

**Great Lakes Local Action Fund
Round 2**

Application Form – Instructions

Table Contents

How to Apply	3
Application Instructions	3
Preparing your Project Application.....	3
Application Sections.....	4
Sections A to C – Organization and Contact Information.....	4
Section D – Organization Capacity.....	4
Section E – Grant Payment Information	5
Section F – Project Information	5
Section G – Additional Questions.....	7
Section H – Project Work Plan	8
Section I – Project Address	8
Section J – Performance Measures.....	8
Section K – Declaration/Signing	9
Attachment: Budget Calculator.....	9
Help and Assistance	12

How to Apply

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

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

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

If you have any questions or difficulties during this process, there are resources to assist at www.ontario.ca/GetFunding or you may contact the TPON Ontario Customer Service Line at 416-325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at TPONCC@Ontario.ca.

Application Instructions

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

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

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

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

Preparing your Project Application

Points to consider as you begin writing your project proposal:

- Answer every question in full. Each question is marked and weighted toward a total score. For example, do not write, “see answer from question #2” when answering question #3. Each answer must stand alone.
- Mandatory questions/fields are marked with a red asterisk (*).
- Make sure your presentation is clear, concise and designed to provide a thorough understanding to a reader who is unfamiliar with your organization. Do not use unexplained acronyms.
- Test your proposal each step of the way. Have someone outside of your organization review the application to provide objective comments. Does he/she understand the project as it is written? Does he/she think that the project is a good use of public money?

If your presentation is sufficiently detailed and transparent, anyone inside and outside of your organization should be able to understand and comment on the validity of your proposal.

- Do a final proofread for spelling, grammar, and formatting prior to submission.

Application Sections

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

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

The Great Lakes Local Action Fund Budget Calculator must be submitted as an attachment.

Sections A to C – Organization and Contact Information

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

Section D – Organization Capacity

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

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

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

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

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

Provide additional details on whether your organization is up-to-date in meeting all requirements related to funding received from the Government of Ontario, or agencies of the Government of Ontario such as the Ontario Trillium Foundation (e.g., outstanding reports or refunds).

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

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

Section E – Grant Payment Information

This section is explained directly in the Application Form.

Section F – Project Information

Project Name (250 characters maximum)

Provide a short, descriptive name that will easily identify your project.

Project Start Date

This is the anticipated start date of the project. For Ministry purposes, this is the date applicants receive formal notification of their project's approval status. Based on previous funding releases, we encourage you to list your **project start date as no earlier than May 1, 2022**. Any expenses incurred before receiving written Ministry approval will be deemed ineligible.

Project End Date

When do you plan to conclude the project? Please note that projects must be complete by **October 31, 2023**.

Requested Amount

This must be the same figure as the amount indicated as the Total Amount from the Fund, in the bottom cell of Column B in the attached Budget Calculator.

Total Cost of the Project

This must be the same figure as the amount indicated as the Total Budgeted Cost, in the bottom cell of Column A in the attached Budget Calculator.

Project Summary (2,000 characters maximum)

Provide a brief outline of your project (1-2 sentences) to demonstrate the full scope of the project. Include relevant numbers/measures to demonstrate what success will look like. If your application is successful, this wording may be published on the Province's website.

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

Project Description (5,000 characters maximum)

The Project Description provides the rationale for and implementation details of your project. Describe your project in general, making sure to address basic components of the project: What is the environmental need that is being addressed? Who will be doing what, where, when, and how? Explain why you have chosen to take this particular approach.

Be sure to mention:

- How the project contributes to an environmental need relating to the Great Lakes and/or their connecting rivers
- Explain why there is a need for this project (e.g., what information and/or research has your organization gathered to identify or confirm the need for your project?)
- How the project addresses the project's identified primary priority area (which should be selected from the drop-down menu below)
- If and how the project's benefits will be significant and sustained over time
- If and how the project will provide social and/or economic co-benefits to the local community
- Any other groups or organizations that are collaborating in the project, and their respective roles
- If and how the project promotes innovative approaches to addressing environmental needs and/or collaboration between groups and organizations
- How the entire project will be funded, or what the project would look like, if the ministry selects the project for funding for less than the requested amount, and the requested amount is greater than \$50,000.
- If and how the project will mobilize members of the community to take action, and/or provide opportunities for high quality volunteer engagement
- Describe your plan to address conditions relating to the pandemic, including safety measures, and planning for the possibility of changing conditions and restrictions over the course of the project.

Project Objectives (2,000 characters maximum)

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

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

Project's primary priority area

Identify the priority area which will be the primary focus of your project. Even though projects may include activities that address more than one of the 4 priority areas, applicants must select **only one priority area** as the primary focus of the project.

Host Municipality/First Nation Community

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

Watershed where project will take place

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

Section G – Additional Questions

Geolocation

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

Land Ownership

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

Permits and Approvals

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

Reasons for Permits and Approvals Required

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

List of permits and approvals obtained

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

Status of permit application for permit/approval

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

Purchasing Procedures

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

Section H – Project Work Plan

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

If your project is selected for funding, the key milestones, activities and performance indicators identified in the work plan will be used as benchmarks for you and the Ministry to measure the progress and success of your project.

The work plan should be detailed enough that a new project manager could be appointed at some point during the implementation phase and could manage the project based on the plan set out.

- Key Milestones – These mark the completion of a work phase **(255 character maximum)**
- Activities – Tasks that will be undertaken to complete the project and contribute to achievement of key milestones **(500 characters maximum)**
- Start Date – Anticipated start date of each activity
- End Date – Anticipated end date of each activity
- Responsibility – Indicates who is in charge of completing the activities **(255 character maximum)**
- Performance Indicator – demonstrates that a task is achieved successfully **(255 character maximum)**

Section I – Project Address

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

Section J – Performance Measures

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

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

If a Ministry-provided Performance Measure is not the best way to measure your project’s performance, enter “0” as the goal for that particular measure and create a more suitable one under the Client Provided Performance Measures.

Note:

Goals for the following two performance measures should be included in **all** applications:

- Number of volunteers involved in the project (#24)
- Number of participants involved in the project or attending project events (#30)

Goals for the following two performance measures should be included in application for projects identified with the **Shoreline Cleanup Priority Area**:

- Number of full-sized garbage bags of litter collected (#15)
- Kilograms of litter, plastic pollution collected (#16)

Client Provided Performance Measures

You may develop and include performance measures that are most relevant for your project instead of, or in addition to, the performance measures provided in the section above. These performance measures may be added in this section of the Application Form. Add more rows as necessary.

Section K – Declaration/Signing

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

Attachment: Budget Calculator

Note: The Great Lakes Local Action Fund Budget Calculator must be filled out and submitted for your application to be considered complete.

Itemize **all** expenditures and contributions required to carry out your project, both eligible and ineligible, to provide a holistic picture of the total project value.

Although we ask that you disclose ineligible expenses, remember that Great Lakes Local Action Fund money cannot be used to cover these costs (see “Ineligible Costs” in the Application Guide).

The columns in the budget calculator are as follows:

Project Expenditures – Each expense item for the project

A – The total anticipated cost of that expense item

- B** – The amount being requested from the Great Lakes Local Action Fund for that expense item
- C** – The amount the applicant organization expects to contribute for that expense item
- D** – The amount confirmed as being covered by cash from other sources of funding
- E** – The amount (or equivalent) confirmed as being covered in kind by other sources
- F** – The amount (or equivalent) that has been requested from other sources, to be confirmed
- G** – How much funding still needs to be secured
- H** – Sources of other funding or in-kind support

To fill out the calculator:

- List each expense item (add lines as required) in the applicable category (staffing, goods, etc.).
 - For staffing positions, include a description of responsibility, number of hours per week and wage and benefits as they relate to the project.
 - For each item, include the cost per unit and number of items needed.
- Ineligible expenses should be disclosed in the “Budgeted Cost” column and one of the columns C-G, but not under “Amount from the Fund”.
- Eligible expenses being requested should be disclosed in both the “Budgeted Cost and the “Amount from the Fund” columns.

The following is a sample budget for a project:

Great Lakes Local Action Fund Excel Budget Calculator: Sample budget

Project Expenditures	A Budgeted Cost	B Amount from the Fund	Other Contributions				G Balance to be secured	H Sources of Other Funding or In- Kind Support
			C Applicant Organization	D Cash	E In-kind	F Requested		
STAFF								
Project Manager - \$45/hr for 35 hr/wk for 8 weeks (280 hrs)	\$12,600.00	\$7,600.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	XYZ Foundation
Summer staff - \$20/hr for 35 hr/wk for 5 weeks (175 hrs)	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
GOODS								
Herbaceous Native Plant Plugs (1,000 @ \$0.60/plug)	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Native Tree Seedlings (4,500 @ \$2/seedling)	\$9,000.00	\$4,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	XYZ Foundation
Native Shrubs (1,000 @ \$10/shrub)	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
20 Shovels (est \$25/shovel)	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	Eco-Partner Organization
SERVICES								
Web Design for project website	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
EQUIPMENT/CAPITAL ITEM RENTAL								
A/V equipment for event	\$1,500.00	\$500.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
CONSULTANTS								
N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TRAVEL AND HOSPITALITY - NOT ELIGIBLE FOR GLAFF FUNDS								
Mileage (400km @ \$0.50)	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	
Refreshments for volunteers	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	ABC Local Store
OTHER								
Giveaways for volunteers and participants	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	ABC Local Store
TOTALS	\$41,300.00	\$29,200.00	\$1,200.00	\$10,000.00	\$900.00	\$0.00	\$0.00	

Help and Assistance

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