions. The value of in-kind contributions must be balanced by equivalent expenses. Cash or in-kind contributions must be noted as either confirmed or anticipated.

In preparing your Community Celebration Program budget, please note that:

- Cash and in-kind contributions from your organization and/or other sources can be identified as revenues.

- Total cash revenues for your proposed initiative do not need to be confirmed at the time of application.
- Funding for your initiative is available over two fiscal years [the last three months of fiscal year 2016-17 (January 1, 2017 to March 31, 2017) and the first nine months of fiscal year 2017-18 (April 1, 2017 to December 31, 2017)].
- In completing your Community Celebration Program budget, indicate in YEAR 1 the expenses that you anticipate paying out in the period from January 1, 2017 to March 31, 2017, and indicate in YEAR 2 the expenses that you anticipate paying out in the period from April 1, 2017 to December 31, 2017.
- Revenues and expenses in Section H must be entered for **YEAR 1** and **YEAR 2** only. Do not fill out Years 3-5. You may click on the Collapse/Expand button to minimize Years 3-5 on the application form. Please refer to the sample budget outlined on page 19 of this document.
- Rows can be added by clicking the '+' symbol on the far right hand side of the table.
- You may click on the Collapse/Expand button to minimize unused table rows.
- All expenses must be reasonable, well supported and justified. For all expenses, applicants must provide a detailed item description in the designated space in the row.

## Revenue Sources

List each budget item under the appropriate header (i.e., Requested Amount, Cash Revenues from Other Government Sources, Cash Revenues from the Applicant and Other Sources, In-Kind Revenues) and add rows where necessary. In-Kind Revenues must be balanced by a corresponding line item in the In-Kind Expenses section of the budget. Please note that each cell has a limit of 255 characters (including spaces).

Provide a breakdown of the revenue source for each budget item, if applicable.

Select whether the funding being contributed by the revenue source is "Confirmed" or "Anticipated" by using the corresponding check box.

## Expenses

List each expense item under the appropriate header (i.e., Staffing Expenses, Benefits Expenses, Program Expenses, Administration / Other Expenses, In-Kind Expenses) and add rows where necessary. All In-Kind Expense items must be balanced by a corresponding line item in the In-Kind Revenues section of the budget. Please note that there is a limit of 255 characters (including spaces) in each cell.

Provide a breakdown of the expense source for each expense item, if applicable.

If an item is an Eligible Expense (refer to the Eligible Expenses section of this Application Guide), ensure that the "Eligible Expense" box is checked, then indicate the total cost of the item in the Item Expense column. Indicate how much of the item expense you are requesting for your project from the Community Celebration Program in the Requested Funding column (e.g., you might list programming and production costs as an expense item under the Program Expenses header). For example, if the cost of this expense item is \$10,000, you would list \$10,000 in the Item Expense column. If you are requesting only \$5,000 of this Item Expense from the Community Celebration Program, you would list \$5,000 in the Requested Funding column.

If an item is an Ineligible Expense (refer to the Ineligible Expenses section of this Application Guide), do not check the "Eligible Expense box", but do indicate the total cost of the item in the Item Expense column.

## Automatic Calculations

All sub-totals and totals will be automatically calculated in the **YEAR 1** and **YEAR 2** tables.

The Requested Funding column on the far right does not auto-total, so you will need to manually calculate the total Requested Funding figure to ensure that it matches the Requested Amount figure at the top of the Revenue Sources section.

## Sample Budget

A sample budget featuring Revenue Sources and Expenses is provided below. **YEAR 1** includes the period from January 1, 2017 to March 31, 2017. **YEAR 2** includes the period from April 1, 2017 to December 31, 2017.

YEAR 1					
Revenue Sources		Confirmed or Anticipated		Amount	
Requested Amount					
<input checked="" type="checkbox"/>	Community Celebration Program Funding		<input checked="" type="checkbox"/> Anticipated	16,500.00	+
Total Requested Amount				\$16,500.00	
Cash Revenues from Other Government Sources					
<input checked="" type="checkbox"/>	Ontario Trillium Foundation funding	<input checked="" type="checkbox"/> Confirmed	<input type="checkbox"/> Anticipated	500.00	+
Total Cash Revenues from Other Government Sources				\$500.00	
Cash Revenues from the Applicant and Other Sources					
<input checked="" type="checkbox"/>	Cash on hand	<input checked="" type="checkbox"/> Confirmed	<input type="checkbox"/> Anticipated	12,000.00	+
<input checked="" type="checkbox"/>		<input type="checkbox"/> Confirmed	<input type="checkbox"/> Anticipated		+
Total Cash Revenues from the Applicant and Other Sources				\$12,000.00	
In-Kind Revenues					
<input checked="" type="checkbox"/>	Promotion	<input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> Anticipated	2,500.00	+
Total In-Kind Revenues				\$2,500.00	
Total Revenue		\$12,500.00	\$19,000.00	\$31,500.00	
Expenses		Eligible Expense?	Item Expense	Requested Funding	
Staffing Expenses					
<input checked="" type="checkbox"/>	Youth Trainers x 4 (\$250 per hour)	<input checked="" type="checkbox"/> Eligible Expense	5,000.00	3,750.00	+
Total Staffing Expenses			\$5,000.00	\$3,750.00	
Benefits Expenses					
<input checked="" type="checkbox"/>		<input type="checkbox"/> Eligible Expense			+
Total Benefits Expenses					
Program Expenses					
<input checked="" type="checkbox"/>	Fees paid to artists and musicians	<input checked="" type="checkbox"/> Eligible Expense	10,000.00	7,500.00	+
<input checked="" type="checkbox"/>	Accessible seating	<input checked="" type="checkbox"/> Eligible Expense	7,000.00	5,250.00	+
Total Program Expenses			\$17,000.00	\$12,750.00	
Administration/Other Expenses					
<input checked="" type="checkbox"/>	Admin and Overhead costs	<input type="checkbox"/> Eligible Expense	2,500.00		+
Total Administration/Other Expenses			\$2,500.00		
In-Kind Expenses					
<input checked="" type="checkbox"/>	Promotion		2,500.00		+
Total In-Kind Expenses			\$2,500.00		
Total Eligible	\$22,000.00	Total Ineligible	\$5,000.00	Total Expense	\$27,000.00

YEAR 2		Collapse/Expand			
Revenue Sources		Confirmed or Anticipated		Amount	
Requested Amount					
<input checked="" type="checkbox"/>	Community Celebration Program Funding		<input checked="" type="checkbox"/> Anticipated	3,000.00	+
Total Requested Amount				\$3,000.00	
Cash Revenues from Other Government Sources					
<input checked="" type="checkbox"/>		<input type="checkbox"/> Confirmed	<input type="checkbox"/> Anticipated		+
Total Cash Revenues from Other Government Sources					
Cash Revenues from the Applicant and Other Sources					
<input checked="" type="checkbox"/>	Cash on Hand	<input checked="" type="checkbox"/> Confirmed	<input type="checkbox"/> Anticipated	20,000.00	+
<input checked="" type="checkbox"/>	Participation fees \$25/person x 300 people	<input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> Anticipated	7,500.00	+
Total Cash Revenues from the Applicant and Other Sources				\$27,500.00	
In-Kind Revenues					
<input checked="" type="checkbox"/>		<input type="checkbox"/> Confirmed	<input type="checkbox"/> Anticipated		+
Total In-Kind Revenues					
Total Revenue		\$20,000.00	\$10,500.00	\$30,500.00	
Expenses		Eligible Expense?	Item Expense	Requested Funding	
Staffing Expenses					
<input checked="" type="checkbox"/>		<input type="checkbox"/> Eligible Expense			+
Total Staffing Expenses					
Benefits Expenses					
<input checked="" type="checkbox"/>		<input type="checkbox"/> Eligible Expense			+
Total Benefits Expenses					
Program Expenses					
<input checked="" type="checkbox"/>	Shuttle buses	<input checked="" type="checkbox"/> Eligible Expense	4,000.00	3,000.00	+
Total Program Expenses			\$4,000.00	\$3,000.00	
Administration/Other Expenses					
<input checked="" type="checkbox"/>	Admin	<input type="checkbox"/> Eligible Expense	5,000.00		+
Total Administration/Other Expenses			\$5,000.00		
In-Kind Expenses					
<input checked="" type="checkbox"/>					+
Total In-Kind Expenses					
Total Eligible	\$4,000.00	Total Ineligible	\$5,000.00	Total Expense	\$9,000.00

Total Project Financials (All Years)	
Revenues	Total
Requested Amount	\$19,500.00
Cash Revenues from Other Government Sources	\$500.00
Cash Revenues from the Applicant and Other Sources	\$39,500.00
In-Kind Revenues	\$2,500.00
<b>Total Revenues</b>	<b>\$62,000.00</b>
Expenses	Total
Staffing Expenses	\$5,000.00
Benefits Expenses	
Program Expenses	\$21,000.00
Administration/Other Costs	\$7,500.00
In-Kind Expenses	\$2,500.00
<b>Total Expenses</b>	<b>\$36,000.00</b>
Total Eligible Expense:	
	<b>\$26,000.00</b>
Total Project Budget:	
	<b>\$36,000.00</b>

**Additional Comments Relevant to Project Financial Information  
(Limit of 4,900 characters)**

Add any information required to explain the budget for your proposed Community Celebration Program initiative.

**Total Project Financials (All Years) Table**

The total Revenues and Expenses for your proposed Community Celebration Program initiative will auto-calculate and be displayed in a summary Total Project Financials (All Years) table at the end of the budget section.

Since the Total Eligible Expense box and the Total Project Budget box at the bottom of the Total Project Financials (All Years) table does not auto-calculate, please do the following:

- For Total Eligible Expense, list the Total Eligible figure at the bottom left of the Expense section in the budget.
- For Total Project Budget, list the Total Expenses figure at the bottom right of the Expense section in the budget.

**Section I — Performance Measures**

Applicants must record the Goal for each of the Performance Measures Metrics listed. Performance Measures Metrics comprised of two types — (1) Performance Metrics provided by the ministry (and to be completed by applicants) and (2) Performance Metrics provided by the applicant.

**Ministry Provided Performance Metrics**

Ministry-provided performance metrics that must be tracked and reported include the following:

- # of attendees (participants and spectators).
- # of volunteers recruited.
- # of diverse groups reached/engaged (youth, Indigenous, Francophone, LGBTQ, older adults and seniors, multicultural communities and persons with disabilities).
- # of partnerships developed.
- % of Ontario talent/content involved.

## **Client Provided Performance Metrics**

Please include a minimum of two additional performance measures that your organization will use to gauge the success of your proposed Community Celebration program initiative.

## **Section Z — Declaration/Signing**

Self-explanatory.

## **Help and Assistance**

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



## **Appendix B: Example of Certificate of Insurance**

All successful applicants are required to carry at least \$2 million commercial general liability insurance coverage before the legal grant agreement can be executed. It is mandatory that “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees” is added as an additional insured.

(Note: The items below have been numbered to correspond with the sample insurance certificate on the following page.)

Generally, 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 cover the enhancement project or marketing campaign duration).
3. Identify the Ministry of Tourism, Culture and Sport as an additional insured, represented in the following language, “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees”. 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 \$2 million).
5. Include a statement that the certificate holder (the ministry) will be notified of any cancellation or material change within 30 days.
6. Include the signature of an authorized insurance representative.

<b>Name and address to whom issued</b> Ontario Ministry of Tourism, Culture and Sport			<b>Name and address of Insured</b> ①			
<b>Type of Insurance</b> ④a	<b>Insurer</b>	<b>Policy Number</b>	<b>Expiration Date</b>	<b>Coverage</b>	<b>Limits of Liability</b>	
<b>COMMERCIAL GENERAL LIABILITY</b> Including: • Non-Owned *Automobile • Blanket Contractual Liability • Products and Completed Operations • Cross Liability and Severability of interests clause • Personal Injury • Employers Liability or WSIB Clearance	Insurance Company of Canada		October 1, 2017 ②	Inclusive Limits Bodily Injury and Property Damage Liability	Each occurrence or Accident: \$2,000,000 General Aggregate: \$2,000,000 ④b	
AUTOMOBILE	Company of Canada		October 1, 2017	Inclusive Limits Bodily Injury and Property Damage Liability	Each accident: \$2,000,000 • Accident Benefits • Self Insured for Physical Damage	
ERRORS & OMISSIONS	Company of Canada		December 2, 2017	Wrongful Acts committed in the performance of or failure to perform	\$2,000,000 per claim and Aggregate Claims Made	
③ <b>Additional Insured:</b> 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						
⑤ <b>**EVIDENCE OF INSURANCE ONLY**CANCELLATION:</b> Should any 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.						
<b>Issued at:</b> Toronto, Ontario			⑥ <b>Signature:</b> 			
<b>Date:</b> February 10, 2017						