



IGNITE ONTARIO

Application Guide

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Part 1 – What You Need To Know Before You Apply

Before filling out the application, please be sure to:

- Read the entire IGNITE Ontario Application Guide.
- Review the IGNITE Ontario [Frequently Asked Questions](#) (FAQs).
- Contact your [Regional Advisor](#) to discuss your IGNITE Ontario application.

It is highly advisable that applicants print a copy of this document or use a split computer screen to ensure all application instructions are followed while completing the application.

Introduction to IGNITE Ontario

Program Objective

IGNITE Ontario will provide project-based funding to [TO2015 IGNITE](#) participants to develop celebrations and community engagement initiatives in communities across Ontario leading up to and during the TORONTO 2015 Pan Am/Parapan Am Games.

Application Submission and Deadline

Applicants must use the IGNITE Ontario application available on the Grants Ontario System to submit their applications.

The IGNITE Ontario application must be completed and submitted no later than **5:00 p.m. (Eastern Standard Time) on May 7, 2014.**

When you submit your IGNITE Ontario 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 IGNITE Ontario office by email at igniteontario@ontario.ca or by telephone at 416 327-3733.

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

Applicants submitting a paper copy by mail/courier or in person

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 IGNITE Ontario office by email at igniteontario@ontario.ca or by telephone at 416 327-3733 to discuss your circumstance and to receive instructions on the submission process.

Mailed or couriered applications with attachments must be postmarked no later than **May 7, 2014** and be sent to:

c/o IGNITE Ontario
Investment & Development Office
Ministry of Tourism, Culture and Sport
900 Bay Street, 9th Floor, Hearst Block
Toronto ON M7A 2E1

Applications postmarked after the deadline or applications received by fax will not be accepted. When you submit an application in hard copy, you will receive confirmation notice by email. If you **do not** receive confirmation of your submission within two weeks, please contact the IGNITE Ontario office by email at igniteontario@ontario.ca or by telephone at 416 327-3733.

Submission Checklist

- Review the IGNITE Ontario Application Guide.
- Review the IGNITE Ontario [Frequently Asked Questions](#) (FAQs).
- Consult with your [Regional Advisor](#).
- Complete the entire Application Form.
- Provide a copy of your organization's most recent audited or Board-endorsed or Treasurer-certified financial statement as an attachment with your application.

The attachment noted above must be submitted with your application by the deadline date. Applicants who do not provide the attachment noted above will not be considered.

Strategic Overview

Maximum Funding

The maximum level of funding per application is \$10,000.

Funding will be restricted to a maximum of 50% of the initiative's total cash operating budget.

Applicants will be expected to match their IGNITE Ontario program request with an equivalent cash contribution that must be confirmed, not pending, at the time of application.

Please note that the value of in-kind expenses or contributions are not included in the determination of the size of the IGNITE Ontario initiative cash operating budget.

In addition, the IGNITE Ontario initiative cash operating budget must be for the specific initiative for which the proposed project funding will be applied and not for the organization applying.

Funding Priorities

Priority will be given to initiatives that:

- Provide a solid project plan with strong community engagement potential.
- Demonstrate strong organizational and leadership capacity to deliver the proposed initiative.
- Connect strongly to [Pan Am/Parapan Am themes and events](#) such as the culture and heritage of the Americas and the Caribbean (e.g., food, music, sport, dance, performing and visual arts, etc.).
- Engage the community in [Pan Am/Parapan Am sports](#) and healthy active living (e.g., sporting activities, demonstrations, etc.).
- Foster inclusivity and diversity through the involvement of youth, Aboriginal, Francophone and other diverse communities, and consider accessibility for persons with disabilities.
- Motivate, engage and inspire Ontarians to participate in the TORONTO 2015 Games and related activities.
- Strengthen economic and cultural connections between Ontario and the Americas and Caribbean.

Definitions

For the purposes of IGNITE Ontario, the Ministry of Tourism, Culture and Sport defines an IGNITE Ontario initiative as a public celebration/ community engagement initiative that:

- Is organized as a single activity or series of activities over a set period of time.
- Demonstrates a capacity and intention to connect to [Pan Am/Parapan Am themes and events](#), such as the culture and heritage of the Americas and the Caribbean (e.g., food, music, sport, dance, performing and visual arts, etc.).
- Demonstrates a capacity and intention to engage the community in [Pan Am/Parapan Am sports](#) and healthy active living (e.g., sporting activities, demonstrations, etc.).
- Demonstrates inclusivity and diversity through the involvement of youth, Aboriginal, Francophone and other diverse communities, and considers accessibility for persons with disabilities.

Eligibility

Eligibility Requirements

To be eligible for IGNITE Ontario funding, the applicant organization must propose an initiative that meets all of the following eligibility requirements. The initiative must:

- Be a participant of [TO2015 IGNITE](#).
- Take place in the Province of Ontario.
- Have an applicant organization in existence for one year or longer in Ontario as of September 1, 2014.
- Occur between September 1, 2014 and August 15, 2015.
- Be open to the public at large without membership in a club or group.

In addition, the applicant organization must provide a copy of its most recent audited or Board-endorsed or Treasurer-certified financial statement as an attachment. Applicants who do not provide the attachment noted above will not be considered.

Each application must demonstrate compliance with the above Eligibility Requirements. Applications that fail to do so will be deemed ineligible.

Eligible Applicants

Eligible applicants need to demonstrate proven organizational ability and technical capacity to successfully host an IGNITE Ontario initiative.

The IGNITE Ontario application must be completed and submitted no later than **5:00 p.m. (Eastern Standard Time) on May 7, 2014**.

Applicants who are not participants of [TO2015 IGNITE](#) at the time of application are expected to obtain the TO2015 IGNITE designation by June 9, 2014. Applicants who have not obtained the TO2015 IGNITE designation by June 9, 2014 will not be considered.

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 Aboriginal organizations that are incorporated.

Mandatory Requirements

Each application must confirm compliance with the following:

- Legal status of the applicant organization (e.g., established by or under legislation; federally or provincially incorporated; Aboriginal 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.
- All of the proposed expenses will be incurred during the carrying out of initiative, and 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 forms and attachments is true, correct and complete (as verified by an authorized official).

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

Ineligible Initiatives

Ineligible initiatives include:

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

One Application per Initiative

The Ministry of Tourism, Culture and Sport will consider only **one** application per initiative for the IGNITE Ontario program.

A Maximum of Two Applications per Organization

The Ministry of Tourism, Culture and Sport will consider a maximum of **two** applications per organization for the IGNITE Ontario program.

Understanding the Evaluation Process

The application evaluation process will include a fair and consistent evaluation of the merit of submissions against the stated Eligibility Requirements, Mandatory Requirements and Technical Requirements (see below) to ensure that initiatives meet program priorities. Applications that fail to meet any of the Eligibility Requirements or Mandatory Requirements will not be considered.

Applications that meet all the Eligibility Requirements and Mandatory Requirements will be scored based on a combination of pre-determined technical criteria.

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 IGNITE Ontario program priorities and assessment criteria, as well as the overall demand for funds in the program. Applications that do not indicate confirmed and matching cash contributions will not be considered.

Technical Requirement	Scoring Weight
Organizational Capacity	10%
Description of Initiative	20%
Rationale and Project Beneficiaries	20%
Risk Management and Evaluation Plan	10%
Impact of Initiative	30%
Current Financial Position and Budget	10%
Total	100%

Funding Criteria

Eligible Expenses

Eligible IGNITE Ontario funding requests must relate directly to specific expenditures incurred for the delivery of the initiative and must not include costs that would have otherwise been incurred by the applicant (e.g., operational costs to run the host organization).

In general, eligible costs include programming costs associated with activities, programs or services that aid in the delivery of the initiative.

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 programming.
- Fees paid for sports equipment.
- Fees paid for audio visual support and technical and stage crews for the initiative.
- Improved accessibility services.
- Marketing costs, including advertising, promotion and communications.
- Translation costs.
- Site services related to the initiative, such as security, sanitation products and shuttle buses.

- Other costs deemed reasonable.

Applicants must establish a relationship between proposed IGNITE Ontario expenses and their proposed initiative's desired outcomes.

Ineligible Expenses

The following expenses are **ineligible** for funding:

- Website development.
- 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.

Recipient Obligations

Acknowledgement

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 are required to:

- Carry at least \$2 million commercial general liability insurance coverage and add "Her Majesty the Queen in Right of Ontario as represented by the Minister of Tourism, Culture and Sport" as an additional insured on this coverage before the Ontario Funding Agreement can be executed (see Appendix B for example).
- Report back to the ministry within 90 days following the initiative on the use of funds, service deliverables and outcomes achieved. Applicants must use the ministry's IGNITE Ontario 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.
- Acknowledge Ontario's support with the use of an Ontario logo in electronic and print media as part of a visibility campaign.

The Ministry of Tourism, Culture and Sport expects the proposed initiative to comply with all federal, provincial and municipal laws and regulations (e.g., environmental approvals, zoning bylaws, human rights, animal welfare, etc.).

Reporting Requirements and Accounting

In addition to completing the IGNITE Ontario Final Report form, successful applicants will be expected to provide the following additional material as part of the mandatory post-project reporting process:

- (a) A Board-endorsed or Treasurer-certified financial statement that accounts for project revenue and expenditures; and
- (b) Any other details that may be requested by the province, including qualitative and quantitative measures of how the project supports improvements in the following performance measures:
 - Strongly connect to [Pan Am/Parapan Am themes and events](#) such as the culture and heritage of the Americas and the Caribbean (e.g., food, music, sport, dance, performing and visual arts).
 - Engage the community in [Pan Am/Parapan Am sports](#) and healthy active living (e.g., sporting activities, demonstrations, skills challenges at fairs, cultural events, festivals).
 - Foster inclusivity and diversity through the involvement youth, Aboriginal, Francophone and other diverse communities, and consider accessibility for persons with disabilities.
 - Motivate, engage and inspire Ontarians to participate in the TORONTO 2015 Games and related activities.
 - Strengthen economic and cultural connections between Ontario and the Americas and Caribbean.

Ongoing Communications

The Ministry of Tourism, Culture and Sport has posted [Frequently Asked Questions](#) (FAQs) regarding the IGNITE Ontario program.

Consultation with your [Regional Advisor](#) before submitting an IGNITE Ontario Application Form is expected. This should be done at least 3 weeks before the application deadline. This consultation will help determine whether the applicant and proposed initiative meet the eligibility requirements of the IGNITE Ontario program and will provide guidance in the development of your application.

Please contact your [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

Part 2 – Applying to IGNITE Ontario through the Grants Ontario System

Grants Ontario System Instructions

The Grants Ontario System is the Government of Ontario's online grant management system, which provides one-window access to information about government grants, how to apply for grants and how to check the status of your application.

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.

The Grants Ontario IGNITE Ontario application must be completed and submitted no later than **May 7, 2014 at 5:00 p.m. (Eastern Standard Time)**.

Getting Started

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

Once a formal IGNITE Ontario application is started online in Grants Ontario, it may be saved at any point and returned to later or you may also create an application online and then download the form to work on it offline. When you have completed the application offline, simply log in to the Grants Ontario System and submit your application along with all mandatory attachments (please refer to the [Grants Ontario System Reference Guide for Applicants](#) for instructions on how to save and submit).

It is highly advisable that applicants print a copy of this document or use a split computer screen to ensure all specific application instructions are followed and to best understand what is being asked in each question in the IGNITE Ontario application in Grants Ontario.

The instructions in this document will provide guidance to applicants on which questions to complete and how to complete them. **Please note that not all questions need to be answered.** Questions in the online IGNITE Ontario application that need to be answered are indicated in the following pages. Any questions identified in this guide as “not applicable” are **not** to be answered and you are requested to write “not applicable” in the space provided.

The online Grants Ontario IGNITE Ontario application has general instructions next to each heading, and by positioning the mouse cursor over a key word, additional information will appear.

Because organizations **must register with Grants Ontario (you should have already completed this during Step 1)** 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. If at any time you experience difficulty with technology, please send an email to GrantsOntarioCS@ontario.ca or create an Assistance Request within the Grants Ontario System. There is a team specifically dedicated to assist organizations with technical difficulties. The IGNITE Ontario [Regional Advisors](#) do not have the same access.

As soon as a complete IGNITE Ontario application is uploaded and submitted electronically through Grants Ontario, an email will be sent to the main application contact confirming receipt of the application.

PLEASE NOTE: If you have not received confirmation of your submission within 24 hours, please contact the IGNITE Ontario office by email at igniteontario@ontario.ca or by telephone at 416 327-3733.

What to Attach

- A copy of your organization's most recent audited or Board-endorsed or Treasurer-certified financial statement.
- IGNITE Ontario Application Sections.

The IGNITE Ontario application is comprised of the following sections:

- A. Organization Information
- B. Organization Address Information
- C. Organization Contact Information

- D. Organization Capacity
- E. Grant Payment Information
- F. Application Contact Information
- G1.** Project Information
- H. Project Financial Information
- Z. Declaration/Signing

Sections A to C – Organization Information, Address, Contact Information

These sections are explained directly in the Application. Sections A and B should be automatically filled in with information provided by applicants during the Grants Ontario System registration process. If there is incorrect information, you will need to send an Assistance Request by email to GrantsOntarioCS@ontario.ca or create an Assistance Request in the Grants Ontario System explaining 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 or leave it as it appears.

Section D – Organization Capacity

This section is for you to tell us about your organization.

D – Q 1-3. Self-explanatory.

D – Q 4. Accumulated Deficit.

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.

D – Q 5. Accumulated Surplus.

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: The surplus or deficit noted here must match that indicated in the financial statements for your organization, which must be submitted as an attachment with this application.

D – Q 6. Describe your organization’s core business or field of activity. (2,000 characters)

Describe your organization’s core business and key programming activities or primary field of activity. Describe how the IGNITE Ontario program currently fits into your organization’s core business.

D – Q 7. How does your strategic plan guide your organization’s activities?

Please type “not applicable” in space provided.

D – Q 8. Outline your organization’s risk management plan for prevention of abuse to clients, members and staff.

Please type “not applicable” in space provided.

D – Q 9. How is your Board elected?

Please type “not applicable” in space provided.

D – Q 10. How does the composition of your Board represent the community it serves?

Please type “not applicable” in space provided.

D – Q 11. What practices/procedures exist to ensure the Board conducts its activities with accountability and transparency?

Please type “not applicable” in space provided.

D – Q 12. Describe your organization’s history of managing similar projects and include past achievements. (2,000 characters maximum)

Please type “not applicable” in space provided.

D – Q 13. Describe your organization’s ability and capacity to successfully undertake this project. (2,000 characters maximum)

Describe successful strategies your organization has used to ensure that project outcomes are achieved.

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

D – Q 14. Provide details on your staff and relevant staff experience for those involved in the project. (2,000 characters maximum)

Provide details on staffing and relevant staff experience for those managing or running your initiative.

D – Q 15. Describe successful strategies your organization has used to ensure achievement of program outcomes.

Please type “not applicable” in space provided.

D – Q 16. Describe your organization’s experience developing, tracking and reporting on outcomes and performance measures successfully. (2,000 characters maximum)

Describe your organization’s experience in monitoring and tracking the outcomes requested in G1 – Q 16 of the IGNITE Ontario application.

Sections 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.)

Sections F – Application Contact Information

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

Section G1 – Project Information

G1 – Q 1. Project Name (250 characters maximum)

Please indicate the name of your initiative.

G1 – Q 2. Project Start Date.

This is the anticipated start date of the project. Eligible initiatives must begin on or after September 1, 2014 and be completed by August 15, 2015.

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

G1 – Q 3. Project End Date.

This is the anticipated end date of the project. All eligible initiatives must begin on or after September 1, 2014 and be completed by August 15, 2015.

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

G1 – Q 4. Event Start Date.

This is the anticipated start date of the IGNITE Ontario initiative.

G1 – Q 5. Event End Date.

This is the anticipated end date of the IGNITE Ontario initiative.

G1 – Q 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.

G1 – Q 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.

G1 – Q 8. Host Municipality / First Nation Community

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

G1 – Q 9. Project Priority.

- Community Engagement
- Engage Diverse Cultures
- Physical Activity/Sport/Rec

Please select all of the above.

G1 – Q 10. Project Summary

Please type “not applicable” in space provided.

G1 – Q 11. Project Description (maximum 4,900 characters)

Provide a detailed description of your proposed initiative, including examples.

For example:

- Relevance to [Pan Am/Parapan Am themes and events](#), such as the culture and heritage of the Americas and the Caribbean (e.g., food, music, sport, dance, performing and visual arts).
- Community engagement in [Pan Am/Parapan Am sports](#) and healthy active living (e.g., sporting activities, demonstrations, skills challenges at fairs, cultural events, festivals).
- Involvement of youth, Aboriginal, and Francophone communities, as well as consideration for persons with disabilities.

G1 – Q 12. Project Objectives.

Please type “not applicable” in space provided.

G1 – Q 13. Rationale/Need. (1,000 characters maximum)

Provide a clear rationale for your proposed initiative, including alignment with [Pan Am/Parapan Am themes and events](#), and [sports](#) and healthy active living, as well as examples.

G1 – Q 14. Project Beneficiaries. (2,000 characters maximum)

Describe the community (or communities) your initiative is expected to appeal to as well as how you will promote the initiative to this community (or communities)?

- Cultural community (e.g., Francophone, Aboriginal); and/ or
- Demographic (e.g., youth, persons with disabilities)

Be sure to indicate how inclusivity and diversity will be fostered through the involvement of the community attributes outlined in this section.

G1 – Q 15. Risk Assessment and Management (2,000 characters maximum)

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.

G1 – Q 16. Project Outcomes. (1,000 characters maximum)

Please provide an account of what your proposed initiative intends to achieve. For example:

- Strongly connect to [Pan Am/Parapan Am themes and events](#) such as the culture and heritage of the Americas and the Caribbean (e.g., food, music, sport, dance, performing and visual arts).
- Engage the community in [Pan Am/Parapan Am sports](#) and healthy active living (e.g., sporting activities, demonstrations, skills challenges at fairs, cultural events, festivals).
- Foster inclusivity and diversity through the involvement of youth, Aboriginal, Francophone and other diverse communities, and consider accessibility for persons with disabilities.
- Motivate, engage and inspire Ontarians to participate in the TORONTO 2015 Games and related activities.
- Strengthen economic and cultural connections between Ontario and the Americas and Caribbean.

Applicants that provide credible explanations will score higher in their evaluations than those applicants that do not.

G1 – Q 17. Evaluation Plan/Criteria. (2,000 characters maximum)

Describe your plan to evaluate the success of your proposed initiative with respect to the project outcomes reported in G – Q 16.

Section H – Project Financial Information

Before completing this section, please read the information under Eligible Expenses and Ineligible Expenses of the IGNITE Ontario Application Guide.

You are required to complete a budget for **your proposed initiative** as part of the IGNITE Ontario application.

In preparing the budget, please note that:

- Cash and in-kind contributions from your organization and/or other sources can be identified as revenues.
- A **confirmed cash contribution** of at least 50 per cent of the total cash expenses for your proposed initiative must be made by your organization and/or other sources; and
- Revenues and expenses must be entered for Year 1 only. **Do not fill out Years 2-5.** You can click on the Collapse/Expand button to minimize Years 2-5 on the IGNITE Ontario Application Form.

All expenses must be reasonable, well supported and justified. For all expenses, applicants must provide a detailed Item Description that provides the following information in the order set out below.

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). **Please note that there is a limit of 255 characters (including spaces) in each cell.**

Provide a breakdown of the revenue source for each budget item, if applicable (e.g., under the Cash Revenues from the Applicant and Other Sources header, you might list Participation Fees \$25/person x 100 people).

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). **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. For example:

- For purchased items, include the cost per unit and number of items needed (e.g., Venue Rental /10 workshops x \$150 daily rental fee = \$1,500).
- For staffing positions, include a description of responsibility, number of hours per week, and wage and benefits as they relate to the initiative.

If an item is an Eligible Expense (refer to Eligible Expenses of the IGNITE Ontario Application Guide), ensure that the Eligible Expense box is checked. Then indicate the total cost of the item in the Item Expense column. Determine how much of the item expense will be included in the requested funding amount for your initiative and indicate this in the Requested Funding column (e.g., under the Program Expenses header, you might list Sports Equipment as an expense item). If the cost of this expense item is \$10,000, you would list \$10,000 in the Item Expense column. If you are requesting that only \$5,000 of this Item Expense be included for your initiative, you would list \$5,000 in the Requested Funding column.

If an item is an Ineligible Expense (refer to Ineligible Expenses of the IGNITE Ontario Application Guide), **do not** check the Eligible Expense box. Then indicate the total cost of the item in the Item Expense column.

Rows can be added by clicking the '+' symbol on the far right hand side of the budget.

All sub-totals and totals will be automatically calculated in the Year 1 table.

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.

Additional Comments Relevant to Project Financial Information (4,900 characters maximum)

Add any information required to explain the budget for your proposed initiative (e.g., a costing break-down of expenses).

The total Revenues and Expenses for your proposed 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.

A sample budget and summary table is provided on pages 12 and 13.

Section Z – Declaration/Signing

Self-explanatory.

Part 3 – Attachment

Financial Statement

Provide a copy of your organization's most recent audited or Board-endorsed or Treasurer-certified financial statement as an attachment with your application.

Total Program Expenses		\$10,000.00	\$5,000.00
Administration/Other Expenses			
<input checked="" type="checkbox"/>	Admin & 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	\$15,000.00	Total Ineligible	\$5,000.00
		Total Expense	\$20,000.00

YEAR 2

YEAR 3

YEAR 4

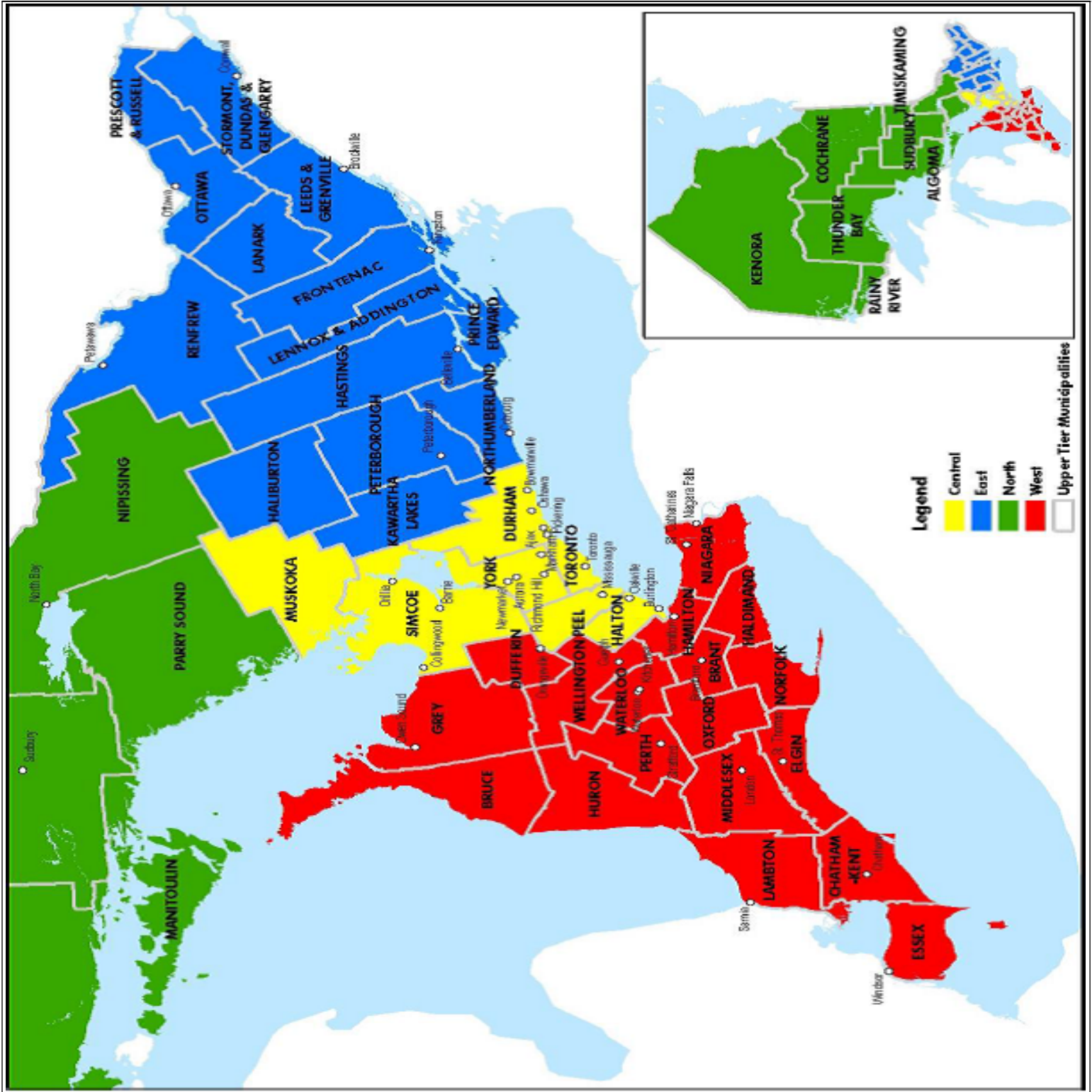
YEAR 5

Additional Comments Relevant to Project Financial Information (maximum 4,900 characters)

Total Project Financials (All Years)	
Revenues	Total
Requested Amount	\$7,500.00
Cash Revenues from Other Government Sources	\$2,500.00
Cash Revenues from the Applicant and Other Sources	\$7,500.00
In-Kind Revenues	\$2,500.00
Total Revenues	\$20,000.00
Expenses	Total
Staffing Expenses	\$5,000.00
Benefits Expenses	
Program Expenses	\$10,000.00
Administration/Other Costs	\$2,500.00
In-Kind Expenses	\$2,500.00
Total Expenses	\$20,000.00

Total Eligible Expense:	\$15,000.00
Total Project Budget:	\$20,000.00

Appendix A – Map of Ontario Regions



Appendix B – Example of Certificate of Insurance

This is to certify that the policies of insurance described herein have been issued to the insured named herein for the policy period indicated. Notwithstanding any requirements, term or condition of any contract or other document with respect to which the Certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims.

This certificate is issued as a matter of information only and confers no right upon the Certificate Holder other than those provided by this policy. This Certificate does not amend, extend or alter the coverage by the policies described herein.

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, as Represented by the Minister of Tourism, Culture and Sport" is added as an additional insured.

Generally, a certificate of insurance should:

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

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 project 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, as Represented by the Minister of Tourism, Culture and Sport**". 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.

Name and address to whom issued Ontario Ministry of Tourism, Culture and Sport			Name and address of Insured ①		
Type of Insurance ④a	Insurer	Policy Number	Expiration Date	Coverages	Limits of Liability
Commercial General Liability 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, 2014 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, 2014	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, 2014	Wrongful Acts committed in the performance of or failure to perform	\$2,000,000 per claim and Aggregate Claims Made
③ Additional Insured: Her Majesty the Queen in right of Ontario as Represented by the Minister of Tourism Culture and Sport. Subject to the terms, conditions and exclusions of the above noted policies **Evidence of Insurance Only** Cancellation: 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.					
Issued at: Toronto, Ontario Date: February 10, 2014			⑥ Signature: 