

Ontario Autism Program Workforce Capacity Fund Applicant Checklist

Please answer the following questions to see if you are eligible to apply for the Ontario Autism Program (OAP) Workforce Capacity Fund. If you are confident that you meet all eligibility requirements, please proceed to the full application form.

Applicants should ensure that all required information and supporting documents are included with their submission, as complete applications will be required for evaluation.

Service Provider Expansion Application

Basic Eligibility

- ☐ I am applying on behalf of a children's service provider (public or private).
- ☐ My organization is based in Ontario.
- ☐ My organization has legal status (e.g., organizations established by or under legislation; federally or provincially incorporated; band councils established under the *Indian Act*; or other incorporated Indigenous organizations).
Exception: If you are applying on behalf of a First Nation, you do not need to attach these documents.
- ☐ My organization is not in default of the terms and conditions of any grant or loan agreement with any ministry or the Government of Ontario.
- ☐ My organization has or is able to obtain at least \$2 million commercial general liability insurance coverage, before the legal service agreement is executed.

Organizational Capacity

- ☐ My organization has the relevant organizational knowledge, skills and experience to deliver high-quality core clinical services in the OAP.
- ☐ My organization is committed to continuing to deliver core clinical services in the OAP in 2027-29 and beyond.

Project Description and Impact

- ☐ I am seeking funding support to expand my organization's capacity to deliver **core clinical services in the OAP**.
- ☐ I will use funding for one of the following activities:
 - Staff Training
 - Hiring more staff (clinical or non-clinical)
 - Increasing the hours of staff (clinical or non-clinical) already employed by my organization
 - Purchasing clinical supervision

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- Purchasing technology that directly supports virtual service delivery
- Travel within Ontario to serve children in rural and remote communities

☐ These activities will directly result in my ability to serve more children registered in the OAP.

Sustainability

☐ My organization has a plan to sustain this increased capacity beyond the grant funding period.

Implementation Plan

☐ My proposed activities will take place over a 24-month period.

☐ I am ready to move quickly to implement activities beginning in 2027-29 and can deliver results within the 24-month period.

☐ I have a strategy to manage risks that could affect the successful delivery of my proposed activities.

Evaluation Plan

☐ My organization has a plan to track progress and measure the success of my proposed activities.

Budget

☐ My proposed budget is cost-effective and proportional to the scale and complexity of my proposed activities.

☐ My proposed budget is between \$50,000 and \$400,000 (up to \$200,000 allocated per fiscal year).

Application Attachments

☐ I have included all required supporting documents with my application, including proof of legal status and financial statements (or approved alternative documentation, where applicable), as outlined in the program guidelines.

Proof of Status

☐ I have attached proof of legal status for my organization (e.g., organizations established by or under legislation; federally or provincially incorporated; band councils established under the Indian Act; or other incorporated Indigenous-led organizations).

Examples of acceptable documents, include:

- Letters Patent
- Articles of Incorporation (Ontario or other jurisdiction)
- Government of Canada Certificate of Incorporation

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Financial Statements

- ☐ I have attached an audited financial statement or a review engagement covering the most recent fiscal year.
- If audited statements or a review engagement are not available, please refer to the Fund's guidelines about what alternative documentation can be accepted.
 - The ministry will **not** accept income tax statements in place of an audited financial statement or review engagement.

Exception: If you are applying on behalf of a First Nation, you do not need to attach these documents. However, the ministry may request to see your most recent audited financial statements if they are not available online.