Ontario ⬡   Ministry of Citizenship and Multiculturalism

HERITAGE ORGANIZATION DEVELOPMENT GRANT (HODG) 2025-26

PROGRAM and APPLICATION GUIDELINES

APPLICATION DEADLINE

Applications must be submitted online through the Transfer Payment Ontario system by **Monday, June 30, 2025**, **at 5:00 p.m. Eastern Daylight Time.**

Applicants are encouraged to read these guidelines as it contains specific instructions that you will need to know for each section of the application and to gather the required documents you will have to submit. Applicants are encouraged to submit their completed applications well in advance of the deadline.

First time Applicant - Before completing an application, please review the eligibility requirements on page 4.

Table of Contents

WHAT TO NEED TO KNOW BEFORE YOU APPLY

Getting Started

Transfer Payment Ontario (TPON) and Support:

The Transfer Payment Ontario (TPON) system is your one-window access to apply for funding.

To access Transfer Payment Ontario, you are required to have a **My Ontario Account**.

- To login with your My Ontario Account you will need your email and password.

- *New* users to TPON must create a **My Ontario Account** profile or can use a previously created My Ontario Account.

- **Existing** TPON users will have the opportunity to migrate their profile to My Ontario Account by creating an account with their TPON associated email.

- Creating a My Ontario Account see guide and video for assistance. Applicant organizations should ensure they know the email address that is associated with their TPON account. Creating a new account may take up to several days, start early.

NOTE: TPON requires Adobe Acrobat Reader to fill out the PDF application form.

How to Apply:

For detailed instructions on how to apply, please visit the Transfer Payment Ontario web page. Also see page 13 of the guidelines.

Application Deadline:

The online application deadline is 5:00 p.m. (EDT) on **Monday, June 30, 2025,** through the Transfer Payment Ontario (TPON) System**.**

If you do not receive a confirmation notice by email within 24 hours of submitting your application, please contact Transfer Payment Ontario Client Care (TPON CC).

Applicants are responsible for submitting a complete application through TPON.. It is your responsibility to ensure that your application is complete and has been successfully submitted along with all mandatory documents through TPON.

Support/Contacts:

HODG Program Enquiries	Technical Support (TPON)
Shannon Khan Culture Programs Advisor Email: HODG-SSAHC@ontario.ca	Monday - Friday 8:30 a.m. to 5:00 p.m. Toronto: 416-325-6691 Toll Free: 1-855-216-3090 E-mail: **TPONCC@ontario.ca**

Grant Program Description
The Heritage Organization Development Grant (HODG) is an annual, statutory-based operating grant designed to promote public awareness of Ontario's rich and diverse heritage. The program provides local historical societies, smaller community museums and other heritage associations, located throughout the province, with a portion of their annual operating support.

This Grant is distributed to recipients operating a year-round or seasonal facility in accordance with [Regulation 879](#), Grants to Incorporated Historical Societies and Associations under the [Ontario Heritage Act](#).

Eligible Organizations
Eligible organizations are non-profit bodies that have been in operation and incorporated for at least one year, with its head office in the Province of Ontario, that are actively involved in local outreach activities, such as the production of displays and promotional materials, public programs, lecture series, walking tours and special activities designed to inform and educate the general public about their community heritage.

Eligibility Requirements
To be considered an eligible applicant to the program, your organization will need to meet the following requirements:

- be a registered non-profit corporation or an affiliate of the Ontario Historical Society.
- have been in operation and incorporated for at least one year.
- have as its primary objective the support, encouragement and facilitation of the conservation, protection and promotion of your community's heritage;
- be governed by a Board of Directors.
- have spent in the preceding fiscal year at least $250 on outreach activities (education or extension programmes that support activities designed to increase knowledge, awareness and promotion of your community's heritage).

***New Applicants*:** If you are a first-time applicant and your organization meets the above requirements, you must submit with your application a copy of your organization **Constitution and By-laws**.

Funding is not guaranteed and is dependent upon funds available.
The HODG program does not provide funding for project or capital projects grants.

Maximum Grant
The maximum grant is $1,545.

Additional Considerations

The Ministry of Citizenship and Multiculturalism cannot guarantee funding to all applicants, nor can it ensure that the total amount requested by successful applicants will be granted. Past funding does not guarantee funding in the current year.

Organizations must not be in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario.

APPLICATION SECTIONS

The Heritage Organization Development Grant (HODG) application consists of the sections below with instructions and requirements outlined within each section of the application. All questions in each section must be answered. Listed below are the sections in the application.

All documents must be attached to the "Case Attachments" tab in Transfer Payment Ontario. Identify each attachment with the organization's name (e.g. "*XYZ Heritage Society 2024 Board Minutes*").

Sections in the Application
Sections A and B are pre-populated based on information extracted from the Transfer Payment Common Registration Process (TPCR).
Before continuing with the application process, please ensure that this information is current and accurate. If it is not accurate, please complete an Assistance Request through Transfer Payment Ontario. Mandatory questions and fields are noted in each section with an asterisk symbol "*".

Section A - Organization Legal Name
o Organization Operating Name
o Organization Legal Name

Section B - Organization Address
o Business Address
o Mailing Address

Section C - Application Contact
The primary contact is assigned the role of applicant. This person will be responsible for the grant administration and ministry correspondence.

Section D - Grant Payment Information
Applicants must complete this section.
The information in this section will be used to process payments. If your application is successful, and you have an active direct deposit payment set-up, we will use the banking information previously provided to make the payments.

If you do not have direct deposit setup with the Government of Ontario, and your application is successful, you will be required to setup an account. The ministry will send an email invitation request to access the Action Request Management System (ARMS) to complete. This invitation will include a link to view, update and complete your banking information. The banking document must show your organization's legal name and match the banking information. You will be asked to submit a void cheque, bank letter or bank form with the organization's legal name and account information.

Section E - Community Engagement Activities 2024
Applicants must complete this section. The character limit is 1000.
Applicants must report on their community engagement activities during the past year. You may submit your organization's official 2024 Annual Report
If your organization does not produce an Annual Report, a report must be created that details your activities in 2024.

- Number and description of exhibits/displays/audiovisual installations circulated in 2024.
- Number and description of educational or promotional events and programs (e.g. heritage fairs, presentations, member events, etc.) conducted in 2024.
- Number and description of heritage tours conducted within the community in 2024.
- Number and description of heritage assets acquired/conserved/archived in the year 2024.

French Mandate
Applicants must complete this section.
Does your organization's mandate include providing programs and services to promote and preserve Francophone heritage?

Section F - Succession Planning
Applicants must complete this section. The character limit is 2000.
Succession planning is developing new leaders who can replace former leaders when they leave the organization. Please list any new Board Executives in this section.

Board Members
Applicants must complete this section. The character limit is 2000.
List or attach the board members' names, position and years served on the Board.

Section G - Budget: Revenue and Expenses 2024 (*Descriptions in Appendix "A"*)
Applicants must complete this section.

Revenue - Report revenue generated for the operation of the society/heritage organization, as defined by [Regulation 879](#)**.**
Expenses - Report eligible expenditures directly associated with operating the organization.

Section H - Performance Measures 2024 (*Descriptions in Appendix "B"*)
Applicants must complete this section.
Enter the amount for the Performance Measure under "Results" for each metric.
Please use this section to report the Ministry Provided Performance Metrics.

Section I - Checklist and Attachments
Please submit the following:

1a) <u>Financial statement</u> or <u>treasurer's report</u> that includes Revenue and Expenses for your last fiscal year signed by the President or Treasurer.

1b) *In addition*, you must submit **one** of the following as proof of your current non-profit status:
  - Current "Letter of Good Standing" from Ontario Historical Society.
  - Most recently filed Registered Charity Information Return (CRA form T3010).
  - Non-Profit Organization (NPO) Information Return (form T1044).

2. Community Engagement Activities or Annual Report

3. Annual General Meeting (AGM) Minutes

<u>***New* Organizations Applying for the First time**</u>
In addition to the above requirements, you will also need to submit:
- **A copy of the Constitution and By-laws of your organization.**

RECIPIENT OBLIGATIONS–Terms and Conditions and Declaration/Signing Sections

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (http://www.ohrc.on.ca/en/ontario-human-rights-code). 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 (https://www.ontario.ca/laws/statute/90f31), 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.

Section G- Revenue and Expenses - Operating Revenue
Report revenue generated for the operation of the society/heritage organization, as defined by Regulation 879. Report only cash generated revenue; do not include contributions of goods or service in lieu of cash.

REVENUE SOURCES	
Government of Canada	Enter the total amount of contributions and/or grants from federal ministries, departments, and agencies.
Government of Ontario	Enter the total amount of contributions and/or grants from provincial ministries, departments, and agencies. Please include 2024 HODG grant amount in your total.
Municipal Grants	Enter the total amount of contributions and/or grants from municipal and/or regional government(s).
Membership Dues/Fees	Total revenues from annual membership fees.
Publications Sales	Enter dollar amounts for revenue generated through subscription fees or direct sales of newsletters, journals, and other periodicals produced by your organization.
Advertising Revenue	Enter revenue generated though the sale of advertisement space within publications, websites/social media platforms, or on physical property.
Foundations	Enter the total amount of contributions and/or grants from public and/or private foundations (community-based) foundations, family foundations, etc.
Donations	Charitable gifts of money given to your organization from individuals, corporations, or groups.
Other (Please Specify)	Enter any other revenues earned by your organization that fall outside of the previous categories. You must specify type/source in the Description Column in the application form.

Description of Eligible Operating EXPENSES

Only expenditures directly associated with operating the organization should be included. The total of these expenses is used to calculate the HODG grant amount, following the criteria set out in Regulation 879.

OUTREACH ACTIVITIES	
Travelling or virtual exhibits and audio-visual programs.	Costs related to production and circulation, including fees for honoraria. Exhibit/program may be for community audience or for circulation.
Community Presence: promotional events and programs.	Costs relating to planning and development including fees, or honoraria and travel expenses for speakers, but not including food.
Community Engagement: tours, consultations, member recruitment.	Costs related to planning and delivering architectural or community heritage walking or driving tours promoting the community's heritage. Costs related to planning and delivering community advocacy or consultations, member recruitment strategies.
Accessible Archival/Library/Artifact Collections	Costs of making collections accessible to the public for research, exhibits and public programming either physically through a local facility, or digitally via the organization's own website or through partnership with another organization. These costs can be related to acquisition, conservation, storage, digitization and display of archival, library and artifact collections.

HERITAGE RESOURCE CENTRE	
Community Collections Expenses	Enter expenses related to the operation and maintenance of a **heritage resource centre** for which the sole or primary purpose is to house the collection and make it available for public research and extension/outreach activities for the benefit of the community. Costs may include property taxes, rent, repairs, cleaning and utilities.
Office Expenses/Administration	Enter expenses incurred for maintaining office premises except when offices are housed in a heritage resource centre for which operating expenses are being claimed.
Staff Expenses	Enter expenses incurred in Staff salaries and benefits.
Board Governance and Development Expenses	Enter expenses for board meetings related to succession planning for the board (to bring new knowledge and skills to the organization) or strategic and financial planning sessions for the organization.

Section H - Performance Measures 2024

1.	Full-Time Staff	Number of full-time employees (FTE = 30hrs+/week) in 2024
2.	Part-Time Staff	Number of part-time employees in 2024
3.	Volunteers	Number of active volunteers in 2024
4.	Volunteer Hours	Total number of hours contributed by all volunteers in 2024
5.	Bylaw Quorum	Minimum number of voting Board members required to meet quorum as stated in organization's bylaws
6.	AGM Attendance	Number of voting members in attendance at the 2024 AGM
7.	Board Meetings	Total number of times Board met in 2024, including AGM
8.	Membership	Number of members in 2024
9.	Website	Number of visits to your organization's website in 2024
10.	Social Media	Number of followers combined on all social media platforms used by your organization (Facebook, Twitter, Instagram, etc.)
11.	Community Engagement Activities - Exhibits	Number of exhibits/displays/audiovisual installations circulated in 2024
12.	Community Engagement Activities - education and promotions events	Number of educational or promotional events and programs (e.g. heritage fairs, presentations, member events, etc.) conducted in 2024
13.	Community Engagement Activities - tours	Number of heritage tours conducted within the community in 2024
14.	Community Engagement Activities - Heritage Assets	Number of heritage assets acquired/conserved/archived in the year 2024
15.	Operating Days	Number of operating days of your Heritage Resource Centre in 2024

HOW TO APPLY USING TRANSFER PAYMENT ONTARIO (TPON)

Transfer Payment Ontario provides one-window access to information about available funding, how to apply for funding and how to check the status of an application.

TPON website: https://www.ontario.ca/page/get-funding-ontario-government.

Register for Transfer Payment Ontario:

Step 1: Create a My Ontario Account to access Transfer Payment Ontario. We strongly recommend that you create Account Recovery Info during this process should you forget your login information.

Step 2: Register your organization on TPON. The following items are required for registration: Canada Revenue Agency Business Number (CRA BN), Legal Name, Operating Name, and information on at least two contacts within the organization.

Note: TPON could take up to 5 business days to process your request.

Step 3: As soon as your organization is registered, you will see the "Funding Opportunities" button appear. From here you can **Apply for a Grant** and manage your application submissions. Select and **Download** the "**2025-26** Heritage Organization Development Grant".

Note: If you get a pop-up error, select allow pop-up from Transfer Payment Ontario.

Step 4: Complete the Application - Mandatory Fields are identified by asterisk *.
All information provided in the application and the related attachments must be true, correct and complete (as verified by an authorized official).

Step 5: **VALIDATE** and Submit Your Completed **2025-26** Heritage Organization Development Grant Application.
- **Upload** your validated Application into the Transfer Payment Ontario System;
- **Attach** all mandatory documents.

Note: Transfer Payment Ontario will only accept validated applications. Please ensure that your   application and case numbers match.

Step 6: Application Submission Confirmation
Once your **2025-26** application is uploaded and submitted electronically through the Transfer Payment Ontario System, an email will be sent to the main application contact confirming receipt.

It is your responsibility to ensure that your application has been successfully submitted. If you have not received a confirmation email within 48 hours, please contact Transfer Payment Ontario Client Care (see the Contact section of this Guide).