



SDF Capital Stream – GROW Pathway 2024-2025

Saved: 11/27/2024 10:30

Expand

Validate

A - Instructions	B - Organization Information	C - Organization Address Information
D - Application Contact Information	E - Organizational and Project Team Ca	F - Project Information
G - Additional Project Information	H - Grant Payment Information	I - Other
J - Required Attachments	K - Performance Measures	L - Declaration and Signing

A - Instructions

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

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

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

- Support capital investment proposals that demonstrate due diligence, cost effectiveness, complement the SDF Training Stream and achieve measurable outcomes.
- Ensure accountability in the use of public funds and transparency in the administration of funding to selected Recipients that meet eligibility requirements as Primary Applicants.

How do I apply?

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

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

How will I know my application was received?

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

Other important information

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

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

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

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

Projects selected for review will be assessed and prioritized based on program requirements, assessment criteria, and the overall demand for program funding.

B - Organization Information

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

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

Organization Information

Organization Name:

SAMPLE Operating Name

Organization Legal Name:

SAMPLE Legal Name

C - Organization Address Information

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

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

Business Address

Unit Number

Street Address 1:

5775 Yonge Street

Street Address 2:

3rd floor

City/Town:

Toronto

Province:

ON

Postal Code:

M2M4J1

Country:

Canada

Mailing Address

Street Address 1:

5775 Yonge Street

Street Address 2:

3rd floor

City/Town:

Toronto

Province:

ON

Postal Code:

M5A1V8

Country:

Canada

D - Application Contact Information

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

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

Remove

First Name: *

Last Name: *

Role: *

Primary (Applicant only):

Title: *

Email Address: *

Phone Number (Work): *

Phone Number (Mobile):

Signing Authority:

Add

Remove

First Name: *

Last Name: *

Role: *

Primary (Applicant only):

Title: *

Email Address: *

Phone Number (Work): *

Phone Number (Mobile):

Signing Authority:

E - Organizational and Project Team Capacity

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

Organization Website *

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

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

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

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

Please provide a brief bullet point summary of the skills development activity you will be offering through the capital asset investment, including types of training activities, the National Occupation Classification (NOC) occupations trainees are being developed for, the related apprenticeship level training provided and/or any other accreditations provided. If training is provided towards an apprenticeship, include the contact information of all Training Delivery Agents (TDAs) involved in the delivery of this training, and confirm that each TDA is ministry-approved with evidence of their approval status *

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

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

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

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

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

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

F - Project Information

Project Name *

Project Summary and Description:

In 3-10 sentences (1000 characters), describe:

- the type of Capital Project being proposed (i.e., new build, renovation, conversion, expansion, retrofit, or repair),
- the number and types of spaces/rooms anticipated to be built or improved (e.g., workshop, classroom, office) identifying each space/room where the Skills Development Activity will be carried out,
- how the new or improved space/rooms will facilitate the Skills Development Activity
- the estimated total square footage that will be built or improved through the Capital Project, and
- the estimated total square footage of built or improved space that will be dedicated to the Skills Development Activity. *

Project Address

Add

Remove

Project Latitude *

Project Longitude *

Project Region Location *

Project Street Address 1 *

Postal code

Project - City/Town *

Capital Project Type *

-

+

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

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

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

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

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

Has your Capital Project incurred any necessary and Eligible Costs after the SDF Capital Stream program launched on June 30, 2023? *

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

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

Of the total estimated net useable floor area identified above, what proportion **will not be used to** support the proposed training delivery (SQFT)?

Please note that GROW Pathway funding will only be provided for the portion of the capital asset that supports training delivery. *

Does your proposed capital investment and/or skills development activity align with the SDF Capital Stream Objective? Please provide rationale as to how it relates to the SDF Capital Stream Objective.

Please refer to [SDF Capital Stream Guidelines](#) to learn more about the SDF Objective. *

Identify the target occupation including National Occupational Classification (NOC) code and title your project will enable training for or ultimately serve.

Please refer to the [Ontario Labour Market Website](#) for **TOP FUTURE IN-DEMAND OCCUPATIONS IN ONTARIO** defined as occupations with a "good" or higher Occupational Outlook. *

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

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

(2) Job seekers who face higher barriers to employment

If you've selected (2) from above checkbox, then please identify which one(s) in particular:

Through your proposed capital project, what are the number of **new** physical training seats that will support training delivery? *

Through these newly created training seats in your proposed capital project, how many **trainee enrollments** are expected over the 5-year Intended Use Period (after the capital project has been completed)? *

What is the target annual trainee enrollment volume attributable to the project? "The Recipient will be required to meet a minimum annual KPI targets. Please refer to the Guidelines for further information" *

What is the anticipated construction start date of your capital asset?

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

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

G - Additional Project Information

Will the project or project activities have any on- or off-site environmental impacts? *

If yes, please describe.

Do you anticipate your Capital Project occur in water, or over water, or could it alter the course of a waterway? *

Do you anticipate your Capital Project activities will occur on, or otherwise impact, a First Nation reserve? *

Will the the Capital Project activities occur on, or otherwise impact, unpatented Crown land? *

Are you aware of any archaeological discoveries on the proposed site that pertain to Indigenous communities? *

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

If yes, which community or communities and what are the potential impacts?

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

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

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

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

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

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

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

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

H - Grant Payment Information

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

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

Payment Address

Payment Organization Name (maximum 100 characters) *

Street Address 1 *

Street Address 2

City/Town *

Province *

Postal Code *

Method of Payment *

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

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

I - Other

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

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

Are you a Recipient of the SDF Capital Stream? *

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

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

J - Required Attachments

Eligible Cost Categories and Associated Requirements

No	Eligible Cost Category	Supporting Document	Guideline/Requirement
1	Hard Construction Costs	<ul style="list-style-type: none"> • Cost estimate; OR • Fixed price contractor quote 	Cost estimates must be prepared by a licensed quantity surveyor or cost consultant at a $\pm 20\%$ accuracy level
2	Soft Costs	<ul style="list-style-type: none"> • Applicant to provide estimates in Budget attachment 	Total Soft Costs cannot exceed 20% of Hard Construction Costs identified in Category (1)
3	Land and/or building acquisition costs (if applicable)	<ul style="list-style-type: none"> • Independent third-party appraisal (comprehensive / narrative appraisal report level) of the land and/or building asset 	<p>The appraisal must be prepared by a professional that is accredited by the Appraisal Institute of Canada – Ontario (AIC-ON) and issued within one year of application submission.</p> <p>Note: please refer to Guidelines for cost eligibility limitations.</p>
4	Administrative Costs	<ul style="list-style-type: none"> • Applicant to provide estimates in Budget attachment 	Total Administrative Costs cannot exceed 5% of all other Eligible Costs (sum of costs identified in Categories (1) to (3))

Application Requirements

The Province may, at its discretion, request additional supporting documentation (beyond what is set out below) to assess an application to the SDF Capital Stream GROW Pathway. **Please note that the information requested below is mandatory and must be attached to your application. Failure to attach the mandatory documents may hinder the success of your application.**

1. Roles and Responsibilities with Organizational Chart

Primary Applicants must demonstrate the following:

- Established track record of effective skills training delivery that meets SDF Capital Stream Policy Objectives which includes providing years of experience, number of individuals trained, achievements, accreditations, number of distinct types of training programs delivered and other information of a similar type that would demonstrate their ability to deliver the Skills Development Activity to the required performance standard set out in the TPA.
- Evidence from the Primary Applicant and/or Partner(s) and/or sub-contractors that the project will be delivered effectively and efficiently. This includes providing a plan indicating the resources (Construction Advisors) and services that the Primary Applicant has available to it to provide effective and efficient delivery of the Capital Project (scope of work, pricing quotations, project team, CVs of key personnel and company details.)
- Within the Primary Applicant's project team, each specific role(s) must be clearly defined with an associated governance structure. This includes each organization's financial commitment and the role of the organization(s) in leveraging the capital asset towards the SDF Capital Stream Policy Objective. Any third-party contracts and relationships that are essential to the delivery of Outcomes, including delivery of the approved Skills Development Activity must also be disclosed.
- Where a project is proposed by a Primary Applicant on behalf of a consortium, applications must identify project team members within the consortium that will be responsible for site servicing (i.e., putting the capital asset into operations).

2. Design Drawings and Construction Specifications

This component of the application package must, at a minimum, include:

- 40% design drawings at the design development stage dated within five (5) years of the time of application with basic architectural floor plan and elevations. Recipients are required to advance the design of the project to tender-ready drawings within six (6) months

of TPA execution (though this requirement is modified for projects with approved land and/or building acquisition costs).

- Associated construction specifications matching Primary Applicant's design submission including but not limited to:
 - Site Plans
 - Floor plans
 - Building elevations
 - Building sections
 - Typical wall sections
 - Integrated sections/plans
 - Schedules
 - Structural
 - Mechanical/Electrical
 - Civil
 - Outline specifications
 - Other material
- If applicable, any completed or outstanding reports, assessments, licenses, permits, approvals, summaries of any Indigenous community engagement that have been completed as relates to the Capital Project. Examples could include the appropriate zoning approval, building permits or environmental, geo-technical, and archaeological assessments.

3. Capital Cost Supporting Documents

Applicant must submit at least one of the below documents to substantiate the Hard Construction Costs.

- Cost estimate: Applicants can submit a cost estimate at a minimum accuracy level of $\pm 20\%$ issued after July 1, 2023. The cost estimate must be validated and signed by a licensed Quantity Survey firm or Construction Cost Consultant with a valid license issued by the Association for the Advancement of Cost Engineering International Institute ("AACE") or equivalent to practice in the Province of Ontario.
- Valid fixed price quote: Applicant can submit a fixed price quote from a qualified contractor produced after July 1, 2023 through competitive procurement.
- For projects requesting funding for land/building acquisition costs, Primary Applicants must produce an independent third-party appraisal of the land and/or building asset prepared within one (1) year of the application submission by a professional that is accredited by the Appraisal Institute of Canada – Ontario (AIC-ON) and maintains good standing. The municipal address, legal property description and Parcel Identification Number must be included.

4. Risk Management Plan

- Applicants must identify risks and likelihood of risks that can occur during the construction period and 5-year Intended Use Period.
- In addition, Applicants must identify control measures and contingency plans that can be put into place to mitigate against key risk(s).

5. Demonstrate Control over Capital Asset over Project Term

- For Applicants that currently own the premises for the capital investment, they must provide a description and supporting documentation confirming details of the ownership, and necessary lender consents for the proposed improvements (as applicable); or
- For Applicants that have a long-term lease for the capital asset over the Project Term, they must submit a long-term leasehold agreement (joint or shared) for the capital asset being expanded, converted, repaired, retrofitted, renovated, or built upon for the Project Term. The length of the lease agreement (including lease extension options) must meet or exceed the Project Term; or
- For Applicants that do not yet have a long-term lease but intend to enter into a lease as part of the proposed project, they must submit an executed long-term lease agreement prior to execution of the TPA; or
- For Applicants that are proposing a Capital Project on-reserve land, they may provide alternative proof to substantiate control over the Project Asset during the Project Term in the form of a Band Council Resolution or other Ministry approved document.; or
- If the Applicant is seeking SDF Capital funding for land and/or building acquisition costs, they must comply with the requirements in the Guidelines.

6. Sources and Uses of Funding (Construction Period)

- To demonstrate a minimum level of capital planning, Applicants must submit, in Excel format, details of sources and uses of funding for all costs required during the construction period. The uses of funding must align with Eligible costs submitted.

7. Financial Projections (Operating Period)

- To demonstrate project sustainability, Applicants must submit detailed financial projections (operating budget) that forecasts the expected revenues and expenses directly or indirectly associated with the training delivery activities of the project over the 5-year Intended Use Period.
- For projects where there may be a financial deficiency (operating loss), the Applicant must provide details on how shortfalls will be addressed.

8. Project Plan

- The project plan must include contents outlined in the Guidelines (Project Plan Template). For project with land/building acquisition costs, additional requirements are set out in the Guidelines.

9. Three Years of Audited Financial Statements

- Primary Applicants and any potential Guarantors supporting their application are required to submit Audited Financial Statements from the last three (3) fiscal years to enable the Province to determine the Applicant's financial standing to successfully deliver the contemplated project during the construction and the Intended Use Period.
- Primary Applicants and potential guarantors must include a signed letter from the organization for which financial statements are being provided, stating that there have been no material adverse changes since the date of the last Audited Financial Statements submitted. This letter must be signed from an individual employed with that organization who has binding authority to make accurate representations of the Applicant's financial status and capacity.
- The Province reserves the right to determine if alternative documentation (e.g., unaudited financial statements, management reports) is sufficient where the Primary Applicant is unable to meet this requirement. In this situation, the Province may request additional supporting documentation to verify the accuracy and completeness of alternative documentation.

10. Letter of Reference from Issuing Bank:

Applicants will be required to attach a reference letter from an issuing bank with commentary on the banking relationship. The Bank Reference Letter should state the following:

- the name and address of the entity for which the reference is being provided;
- the nature of the business the entity has conducted with the bank or financial institution in the past;
- the length of time the entity has been a client of the bank or financial institution
- that the entity is currently in good standing as a client of the bank or financial institution.

A sample template of the Bank Reference Letter can be found in the Guidelines.

K - Performance Measures

Please provide the intended outcomes or Key Performance Indicator(s) ("KPI(s)") related to the Capital Project and Skills Development Activities that will be delivered over the 5-year Intended Use Period:

No. 1	Metric # of services/activities - Training Volume:	Description As a performance obligation, Applicants must commit to the incremental annual trainee enrollment attributed to the capital project and delivery of the Skills Development Activity.	Goal *
No. 2	Metric # of services/activities - Training Capacity:	Description As a reporting obligation, Applicants must disclose the number of incremental training seats attributed to the capital project	Goal *
No. 3			

Metric # of services/activities - SDF Participant Groups:	Description As a reporting obligation, Applicants must disclose the annual enrollment volume for SDF Capital Participant Groups.	Goal *
---	--	--------

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

Training Capacity: The proposed project will create 100 new physical training seats that will support the training delivery.

Training Volume: *Through these newly created training seats*, a total of 1,000 trainee enrollments will be delivered over the 5-year Intended Use Period.

SDF Participant Groups: Of the 1,000 trainee enrollments noted above, it is expected that one or more SDF Capital Participant group(s) will participate in the training program:

- 600 jobseekers and/or incumbent workers who are at risk of job displacement;
- 300 women;
- 100 Indigenous youths.

L - Declaration and Signing

Applicants are expected to comply with the [Ontario Human Rights Code](#) (the “Code”) and all other applicable laws. Failure to comply with the letter and spirit of the Code will render the Applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31](#), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

Declaration

The Primary Applicant hereby certifies as follows:

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

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