



MINISTRY FOR SENIORS AND ACCESSIBILITY
ENABLING CHANGE PROGRAM

PROGRAM GUIDELINES
2024-25

Application Deadline:
June 27, 2024, 5 p.m. ET

Table of Contents

The EnAbling Change Program	4
Before you apply:	4
AODA Context.....	5
Championing Accessibility	6
French Language Resources	6
Eligibility Criteria.....	6
Eligible Applicants.....	6
Supporting Organizations	7
Eligible Project Costs	8
Project Funding	8
Eligible Costs	8
Ineligible Costs	9
Use of Government Funds and Verification	10
Project Priorities.....	11
Increase connections to job opportunities for people with disabilities	11
Increase the accessibility of community programs and services for people with disabilities	12
Support awareness of, and compliance with, accessibility regulation	12
Application Timelines.....	13
How to Apply	13
Step 1: Enroll in TPON.....	13
Step 2: Complete the EnAbling Change Program 2024-2025 Application	14
Required documents	15
Terms and Conditions	15
Evaluation of Applications	16
Project quality, relevance (25%)	16
Anticipated impact of project (25%)	16
Budget, financial feasibility (25%).....	16
Organizational capacity (25%).....	16

Contact and Additional Information 17
 Questions about the EnAbling Change Program? 17
 Promotional Material 17
 Acknowledgement of Provincial Funding and Communication Protocols 17
Program Guidelines' Glossary 19

The EnAbling Change Program

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) is about identifying, removing and preventing barriers to inclusion for people with disabilities. Since the AODA was passed, the government has collaborated with the disability community, businesses and other partners to develop accessibility standards in key areas of daily life. The AODA's main goal is to achieve accessibility in Ontario by developing, implementing and enforcing these standards. The government will continue to review the AODA regularly to improve the lives of Ontarians beyond 2025 and consider new accessibility standards or amend existing ones.

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 (as defined in the Program Guidelines’ Glossary below) including industry organizations, professional associations, and municipalities, to educate their stakeholders and/or the public 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: Submitting 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 note that capitalized terms are defined in the Program Guidelines’ Glossary. 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 ministry staff who will be your main point of contact for the program. They 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 ministry staff prior to submission by emailing enablingchange@ontario.ca. Ministry staff 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 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. [Learn more about the AODA and its accessibility standards.](#)

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. [Learn about your accessibility compliance requirements.](#)

Championing Accessibility

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

Not-for-Profit Organizations should demonstrate a commitment to accessibility 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 Resources

If you receive funding through the EnAbling Change Program, and are developing any resources (e.g., brochures, training guides and websites) to be used for the entire province or one of the [26 French designated areas of the province](#), you are encouraged to deliver all programming services, and program information in both English and French. Additionally, French and English resources should be made available simultaneously to the public.

Please also note that organizations who are subject to the French Language Services Act (FLSA) must comply with their legislative requirements under the FLSA related to any aspect of the Project.

Eligibility Criteria

Eligible Applicants

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

- Is either:
 - a Not-for-Profit Organization that is able to reach across an industry or sector in Ontario and has been incorporated in Ontario or Canada for at least one year; or
 - a municipality governed by the *Municipal Act, 2001* or any other Act of the Legislature;
- Is compliant with Ontario's accessibility laws;

- 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 or 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.

The Project must take place in Ontario and must be completed by September 30, 2025. Applicants should plan to start their projects in October 2024.

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 their 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-Profit Organizations.

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.

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 eligible project costs** while applicants must contribute a minimum of 25 per cent of the **total eligible 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 related to Project expenses (as required in the TPA for recipients receiving \$100,000 or more in EnAbling Change funding);
- Development of an accessible website or other accessible materials specifically related to the Project;
- Travel, meals and accommodation expenses for employees or volunteers in Ontario and related specifically to the project (note funding to support travel or catering expenses must align with the [provincial government's Travel, Meal and Hospitality Expenses Directive](#)).
- 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 completely 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; and
- Employee benefits.

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 Project activities. The ministry may request supporting financial or Project-related documents periodically throughout the delivery of your Project. Some examples of what may be requested include, but are not limited to:

- 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.

Please note, if your funding amount equals \$100,000 or more, you will 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 sections of the application form.

Please also note, you are required to keep all receipts associated with the Project for seven years after the Project ends for ministry audit purposes. For public transparency and accountability, as part of the final reporting process, some recipients will be asked to provide a summary of their Project expenses, followed by copies of invoices and/or receipts to verify that funding was spent on eligible expenses.

All Project costs must be reasonable and reflect current market rates. The Ministry for Seniors and Accessibility has the discretion to deny any unreasonable project expenditures and any expenditure that was not pre-approved by ministry staff.

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

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 EnAbling Change Program 2024-25 priorities:

Increase connections to job opportunities for people with disabilities

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).

Examples of potentially eligible projects:

- A sector specific training and skills development program with specialized supports to connect people with disabilities to employers outside of existing recruitment channels;
- A Project that increases job opportunities for people with disabilities by creating sector-specific reference tools and learning materials to support employers' 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.

Increase the accessibility of community programs and services for people with disabilities

You will receive additional points during the evaluation phase if your proposed project targets the recreation, healthcare, education, or employment sectors.

Examples of potentially eligible projects:

- A guide with practical examples of how to create accessible settlement programs for newcomers.
- Development of tools to support healthcare workers to deliver accessible healthcare.
- A Project that develops tools and resources for educators on how to create accessible course materials or deliver accessible virtual courses.

Support awareness of, and compliance with, accessibility regulation

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.

Examples of potentially eligible projects:

- Develop marketing and promotional content for employers to break down common challenges and barriers to implementation of requirements;
- A Project that increases the awareness of reporting requirements under the AODA of organizations in the food services sector through the delivery of webinars that results in increased compliance with the AODA;
- A Project that educates not-for-profit performing arts organizations in Ontario about their legal obligations under the AODA.

Application Timelines

Applications will be accepted **until June 27, 2024, at 5:00 p.m. ET.**

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 about 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

Effective April 17, 2023 the Government of Ontario changed the way public users access secure government services, including TPON. Users who have a ONE-key or GO Secure ID will be required to create a My Ontario Account for secure access to TPON.

Existing TPON users will have the opportunity to migrate their profile to My Ontario Account by creating an account with their TPON associated email. New users to TPON will create a My Ontario Account profile or can use a previously created My Ontario Account. For instructions, visit [Get funding from the Ontario Government](#).

If you are already registered and have an account in TPON, please ensure all your organization's profile information is correct and up to date. [Learn how to make any changes to your organization's information](#).

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 2024-2025 Application

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](#).

- 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.

If you have any questions or issues during this process, do not hesitate to contact **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. ET 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.

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 (municipalities are exempt from this requirement).

Proof of Insurance

- Applicants must provide proof of Commercial General Liability Insurance coverage in the amount of not less than \$2 million with their application.

Provide prior-year audited financial statements

- Applicants with gross annual revenues of \$250,000 or more over the last two fiscal years combined must submit audited financial statements.
- Applicants with gross annual revenues of less than \$250,000 over the last two fiscal years combined must submit board-endorsed financial statements that include both a statement of revenues and expenses and a balance sheet.
- Applicants operating for less than two years, municipalities and First Nations applicants are exempt.

Terms and Conditions

Applicants who are successful will receive an approval letter from the ministry indicating they are approved to receive Project funding. Ministry staff will then contact the applicant to develop the final TPA.

Please review the terms and conditions in this section in detail. These terms and conditions will be included in the TPA between the Province and the Recipient Organization.

The TPA will also include other information provided in the application form. Where appropriate, adjustments to Project details (e.g., budget, work plans etc.) can be made during discussions with ministry staff as part of the process of finalizing the TPA before it is signed. The TPA governs the Project fundings.

Evaluation of Applications

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

Project quality, relevance (25%)

1. Workplan is clear, with good details about how it will be implemented. Project is achievable by September 30, 2025.
2. Roles and responsibilities of individuals involved in the Project make it clear who will do what.
3. Evidence of meaningful partnerships, partners endorse the relevance of the Project.
4. Degree of innovation represented by the Project.
5. Need for the Project is clear. It may be backed up by existing strategic plans, age-friendly community plans, or similar.

Anticipated impact of project (25%)

6. Project will impact the target priority population(s) and/or sector(s).
7. Need for the Project is clear and convincing. It is understood why the Project is needed and how it will impact the community and its residents.
8. The process for measuring performance indicators is evident and metrics are clear.
9. Demonstrates realistic short, medium and long-term impacts.
10. Social characteristics (for example, age, gender, economic status) of each group/sector is addressed and accounted for.

Budget, financial feasibility (25%)

11. Costs are eligible and the budget information provided is clear and consistent with the program requirements.
12. Costs align with the project plan.
13. There is evidence of good value for money.
14. Financial and in-kind contributions from other sources are clearly documented in the budget and in supporting letters.
15. Estimated costs are likely sufficient to deliver the project.

Organizational capacity (25%)

16. The organization's mandate aligns with the Project and with the target audience. The organization is appropriate to deliver the Project.
17. The organization is financially stable and has provided recent financial statements.

18. Evidence of partnerships with other organizations that will help them to deliver the Project is provided.
19. The organization has sufficient staff and/or volunteers in place to deliver the Project.
20. The organization has a track record of success, has undertaken similar work in the past, and does not have a record of non-compliance.

Contact and Additional Information

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

Contact: Email TPONCC@ontario.ca or call Transfer Payment Ontario Client Care: 416-325-6691 or 1-855-216-3090.

Questions about the EnAbling Change Program?

Email the ministry at enablingchange@ontario.ca

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

Promotional Material

Recipients are invited to share high-quality photos and videos of their EnAbling Change projects with the ministry, provided they have obtained the written consent of any identifiable individuals depicted in the images. The provincial written consent form is available from ministry staff. Photos and videos may be used in promotional activities such as the ministry's social media channels.

Acknowledgement of Provincial Funding and Communication Protocols

To demonstrate transparency and accountability related to how public funds are spent, recipients must credit the support of the Province of Ontario in any communications related to the Project funded through the EnAbling Change Program. This includes all media, publicity, and marketing materials developed for the promotion of Project activities, as well as all other Project materials developed, including reports, visual and oral presentations. Successful applicants are required to adhere to the communication protocol set out in the terms and conditions. This includes:

- Notifying the ministry at least seven (7) days in advance of any event being held in relation to the project or any local media announcement related to the Project.
- Obtaining the approval of the ministry before issuing any media releases related to the grant Project.

Obtaining the approval of the ministry on all promotional and/or resource material that uses the Province of Ontario's visual identity prior to publication.

Program Guidelines' Glossary

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 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 and will be indicated in the TPA.

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 TPA. 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 TPA.

Final Report: The final report is to be submitted by the grant recipient within 30 days 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 TPA. 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 TPA.

Not-For-Profit Organization: A not-for-profit organization means: (1) a club, society, or association that is organized and operated in Ontario solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit. These entities must be incorporated in Ontario or Canada for at least one year 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; or (2) a municipality governed by the *Municipal Act, 2001* or any other Act of the Legislature.

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, can be completed by September 30, 2025, 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 Not-for-Profit 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.