



SDF Capital Stream – GROW Pathway 2025-2026

[Expand](#)[Validate](#)

A - Instructions	B - Organization Information	C - Organization Address Information
D - Application Contact Information	E - Organizational and Project Team Ca	F - Project Information
G - Additional Project Information	H - Grant Payment Information	I - Other
J - Additional Application Requirements	K - Training Outcomes and Performanc	L - Declaration and Signing

A - Instructions

Thank you for your interest in applying to the Skills Development Fund (SDF) Capital Stream GROW Pathway.

This pathway supports major capital investments to build new training centres, upgrade existing training centres or convert existing facilities into state-of-the-art training centres with state-of-the-art design and technology. This includes new building construction, facility renovations, retrofits, expansions, conversions, and repairs.

The Province of Ontario has designed the SDF Capital Stream to:

Support capital investment proposals that demonstrate due diligence, cost effectiveness, complement the SDF Training Stream and achieve measurable outcomes.

Ensure accountability in the use of public funds and transparency in the administration of funding to selected Recipients that meet eligibility requirements as Primary Applicants.

How do I apply?

1. To determine if you are an eligible Applicant or your project is eligible for funding refer to the SDF Capital Stream GROW Pathway Guideline: [Skills Development Fund \(gov.on.ca\)](https://www.gov.on.ca)
2. Applicants are required to complete this application form and applicable required attachments. Please note that draft applications must be submitted within 6 months of starting or the application will be closed.
3. An Applicant may only submit one application per unique project for funding consideration through the SDF Capital Stream. However, for entities with similar training developed in different locations or serving substantially different communities, separate applications may be submitted for each eligible project.
4. All applications must be completed electronically and submitted to Grants Ontario. Scanned application forms will not be accepted.

Fill in all required fields that apply to your proposed project. Failure to complete this form in its entirety may result in the inability to assess the application and the project may be declined or deemed ineligible.

The Province may, at its discretion, request additional supporting documentation (beyond what is set out below) to assess an application to the SDF Capital Stream GROW Pathway.

How will I know my application was received?

Once the completed application has been submitted, an automated acknowledgement of receipt with a file number will be sent to the organization using the contact email that is provided.

Other important information

Completed applications will be accepted on a continuous basis subject to the availability of funds. Projects will be submitted for evaluation until the allocated budget is exhausted.

An applicant may refer to the SDF Capital Stream website for more information on the application process.

All capital investment proposals will be thoroughly reviewed to ensure that eligibility criteria are met. The Province will contact the Primary Applicant from the Project Team if any clarification is required.

Please note that the Province of Ontario cannot guarantee funding to all Applicants, nor can the Province ensure that the total amount requested by successful Applicants will be granted.

B - Organization Information

This section displays general information about your community or organization as submitted during the TPON registration process. Please ensure that this information is accurate. If updates are required, log into your TPON account, select the "View/Update Organization" menu card on the Home Page, make the necessary changes and re-download the application form to ensure your updates are reflected.

For more information visit: [How to View/Update Organization information.](#)

Organization Information

Organization Name:

[SAMPLE Operating Name](#)

Organization Legal Name: (Legal name as shown on your Canada Revenue Agency (CRA) information)

[SAMPLE Legal Name](#)

C - Organization Address Information

This section displays your community's or organization's address information that was submitted during the TPON registration process. Please ensure this information is correct. If this information needs to be updated, please update your address information by logging into your TPON account and selecting the "View/Update Organization" menu card displayed on the Home Page and re-download the report form to reflect the changes made in the TPON system.

For more information visit: [How to View/Update Organization information.](#)

Business Address

Unit Number

Street Address 1:

[5775 Yonge Street](#)

Street Address 2:

[3rd floor](#)

City/Town:

[Toronto](#)

Province:

[ON](#)

Postal Code:

[M2M4J1](#)

Country:

[Canada](#)

Mailing Address

Street Address 1:

[5775 Yonge Stret](#)

Street Address 2:

[3rd floor](#)

City/Town:

[Toronto](#)

Province:

[ON](#)

Postal Code:

[M5A1V8](#)

Country:

[Canada](#)

D - Application Contact Information

An application may be submitted on behalf of a partnership/consortium, if appropriate, as long as one organization or entity is named the Primary Applicant. It is important to note that all applications must provide a secondary contact for the Province to have on file to support effective communication. If applicable, please include an attached list of all Partners and their contact information that are involved in the Capital Project and/or the anticipated Skills Development Activity during the Intended Use Period, as well as specify the role of each Partner (i.e. training delivery agent, advisory services, providing letters of support, etc.). Additionally, please specify how many signing authorities are required to bind a legal contract to ensure we have the correct number when TPAs are executed.

Contacts with signing authority will be prompted to digitally sign this form in Section L.

[Remove](#)

First Name: *	Last Name: *	
Role: *	Primary (Applicant only): <input type="checkbox"/>	
Title: *	Email Address: *	
Phone Number (Work): *	Phone Number (Mobile):	
Signing Authority: <input type="checkbox"/>		

		Add	Remove
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First Name: *	Last Name: *	
Role: *	Primary (Applicant only): <input type="checkbox"/>	
Title: *	Email Address: *	
Phone Number (Work): *	Phone Number (Mobile):	
Signing Authority: <input type="checkbox"/>		

E - Organizational and Project Team Capacity

Type of legal entity (select one that most accurately describes your organization): *

Organization Website *

Please identify the names and titles of each member of the project team

		Add	Remove
Name *	Title *		
Organization Name *	Roles and Responsibilities *		

☐ Skills development training partner

Please provide a brief bullet point summary of the roles and responsibilities of each member of the project team *

Please identify the organization(s) within your project team who will be delivering the Skills Development Activity . *

Please provide two examples of completed capital projects or those currently in progress which enable skills development activities as it relates to the SDF Capital Stream objectives. *

Please demonstrate how your Project Team's training delivery experience within the last five (5) years aligns with the SDF Capital Stream's Objectives.

Please refer to the [SDF Capital Stream GROW Program Guideline](#). *

Does your organization have the financial capacity to complete the Capital Project and operate the Project Asset through the 5-year Intended Use Period? *

Can your organization source or contribute the remaining 51% of Total Eligible Costs for the capital project which will not be funded by SDF Capital Stream? *

Do you currently own the facility (or land, for new construction) for which you intend to develop this project and if so, can you provide proof of ownership? *

If a lease, can you provide proof of lease with terms that (i) exceeds the proposed construction period and 5-year Intended Use Period (the Project Term) and (ii) demonstrate landlord consent to implement the proposed capital project? If proof of a lease is not yet available but you intend to enter into a lease as part of the proposed project, you must provide a lease agreement prior to the execution of the TPA. *

A performance security is required to be submitted by the Recipient to the Province in advance of the Recipient receiving full funding payment. Please check this box to confirm you understand the performance security obligations to receive the majority of funding as described in the SDF Capital Stream GROW Pathway Guideline. *

☐

F - Project Information

Project Name (maximum 30 characters) *

Please provide an overall summary and description of the project and its goals. *

Please provide a detailed description of the type of site preparation and construction work to be completed. *

Please describe what preparations to date, if any, have commenced to ensure site readiness. *

Please provide the estimated net useable floor area of the entire Capital Project (SQFT) *

Of the total estimated net useable floor area identified above, what is the useable floor area that **will be** used to support the proposed training delivery (SQFT)? Note: For the project to be eligible, the asset must dedicate a minimum of 75% of useable floor area to support skills development activities. See the SDF Capital Stream GROW Pathway Guideline for more details on space dedicated to training. *

If the useable floor area is less than 75% of the estimated net useable floor area of the entire Capital Project (SQFT), please provide your rationale.

Of the total estimated net useable floor area identified above, what proportion **will not** be used to support the proposed training delivery (SQFT)? Please note that GROW Pathway funding will only be provided for the portion of the capital asset that supports training delivery. *

What is the number and types of spaces/rooms anticipated to be built or improved as part of the capital project (e.g., workshop, classroom, office) identifying each space/room where the Skills Development Activities will be carried out? *

How will this new or improved space support skills development activities? *

Please provide any details if you submitted or obtained any permits related to building, demolition, site plan approvals, or other permits required to develop and construct the project. Examples could include the appropriate zoning approval, building permits or environmental, geo-technical, and archaeological assessments, tree cutting, sediment and erosion control, road occupancy, signage, site services, etc. Please specify the city, town, or municipality where you have or intend to apply for permits related to this project. *

Project Address		Add	Remove
Project Latitude *	Project Longitude *		
Project Region Location *	Project Street Address 1 *		
Postal code	Project - City/Town *		
Capital Project Type *			
		-	+

What percentage of Total Eligible Costs are you requesting from the SDF Capital Stream GROW Pathway? Please note: applicants can request up to a maximum of 49% of Total Eligible Costs. *

What is the estimated Total Eligible Costs for the Capital Project. Eligible Costs are defined in the SDF Capital GROW Pathway Guideline. *

If your submission proposes land and/or building acquisition costs, do you acknowledge that the Eligible Costs will be limited to the direct costs for the land and/or building acquisition, and that funding provided for the land and/or building acquisition will be limited to 50% of the total SDF Contribution, and do you attest to be subject to provisions noted in the relevant Appendix of the [SDF Capital Stream GROW Pathway Guideline](#)?
Please select N/A if your submission does not include land/building acquisition as an Eligible Cost. *

If your submission proposes an estimate of administrative costs in your budget, do you attest that it will follow the requirements as per the [SDF Capital Stream GROW Pathway Guideline](#) (i.e. no more than 5% of other Eligible Cost categories)? *

Has your Capital Project incurred any necessary and Eligible Costs after the SDF Capital Stream program launched on June 30, 2023? If so, please describe them here. Ensure that all costs are including in your Additional Application Requirements documentation (3. Capital Cost Supporting Documents) and 5. Sources and Uses of Funding. *

Does your organization attest that your organization or Project Team will ensure a self-contribution of at least 30% of Total Eligible Costs through a combination of equity, debt and other sources of capital such as capital campaign fundraising? In addition, the maximum Provincial Contribution will be no more than 49% of Total Eligible Costs, with no Eligible Cost reimbursed more than once by Provincial sources. Please note that the Province retains audit rights with respect to funding from other levels of government and the Primary Applicant must disclose all federal, provincial and municipal funding it receives or expects to receive. *

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Have you received, or expect to receive funding from other provincial funding programs or other levels of government? If so, please identify the source and amount of funding. *

Does your proposed capital investment and/or skills development activity align with the SDF Capital Stream Objective? Please provide rationale as to how it relates to the SDF Capital Stream Objective.
Please refer to [SDF Capital Stream GROW Pathway Guideline](#) to learn more about the SDF Objective. *

Identify the target occupation including National Occupational Classification (NOC) code and title your Skills Development Activity will enable training for or ultimately serve.
Please refer to the [Ontario Labour Market Website](#) for **TOP FUTURE IN-DEMAND OCCUPATIONS IN ONTARIO** defined as occupations with a "good" or higher Occupational Outlook. *

Identify the target sector(s) in Ontario including North American Industry Classification System (NAICS) code and title that your Skills Development Activity will provide training for or ultimately serve. Please refer to the [Ontario Labour Market Website](#) for more information. *

List all training courses that will be delivered through the capital asset investment. For each course, describe the skillsets trainees will acquire, the course duration, and identify any certifications awarded or supported. *

Is your capital project supporting apprenticeship training? *

Identify the target SDF Participant Group for which you are developing the capital asset:.

(1) Job seekers, incumbent workers who are at risk of job displacement or workers that are needed to fill unmet demand and talent gaps; and/or

☐

(2) Job seekers who face higher barriers to employment

☐

If you've selected (2) from above checkbox, then please identify which jobseekers who face higher barriers to employment in particular:

What is the anticipated construction start date of your capital asset?
Construction start is defined as the start of site preparation activities (clearing, grading, grubbing, etc.) in addition to a Notice of Project and any associated health and safety documents to be shared with the Ministry as per the Occupational Health and Safety Act (Ontario). *

What is the anticipated date of Substantial Performance of your capital asset where the skills development activity will start being delivered?
Substantial Performance is defined in subsection 2(1) of the Construction Act, as meaning the state of the project being "substantially performed," and recipients provide a certificate of Substantial Performance by an accredited architect of Record licensed to practice in Ontario by the Ontario Association of Architects (OAA). *

G - Additional Project Information

Will the project or project activities have any on- or off-site environmental impacts? If yes, please provide details. *

Do you anticipate your Capital Project will involve an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland? If yes, please provide details. *

Do you anticipate your Capital Project activities will occur on, or otherwise impact, a First Nation reserve? If yes, please provide details. *

Will the Capital Project activities occur on, or otherwise impact, unpatented Crown land? If yes, please provide details. *

Is there a known burial site or cemetery on the property or adjacent to the property or project area? If yes, please provide details. *

Has the property or project area been recognized for its cultural heritage value? If yes, please provide details. *

Has the entire property or project area been subjected to recent, extensive and intensive disturbance? If yes, please provide details. *

Are you aware of any archaeological discoveries on the proposed site that pertain to Indigenous communities? If yes, please provide details. *

Other than as may have been described in your responses to the questions above, are you aware of any potential impacts that the project could have on Indigenous communities? If yes, which community or communities and what are the potential impacts? *

The below three questions are only applicable for the organizations who have chosen 'municipality' for the question: "Type of legal entity" in Section E - Organizational and Project Team Capacity.

If you are a municipality, has the proposed project been determined based on the lifecycle activities prioritized in your municipality's asset management plan ("AMP")?

Please note this is for internal tracking purposes and does not impact your eligibility for the SDF Capital Stream GROW Pathway.

If you've selected (i) in above question, then please move on to next section.

If you are a municipality, indicate which year the municipality's AMP was last updated? Please note this is for internal tracking purposes and does not impact your eligibility for the SDF Capital Stream GROW Pathway.

If you are a municipality, is your AMP in accordance with O. Reg. 588/17, Asset Management Planning for Municipal Infrastructure, under the *Infrastructure for Jobs and Prosperity Act*?

Please note this is for internal tracking purposes and does not impact your eligibility for the SDF Capital Stream GROW Pathway.

If you selected (ii) in above question, then please select the appropriate date.

H - Grant Payment Information

Should your application be successful, the following information will be used to make payments.

Most of the information requested in this section will be pre-populated with contact and payment information taken from your TPON account, which you submitted during the enrolment process. If you need to update this information, you will need to access the [TPON System](#) to make changes.

Payment Address

Payment Organization Name (maximum 100 characters) *

Street Address 1 *

Street Address 2

City/Town *

Province *

Postal Code *

Method of Payment *

If you selected Electronic Fund Transfer: please ensure that you are registered with the Province to receive Direct Deposit Payments.

(Learn more and register for [Doing Business with the Government Ontario.](#))

I - Other

Are you, or have you been, a Recipient of the SDF Training Stream ? *

If yes, please provide the programs/projects you successfully received funding for.

Are you a Recipient of the SDF Capital Stream? *

If yes, please provide the projects you successfully received funding for.

Are there any other relevant details or commentary that you would like to share with respect to your application?

J - Additional Application Requirements

Please note that the following documents are mandatory and must be uploaded as part of your application in TPON. Please see the SDF Capital Stream GROW Pathway Guideline for more information on application requirements.

Have you completed and uploaded the following required documents in TPON as part of your application? If not, please save this application form and upload any missing documents.

☐ 1. Roles and Responsibilities with Organizational Chart *

☐ 2. Design Drawings and Construction Specifications *

☐ 3. Capital Cost Supporting Documents (cost estimate or quote) *

☐ 4. Demonstrate Control over Capital Asset over Project Term *

☐ 5. Sources and Uses of Funding (Budget during design and construction) *

☐ 6. Financial Projections (Operating Period) *

☐ 7. Project Plan *

☐ 8. Risk Management Plan (as part of the Project Plan) *

☐ 9. Three Years of Audited Financial Statements *

☐ 10. Letter of Reference from Issuing Bank *

The Province may, at its discretion, request additional supporting documentation (beyond what is set out above) to assess an application to the SDF Capital Stream GROW Pathway.

K - Training Outcomes and Performance Measures

After the Capital Project achieves Substantial Performance (construction is complete), Recipients will be responsible for reporting on training outcomes or Key Performance Indicator(s) (“KPI(s)”) related to the Skills Development Activities that will be delivered over the 5-year Intended Use Period.

In this section, you must provide information on existing training volume and capacity, and the training outcomes of the capital project and the skills development activities it will support.

As an additional illustrative example of the difference between each metric, please see bottom of the section (K - Training Outcomes and Performance Measures):

Pillar 1: Program Coverage

Training Volume Instructions:

- The **Baseline Value** is your current number of individuals trained per year. The **Baseline Date** should be the date you apply to the SDF Capital program.
- The **KPI Target Value** is the additional number of individuals trained as a result of the capital build. The **Target Date** should be at the end of the Intended Use Period (five years after Substantial Performance).
- e.g., if a 3-month course with a capacity of 100 course operates 4 times a year, the current baseline annual training volume would be 400 (100 x 4). If the Capital Project will increase training volume by 200 trainees each year, the KPI would be 1,000 (200 x 5 years).

Outcome Statement TP program is providing services to its intended population in the quantity planned.		Metric Name Number of end-beneficiaries served.			
Unit Of Measure number		Description The number of additional individuals being trained over the 5-year Intended Use Period as a result of the Capital Project.			
Data Source Bi-Annual KPI reporting over the 5-year Intended Use Period after construction.	Data Collection frequency *	Baseline Date *	Baseline Value *	Target (Goal) Date *	Target (Goal) Value *

Pillar 2: Program Administration Cost

Administrative Costs Instructions:

- The **Baseline Value** is the percentage of costs budgeted for administrative costs for the Capital Project. The **Baseline Date** should be the date you apply to the SDF Capital program.
- The **KPI Target Value** is the percentage of costs budgeted for administrative costs for the Capital Project. The **Target Date** should be the date of Substantial Performance.

Outcome Statement The program is delivering value for money		Metric Name Total dollars spent by the Transfer Payment Recipient on program administration.			
Unit Of Measure percentage		Description The amount of SDF Capital Stream funds that will be dedicated to administrative costs related to the Capital Project. The administrative costs Target (Goal) Value cannot exceed 5% of other Eligible Cost categories.			

Data Source	Data Collection frequency *	Baseline Date *	Baseline Value *	Target (Goal) Date *	Target (Goal) Value *
Bi-Annual Project Development Progress and Payment Reports during design and construction.					

Pillar 3: Program Impact

Training Capacity Instructions:

- The **Baseline Value** is your current maximum training seat capacity in a given training period. The **Baseline Date** should be the date you apply to the SDF Capital program.
- The **KPI Target Value** is the additional training seat capacity in a given training period as a result of the capital build. The **Target Date** should be 12 months after the date of Substantial Performance above.
- e.g., if a 3-month training course can accommodate up to 100 individuals at a time, it has a baseline training capacity of 100, even if that course is delivered multiple times a year. If the Capital Project will create an additional 50 training seats, increasing total training capacity to 150 in a given training period, then the KPI will be 50.

Outcome Statement Create or improve physical spaces that increase training capacity, and strengthen labour supply for jobs in emerging and in-demand growth sectors of Ontario's economy and key sectors like the skilled trades	Metric Name Training Capacity
Unit Of Measure number	Description The additional maximum capacity of individuals that can be trained in a given training period as a result of the Capital Project.

Data Source	Data Collection frequency *	Baseline Date *	Baseline Value *	Target (Goal) Date *	Target (Goal) Value *
Bi-Annual KPI reporting over the 5-year Intended Use Period after construction					

How many more individuals will be trained each year as a result of the SDF Capital Project? Please provide a breakdown of the total 5-year additional training volume number you provided above under Pillar 1.

Year 1: *

Year 2: *

Year 3: *

Year 4: *

Year 5: *

SDF Participant Groups:

As a reporting obligation, Applicants must disclose the incremental annual enrollment volume for SDF Capital Participant Groups. How many more individuals from each of the SDF Participant Groups you identified in Section F above will be trained each year as a result of the SDF Capital Project? *

Example of KPIs:

As an additional illustrative example of the difference between each metric noted above, please see below:

Training Capacity: A proposed project will expand a training centre that has an existing training capacity of 50 training seats per training period. The SDF Capital project will create an additional 50 new physical training seats, doubling the total training capacity per training period to 100, that will support training that will be delivered twice per year.

Training Volume: Through these newly created training seats (50 new seats delivered twice a year), a total of 500 additional trainee enrollments will be delivered over the 5-year Intended Use Period (100 per year).

SDF Participant Groups: Of the 500 new trainee enrollments noted above, it is expected that one or more SDF Capital Participant group(s) will participate in the training program:

- 250 Jobseekers and/or incumbent workers who are at risk of job displacement.
- 250 Job seekers who face higher barriers to employment, including:
 - 100 women
 - 100 Indigenous
 - 50 youth.

L - Declaration and Signing

Applicants are expected to comply with the [Ontario Human Rights Code](#) (the “Code”) and all other applicable laws. Failure to comply with the letter and spirit of the Code will render the Applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are 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 them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

Declaration

The Primary Applicant hereby certifies as follows:

- a. the information provided in this application is true, correct and complete in every respect;
- b. the Primary Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- c. the Primary Applicant has read and understands the information contained in this application form and the SDF Capital Stream GROW Pathway Guideline;
- d. the Primary Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- e. the Primary Applicant understands that it is expected to comply with the *Ontario Human Rights Code* and all other applicable laws;
- f. the Primary Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*;
- g. the Primary Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- h. I am an authorized signing officer for the Primary Applicant.

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.
