

Ministry for Seniors and Accessibility

The EnAbling Change Program Guidelines 2022-2023

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The EnAbling Change Program

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) requires organizations to implement accessibility standards in five areas of daily life to reduce barriers for people with disabilities. Implementing and enforcing these standards will help us work together to make Ontario more accessible and inclusive by 2025.

The EnAbling Change Program is a shared-cost transfer payment program administered by the Ministry for Seniors and Accessibility ("the ministry") that provides funding to not-for-profit organizations, industry organizations, and professional associations to educate their stakeholders about accessibility, drive cultural awareness about the value and benefits of accessibility, and support regulatory compliance.

The program benefits from collaboration with leaders across many sectors who produce customized resources and directly communicate about accessibility and inclusion with their networks. The program also promotes opportunities to increase AODA compliance and accessibility in daily living. Typical projects include public outreach programs, initiatives and the development of customized educational tools and resources that meet the criteria for set priorities each year. All projects funded through the EnAbling Change Program include people with disabilities in the planning and execution of the project.

PLEASE NOTE: Submission of an EnAbling Change Program application does not guarantee funding. As the program can only fund a limited number of projects, meeting program priorities and parameters does not guarantee funding.

Before you apply:

These guidelines will help you determine whether your project fits the EnAbling Change Program parameters. Please consider these questions carefully before you begin your application:

- Is my organization eligible for funding?
- Does my project idea meet the program priorities?
- Will my project idea lead to greater compliance with the AODA and/or communicate the value of accessibility and a more inclusive Ontario?

Before initiating an application, it is important to consult with the [Regional Development Advisor \(RDA\)](#) assigned to your area. To determine your region please refer to [Appendix A](#) in this document. Your RDA will be your main point of contact for the program and can help you determine whether your organization and proposed project meet the program's eligibility requirements.

We recommend that you raise any questions about your application with your RDA prior to submission. Your RDA can provide invaluable feedback for questions you might have in developing your application. This should be done **at least two weeks** before the application deadline in order to allow enough time to properly prepare, update or amend your application.

AODA Context

The AODA has accessibility standards in the areas of:

- Customer service;
- Information and communications;
- Employment;
- Transportation; and,
- Design of public spaces.

The AODA and its accessibility standards apply to over 400,000 organizations in Ontario. Organizations with one or more employees in the public, not-for-profit and private sectors must comply with accessibility standards. Organizations with 20 or more employees are required to file accessibility compliance reports with the Government of Ontario.

For more information about the AODA and its accessibility standards, please visit www.ontario.ca/accessibility.

Note: To be eligible for EnAbling Change Program funding, your organization must be in compliance with the AODA and its standards. You will be asked to attest to your organization's compliance to the AODA in the application form.

For more information about your accessibility compliance requirements, please visit www.ontario.ca/page/accessibility-rules-public-sector-organizations.

Championing accessibility

The ministry expects successful program recipients to demonstrate support for accessibility publicly.

Organizations should demonstrate a commitment to accessibility in order to lead by example in their sector. This can involve:

- Ongoing membership in an active coalition of champion organizations committed to sustained change, including access to networking events and newsletters; and,
- Access to a network of accessibility champions to provide you with expertise.

French Language Services Act

The ministry expects successful program recipients to meet the obligations under the [French Language Services Act \(FLSA\)](#). If the organization selected under this program will be serving the entire province or one of the 26 designated areas of the province, there is a legislative obligation under the FLSA for the organization to deliver all programming, services, and program information in both French and English.

If you are developing any resources (e.g., brochures, training guides and websites) to be used for the entire province or one of the [26 designated areas of the province](#), they must be available in French and English.

Eligibility Criteria

Eligible Applicants

Organizations are eligible to apply to the EnAbling Change Program if the organization:

- Is a not-for-profit organization that is able to reach across an industry or sector in Ontario;
- Is compliant with Ontario's accessibility laws;
- Is a not-for-profit organization that has been incorporated in Ontario for at least one year;

- Has accountability processes to administer, manage and oversee any funding received from the Province; and,
- Provides proof of Commercial General Liability Insurance coverage in the amount of not less than \$2 million.

Preference will be given to applications that demonstrate:

- Ability to deliver proposed projects to networks and employers across an industry or sector;
- Understanding of challenges related to accessibility and/or AODA compliance within an industry or sector;
- Projects that will benefit target audience beyond the funding period and be sustainable over the longer term;
- Experience developing workplace training and adult education programs and products for employers and/or the public;
- Access to expertise related to employers and people with disabilities in the workplace; and,
- Experience fostering cultural change in a community or industry.

Program participants must comply with all relevant federal, provincial, and municipal laws, regulations and orders that apply to the project. In particular, applicants shall not infringe upon any provision of the Human Rights Code R.S.O 1990, c. H.19, as amended from time to time, in the course of carrying out its responsibilities or obligations during the project.

Supporting Organizations

The EnAbling Change Program encourages collaboration. Applicants are encouraged to partner with other organizations to meet project objectives. Applicants may apply for funding with supporting organizations such as businesses, public sector organizations or other not-for-profits.

Example: Epilepsy Toronto creates a course on how to make workplaces more accessible for people with epilepsy. A supporting organization, such as a bank, asks staff in its Human Resources department to test the course and provide feedback to Epilepsy Toronto. A bank representative endorses the course at the product launch event.

Participation of the Ministry

Each successful project is assigned staff from the ministry to oversee the Transfer Payment Agreement (TPA). Program participants can expect active participation from the ministry staff in the form of:

- Review of project deliverables to ensure accuracy with the AODA and alignment with accessibility principles;
- Advice on policy and communications; and,
- Linkages to a wide variety of accessibility experts.

Eligible Project Costs

Project Funding

The EnAbling Change Program is a shared-cost transfer payment program. The ministry will contribute up to 75 per cent of *total project costs* while applicants must contribute a minimum of 25 per cent of the *total project costs* in cash or in-kind. In-kind contributions can include staff time or other organizational resources.

For example:

Total budget for Project X = \$25,000

Ministry contribution = $\$25,000 \times 75\% = \$18,750$

Applicant contribution = $\$25,000 \times 25\% = \$6,250$

Applicants are required to outline all project costs in the budget section of the application form.

Examples of in-kind contributions:

- Executive oversight for a project;
- Communications support;
- Promotional activities;
- Event expenses; and
- Printing costs.

Eligible Costs

- Salaries for staff and consultants/contractors working on the project;
- Project development and implementation costs;
- Project administration and coordination;
- Promotion and marketing of resources;
- Segmented audited financial statements based on reasonability and if required in the TPA;
- Development of an accessible website or other accessible materials specifically related to the project; and
- Production of products including translation of resources and services (e.g. guidebooks, fact sheets, toolkits, project-specific websites/webpages, event sessions, etc.) into French.

Ineligible Costs

The program **does not** fund:

- Costs of meeting AODA requirements. For example, no funding will be provided to refresh existing websites to meet accessibility requirements under the AODA;
- Wage subsidies, placement programs, employee assistance programs or workplace accommodations;
- Building renovations (such as ramps, elevators, lifts and automatic door openers), equipment or furniture;
- Capital expenses;
- Accessibility audits;
- Operational expenses related to ongoing business activities;
- Therapy programs, counselling or support groups;
- Workplace accommodation or other accessibility measures already required under the Ontario Human Rights Code;
- Legal, bookkeeping, interest fees;
- Audit for full internal organization financials independent from EnAbling Change Program's TPA requirements;
- Project components completed or partially funded by another organization or grant.
- Fundraising, lobbying, or sponsorship campaigns;
- Refundable taxes and expenses – funding will not pay for any tax or expenses for which the organization can claim refunds, rebates, or credits, such as HST;

- General operating costs of the organizations that are not specifically related to the project, including standard utilities and rent;
- Employee benefits; and,
- Any projects, services, or programs that do not align with the social gathering guidelines set out by Ontario's Chief Medical Officer of Health and the local public health authorities related to COVID-19.

Use of Government Funds and Verification

The ministry has the responsibility to the taxpayers of Ontario to ensure that government funds are being used in accordance with the expectations established with executed TPAs. As such, the ministry requires funding recipients to be accountable for the funds being spent and to deliver programs/services as outlined in the agreement. Successful funding recipients will be asked to provide supporting financial documentation to validate that government funds are used appropriately in accordance with their executed TPA and its Schedules. The method of verification will be proportional and dependent on funding allotment and risks associated with the proposed deliverables. The ministry may request supporting financial documents periodically throughout the delivery of your project. Please find a non-exhaustive list supporting financial documents that may include:

- Audited segmented financial statements;
- Board/Management attestation of expenses;
- Invoices;
- Receipts of expenses;
- Any third-party contracts and related expenses; and
- Documentation verifying performance results reported for reasonability.

Please note, if your funding amount equals \$120,000 or more, you may be required to submit an audited segmented financial statement from a third-party auditor at the end of the project along with your final report. Applicants should consider costs associated with verification (i.e. audit expenses) in the Budget and Workplan in the application form.

Confirmation of the successful recipient's requirements for verification will be determined during TPA negotiations and discussions. For more information on the discussion process, please refer to the [Terms and Conditions](#) section of these guidelines.

Project Priorities and Outcome Measurement

All projects must meet *at least one of the following key priorities*. However, applicants are encouraged to submit proposals that address more than one of the following three priorities:

The EnAbling Change Program 2022-2023 priorities are:

Priority 1: Create Equitable Opportunities in the Labour Market

Supports for employers, specifically in sectors facing labour shortages, to increase employment opportunities for people with disabilities. This includes raising awareness of employment standards, untapped talent and removing accessibility barriers across all stages of employment (i.e., hiring, retaining, promoting and effective accommodation practices for people with disabilities).

You will receive additional points during the evaluation phase if your proposed project targets the agriculture, food, air travel, retail, manufacturing or healthcare sector.

Examples of eligible projects:

- A project which creates sector-specific reference tools and learning materials to support employer's implementation of inclusive recruitment, employment and retention practices;
- Designing reference tools, learning materials and short videos for employers in a specific sector to create viable employment opportunities for people with disabilities; and,
- Development of tools to support employees with disabilities working in hybrid environments.

Examples of measurable outcomes and outputs (not an exhaustive list):

- Number of toolkits, learning materials and short videos created, downloaded and/or viewed;
- Increased perception among people with disabilities that the project will help prevent and/or remove accessibility barriers to employment; and,
- Increased awareness among employers of inclusive hiring and retention practices.

Priority 2: Support Awareness and Regulatory Compliance

Outreach and education to foster understanding and create awareness of accessibility requirements for compliance, including developing sector-specific tools to support organizations in meeting their responsibilities under the AODA and breaking down common challenges and barriers to implementation of requirements.

You will receive additional points during the evaluation phase if your proposed project targets the accommodation and food services or retail trade sector.

Examples of eligible projects:

- A project that educates not-for-profit performing arts organizations in Ontario about their legal obligations under the AODA;
- Develop marketing and promotional content for employers to break down common challenges and barriers to implementation of requirements; and,
- Develop and host a workshop for small businesses on providing accessible customer service.

Examples of measurable outcomes and outputs (not an exhaustive list):

- Number of webinars delivered and number of participants;
- Number of materials developed to share with employers;
- Increased awareness of AODA compliance and reporting requirements; and,
- Increased awareness of how to provide accessible customer service.

Priority 3: Drive a Culture of Respect and Dignity for People with Disabilities

Raise awareness of the social and economic benefits of accessibility and inclusion with the involvement of umbrella organizations and sector representatives (specifically healthcare and education) to develop tools and resources (both sector and user based) to support better outcomes and experiences for people with disabilities in hospitals and students with disabilities in publicly funded education.

You will receive additional points during the evaluation phase if your proposed project targets the healthcare or education sector.

Examples of eligible projects:

- A project that develops training materials for nursing and medical schools to improve training provided to the students on disabilities and the social model of disability;
- Developing guidance documents for obligated organizations and conduct a multi-faceted ongoing public education campaign on accessibility; and
- Toolkits to be used by teachers to promote inclusive classrooms for students.

Examples of measurable outcomes and outputs (not an exhaustive list):

- Number of resource guides, toolkits and webinars created;
- Participants report increased knowledge of barriers to people with disabilities; and,
- Percentage of participants who indicate they will implement at least two learnings from tool developed.

Performance Measures

The EnAbling Change Program has standard output and outcome performance measures. The ministry requires recipients to collect and report on all performance measures which apply to their project. Additional performance measures may be applied to projects.

Table 1: EnAbling Change Program – Standard Performance Measures

Number	Performance Measure	Performance Measure Description
1	Number of outreach activities (events/training) delivered.	Total number of outreach activities (events/training)
2	Number of new tools/resources developed.	Total number of new tools/resources developed during the project.

3	Number of tools/resources distributed or accessed.	Total number of tools/resources distributed or accessed during the project.
4	Number of attendees/participants in all activities (services/activities/training).	Total number of participants in all project activities (services/activities/training).
5	Number of organizations reached.	Total number of organizations reached.
6	Number of participants who would recommend resources/events to another member of their network.	Total number of participants who will recommend resources/events to another member of their network.
7	Using a five-point scale (strongly disagree- 1, to strongly agree- 5) the number of participants indicating they found shared resources were clear and useful.	Percentage of participants who indicate they found shared resources were clear and useful.
8	Creating awareness: increased knowledge of accessibility barriers.	Percentage of participants who indicate increased knowledge of the barriers that people with disabilities face.
9	Creating awareness: increased knowledge of accessibility standards and accessibility compliance requirements.	Percentage of participants who indicate increased knowledge of the accessibility standards and compliance requirements.
10	Using a five-point scale (strongly disagree- 1, to strongly agree- 5) the number of participant respondents that as a result of participating in project activities/ training they intend to implement at least two	Percentage of participants who indicate they will implement at least two learnings (i.e. best practices, policies, standards, etc.) to improve accessibility in their organization within a year

	learnings (i.e. best practices, policies, standards, etc.) to improve accessibility in their organization within a year following participation in the project.	following participation in the project.
11	Using a five-point scale (strongly disagree- 1, to strongly agree- 5) the number of participant respondents that as a result of participating in project activities/training intend to apply the knowledge they gained to inform their future decisions and actions.	Percentage of participants reporting that as a result of participating in project activities/training they intend to apply the knowledge they gained to inform their future decisions and actions.
12	Increased perception among people with disabilities that the EnAbling Change project will help prevent and/or remove accessibility barriers (if applicable).	Percentage of participants that identify with having a disability who indicate that they think the project will prevent and/or remove accessibility barriers that they themselves or other people with disabilities may have faced in the past.
13	Increased participant support of culture change towards respect and dignity for people with disabilities in Ontario.	Percentage of participants who, as a result of the EnAbling Change project activities, are more supportive of culture change towards respect and dignity for people with disabilities in Ontario.
14	Increased employment opportunities for people with disabilities.	Percentage of employers who as a result of participating in EnAbling Change Program activities report that they will increase employment

		<p>opportunities for people with disabilities.</p> <p>If there is no survey for employers:</p> <p>Percentage of participants who, as a result of EnAbling Change Program activities, report that they are less hesitant to apply to various employment opportunities.</p>
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Application Timelines

Applications will be accepted between **November 3, 2022 and December 8, 2022, at 5:00 p.m. EST.**

All applications will be evaluated following the closing of the application period. Successful applicants will receive notification by the ministry in subsequent correspondence about the results of their application (*See Evaluation of Application section for more information*). Unsuccessful applicants will also be notified on the results of their application.

How to Apply

Applications must be submitted through Transfer Payment Ontario (TPON).

Step 1: Enroll in TPON

Account Set-Up

Applicants must have a ONE-key account and ID and have registered their organization in the TPON system in order to apply. For instructions, visit [Get funding from the Ontario Government](#).

If you are already registered and have an account in TPON, please ensure all of your organization's profile information is correct and up to date. To make any changes to your organization's information, please refer to the [Central Forms Repository](#).

Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer:

Applicants need to complete [the supplier registration and application for direct deposit](#) to receive funding payments.

Note: Setting up an account may take up to five business days so allow at least one week to register before starting the application process.

Step 2: [Complete the EnAbling Change Program 2022-2023 Application](#)

- Log into Transfer Payment Ontario;
- Click on "Apply for a Grant" and select the EnAbling Change Program;
- Review or complete sections in the online application as per the guidelines below; and,
- Submit your application along with all mandatory attachments.

If you require an alternative format or have any accessibility accommodation requests, please contact enablingchange@ontario.ca.

Application

Once you are registered and have access, the next step is to complete an application online through TPON. For help with this process, refer to the [Transfer Payment Resource – Submit for Funding](#). You can also watch the online video [Transfer Payment Ontario – How to submit for funding](#) or access the [video transcript](#).

If you have any questions or issues during this process, do not hesitate to contact the **TPON Client Care at 416-325-6691 or 1-855-216-3090**, Monday to Friday from 8:30 a.m. to 5:00 p.m. EST or by email at TPONCC@ontario.ca.

Notifications

When you submit your application, you will receive a confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call TPON Client Care.

All applications will be evaluated following the closing of the application period. Following the evaluation period, the primary contact provided by the applicant will be notified by email and/or subsequent correspondence regarding the application status. It is therefore important to provide accurate and up-to-date contact information and to regularly monitor the primary contact's phone and email to enable timely communication regarding the status of the application.

How to complete the online application form

Please refer to the information in this section to assist when completing your online application form.

If a question does not apply to your organization, please enter:

- N/A for text fields; and,
- 0 for numeric fields.

Once an application has been started, it may be saved or downloaded at any point and returned to later. Please refer to the [Transfer Payment Ontario website](#) for technical instructions on how to submit the application.

Required documents

Applicants should ensure the following are submitted:

Application Form

- Ensure your application is complete and signed.

Proof of Incorporation

- Applicants must provide proof of incorporation and not-for-profit status by producing a copy of the Articles of Incorporation.

Proof of Insurance

- Applicants must provide proof of insurance with their application.

Section A – Organization Information

This section is pre-populated based on your TPON registration information. If you require changes to this section, please contact TPON Client Care.

Section B – Organization Address Information

This section is pre-populated based on your TPON registration information. If you require changes to this section, please contact TPON Client Care.

Section C – Applicant Contact Information

Provide information about key contacts for the organization, including whether they have signing authority or not.

Section D – Organization Capacity

Provide information about the number of staff and volunteers in your organization.

Section E – Grant Payment Information

This section includes information about making payments to the organization if successful. Please note, the Method of Payment must be “Electronic Fund Transfer.” A form must be submitted by the organization to the ministry.

Section F – Project Information

Provide information about your proposed project and its activities. Accessibility must be embedded in all final deliverables (i.e. captioning for videos, accessible graphics, and colours in guides, etc.). In this section, you will also be asked to identify what sector your project targets.

Section G – Additional Project Information

Provide detailed and complete information for each of the questions in this section to describe how your organization will plan, develop, resource and manage the proposed project.

TIPS: What evaluators are looking for:

- Activities and Deliverables should align with the workplan and budget

Section H – Project Work Plan

Describe how your organization is going to carry out the project. The work plan should demonstrate a realistic and systematic approach as to how you will accomplish all phases of the project.

All projects must be finished by March 31, 2024.

Allow for sufficient project planning and development time when determining your project start date. Specify, to the best of your ability, the specific activity/event date(s). If it is a weekly or monthly event, define it as such. If it is ongoing work (i.e. not event-based), explain it in your application.

Ensure that all activities/events proposed in the project plan:

- are undertaken within the province of Ontario;
- benefit people with disabilities; and
- include at least Interim and Final Report submission dates.

TIPS: What evaluators are looking for:

- Applicants make the case on how the proposed project relates to the year's priorities of the EnAbling Change Program as well as to why the organization is the best fit administering it;
- Applicants provide a realistic timeframe for the proposed activities and deliverables, including performance indicators to measure success;
- Applicants provide a realistic timeline which identifies key start and end dates for each of the key activities to be undertaken;
- Applicants identify in detail the steps that will be taken to implement all the project requirements;
- Applicants provide a comprehensive approach to the evaluation of the success of the project;
- Applicants showcase project sustainability and identify how the project can be scaled up to improve accessibility beyond the project's timelines; and,
- Applicants align project workplan with project description, deliverables, and budget.

Section I – Performance Measures

Provide information about ministry-required performance measure targets. Here you need to provide numeric values for what you hope to achieve in your project.

TIPS: What evaluators are looking for:

- Proposed performance measure targets should be reasonable and obtainable, however have a value that will showcase the success of the

project and the program. For your project's performance measure targets 7-14, consider including targets in the range of 80 per cent or higher.

Section J – Communication, Promotion, Marketing Plan

Describe how you will promote your project activities to your target audience. Include information about the methods and tools you will use to market your project.

Section K – Budget

The budget should be detailed and consider all anticipated project expenses. It should demonstrate value for the funding requested from the Province of Ontario. Projects may range in value from \$5,000 to \$150,000.

Please complete the 2022-23 and 2023-24 budget columns.

Grants will be paid in installments and have a payment schedule that is determined based on project deliverables.

TIPS: What evaluators are looking for:

- Applicant provides a reasonable budget that sets out costs for key work plan activities including detailed information about the organization's in-kind contribution to the project; and,
- Applicant demonstrates accurate pricing of deliverables.

Section L – Supporting Organizations/Stakeholder Information

Provide information about supporting organizations/stakeholder information, if applicable to your project.

Section M – Terms and Conditions

Review the Terms and Conditions in detail.

For successful applicants only, the Terms and Conditions outlined in this section of the application will be used in the TPA between the Province and the Recipient.

Based on the Terms and Conditions and information included in the application form, applicants approved for project funding will automatically enter into an

Agreement with the Province of Ontario. Applicants who are approved to receive project funding will receive an approval letter from the ministry.

Ministry staff will then contact the applicant after this notification to develop the final TPA using the information provided in the application form. Where appropriate, adjustments to project details can be made during these discussions. In addition to the TPA, and before the agreement can be executed, the applicant will have to provide confirmation to the Province approving the final project Agreement and its related elements including funding ceiling, workplan, payment plans, budget, and reporting timelines.

Section N – Declaration/Signing

By clicking on the “Sign Document” and “I agree” buttons, the applicant understands that if it is selected for funding, the applicant will enter into an agreement with the Province and will start contract discussions with the ministry.

Evaluation of Applications

The ministry will conduct the evaluation of applications according to the following scoring:

Capacity: 15 per cent

Applicant is qualified and has the capability to deliver cross-sector/information/programs. Organization can act as accessibility leader in their sector.
Organization staff has relevant experience.

Networks: 10 per cent

Applicant demonstrates strong sector networks, relationships, and partnerships with the ability to deliver project outcomes.

Accountability: 15 per cent

Applicant has clear accountability processes to administer, manage, and oversee any funding received from the ministry, including budget management, risk management, and relevant staff expertise for projects.

Project description: 20 per cent

Project description is feasible and addresses the strategic priorities outlined for the program. Deliverables are well thought out. Target audience is relevant. Project has an element of sustainability following the funding period.

Project Sector: 10 per cent

The proposed project targets one of the priority sectors identified in the program guidelines.

Work plan: 15 per cent

Proposal provides steps required to implement the project, a comprehensive evaluation of project success, realistic timeframe for deliverables, and relevant performance indicators. Proposal identifies how the project can be scaled up to improve accessibility beyond the project's timelines.

Budget: 15 per cent

Proposed budget is reasonable and sets out costs for key work plan activities. Applicant demonstrates effective use of government funds. Applicant demonstrates accurate pricing of deliverables and includes detailed information about applicant's in-kind contribution to the project. Confirmation of the impact this grant funding would have on the project's financial viability.

Maximum Score: 100 per cent

The applications will be assessed and scored out of a maximum of 100 per cent.

Contact and Additional Information

Technical questions about how to apply or help with Transfer Payment Ontario?

Contact: [Transfer Payment Ontario](#) or call Transfer Payment Ontario Client Care: 416-325-6691 or 1-855-216-3090.

Questions about the EnAbling Change Program?

Contact the [RDA](#) assigned to your area. To determine your region, please refer to [Appendix A](#) in this document.

Examples of resources created through [previous EnAbling Change Program projects](#) are available on the Government of Ontario website.

Glossary/Explanation of Terms

Audit: Examination of a recipient's accounts, records or other evidence deemed necessary in the circumstances. An audit may be done to review the expenditures related to a specific project, or the audit may concern the expenditures of an organization for the fiscal year.

End Date: The end date of an EnAbling Change project is the date when the recipient's final project report is accepted by the ministry.

Evaluation: The systematic collection and analysis of information on the performance of a policy, program, project, or initiative to make judgements about relevance, progress or success and cost-effectiveness and/or to inform future programming decisions about design and implementation.

Expiry Date: The expiry date refers to the date when the TPA between the Government of Ontario and the recipient organization concludes. The expiry date of the TPA typically extends beyond the project end date.

Interim Report: All grant recipients will be required to submit a minimum of one interim report during the life of their project using templates provided by the ministry. The report will provide details related to the progress of the project's objectives and any other details required as outlined in the agreement. As part of an interim report, all details of financial activity must be documented and reported, such as a financial statement providing updates on all project costs, expenses, and incomes (such as in-kind contributions). Details will be provided in the agreement.

Final Report: The final report is to be submitted by the grant recipient within thirty days, or one month after the project is completed. The final report will provide information on both the project administration as well as the financial activity. It will provide details related to whether the project's objectives were met, how the success of the project was measured, the level of community

participation and response, and any other details required as outlined in the agreement. As part of the final report, all details of financial activity must be documented and reported, such as a financial statement summarizing all project costs, expenses, and incomes (such as in-kind contributions). Details will be provided in the agreement.

Not-For-Profit Organization: A not-for-profit organization is a club, society, or association that's organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit. These organizations may be incorporated and, for the purposes of the EnAbling Change Program, must provide proof of incorporation and not-for-profit status by producing a copy of the Articles of Incorporation.

Outcomes: Changes that are the result of implementing the project. They are the effects or consequences of the project that are considered significant in relation to its initial commitments. Outcomes must be measurable and may occur within organizations, communities, and/or individuals. They may relate to behaviour, skills, knowledge, attitudes, values, conditions, or other attributes. There should be a direct relationship between outputs (i.e., quantitative results) and outcomes. For example, an accessibility education workshop might measure the number of attendees (output) while also measuring whether the workshop helped increase awareness of accessibility legislation (outcome) by having the attendees answer survey questions asking about increased awareness.

Performance Measures: Indicators that provide qualitative and/or quantitative information needed to measure the extent to which a project is achieving its intended outcomes. Qualitative data can be expressed in terms of change or comparison between two states, while quantitative indicators can be in the form of a ratio, percentage, comparison, or figure.

Project: A set of activities or functions that a recipient proposes to undertake. A project has a clear start and end date, occurs within a reasonable period of time, and demonstrates measurable outputs and outcomes. The project should identify whether the results will have a local, regional or an Ontario-wide scope.

Recipient Organization: A project may be supported by several organizations; however, the recipient is one organization that is responsible for the project as a whole and for the attestation in the legal agreement (see also "SUPPORTING ORGANIZATION").

Supporting Organization: An organization that supports the recipient organization to undertake the project. A supporting organization must provide written confirmation in the form of a letter about their role in the proposed project and what activities they will undertake. A supporting organization can play a significant role in the project, including taking part in the planning, development, implementation, and/or evaluation of the project.

Appendix A: Ministry Regions in Ontario

