



SDF Capital Stream – SEED Pathway 2024-2025

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A - Instructions

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

This pathway supports organizations to produce the designs, drawings and plans needed to build or improve training centres (“SEED Architectural/Engineering Planning Projects”). The new SEED Pathway will support the planning stage of project development to ensure that Capital Projects are well conceived and viable.

SEED Architectural/Engineering Planning Projects are designed to help Primary Applicants create the documentation required to apply for and, if approved, complete an SDF Capital Stream GROW Pathway application.

SEED applicants can, but are not required, to apply to the GROW Pathway after the successful completion of their SEED Architectural/Engineering Planning Project in order to execute their Capital Project.

A plan created under the SEED Pathway will not necessarily be approved as a GROW project, since funds are limited and the process is competitive. Please refer to Section 8.0 Application Requirements of the [SDF Capital Stream – GROW Pathway Guideline](#) for more information about applying to the GROW Pathway.

Appreciating that planning costs may vary; SEED applicants may apply for up to 70% of Total Eligible Costs (up to a maximum of \$200,000 provincial funding per SEED Architectural/Engineering Planning Project).

The Province of Ontario has designed the new SDF Capital Stream to ensure transparent, accountable, and prudent use of public funds by:

- Supporting SEED Architectural/Engineering Planning Projects that align with the SDF Capital Stream Policy Objectives, complement the SDF Training Stream, and demonstrate due diligence, cost effectiveness, use of risk management strategies, and ability to achieve measurable outcomes.
- Ensuring funding is issued only to selected Recipients that meet eligibility requirements as set out in the SDF Capital Stream SEED Pathway Guideline.

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 SEED Pathway Guideline: [Skills Development Fund \(gov.on.ca\)](#). Capitalized terms used in this application form are defined in the Guideline.
2. Primary Applicants are required to complete and submit this application form and all applicable attachments.
3. An applicant may only submit one application per project for funding consideration through the SDF Capital Stream SEED Pathway. However, for entities delivering training 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 TPO. 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 and file number will be sent to the organizational contact's email provided.

Other important information

Applications will be accepted on a continuous intake basis subject to the availability of funds. Projects will be accepted for evaluation until the

allocated budget is exhausted.

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

All applications will be thoroughly reviewed to ensure eligibility criteria are met. The Province will contact the Primary Applicant if 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.

Architectural/Engineering Planning Projects selected for review and approval 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 then 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 Stret

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 as the Primary Applicant. It is important to note that all applications must provide a secondary contact to the Province to have on file to support effective communication. If applicable, please include an attached list of all Partners involved in this SEED Architectural/Engineering Planning Project. Please also include any Partners that will be involved in the future Capital Project or Skills Development Activity anticipated to be carried out in the new or improved training facility, 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 K.

		Add	Remove
First Name: *	Last Name: *		
Role: *	Primary (Applicant only):	<input type="checkbox"/>	
Title: *	Email Address: *		
Phone Number (Work): *	Phone Number (Mobile):		
Signing Authority:		<input type="checkbox"/>	

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 Planning Team *

Please provide a brief bullet point summary of the roles and responsibilities of each member of the Project Planning Team *

Please provide a brief bullet point summary of the proposed Skills Development Activity you will be offering in the newly built or improved training facility, 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 *

Can your organization source or contribute the remaining 30% of Total Eligible Costs for the capital engineering/architectural project plan which will not be supported by SDF Capital Stream SEED pathway? *

Do you currently own the facility (or land, for new construction) for which you intend to develop the Architectural/Engineering Planning Project? If so, please provide proof of ownership.

If you have a long-term lease for the facility/land, please provide a copy of the lease agreement.

If the facility/land is on First Nations reserve land, please provide proof of control over the facility/land.

*

If you do not yet own or lease the facility/land for which you intend to develop the Architectural/Engineering Planning Project, please include information describing the facility/land that you intend to acquire or lease, the rationale for why the facility/land is needed, and the anticipated date of purchase or start of the lease agreement. An applicant that intends to acquire a facility or land may be asked to provide financial information substantiating their ability to operate and maintain the property for at least twenty (20) years after completion of the Capital Project. *

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 *

Repair



Identify the target sectors in Ontario including North American Industry Classification System (NAICS) code and title that your capital project plan will enable 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? Please note: Applicants can request up to a maximum Provincial Contribution of 70%. *

What is the Estimated Total Eligible Costs. Eligible Costs are defined in the SDF Capital Stream SEED Pathway Guideline. *

All professional services used to complete the Architectural/Engineering Planning Project (e.g., architect, engineer, quantity survey firm or construction cost consultant) must be accredited. Do you attest that all service providers you will use are accredited in their respective fields? *

If your submission proposes administrative costs, do you attest it will follow the requirements as per the [SDF Capital Stream SEED Pathway Guidelines](#)? *

Do you attest that you will meet the requirement to self-fund a minimum of 30% of Total Eligible Costs? *

Please provide the total estimated net useable floor area of the proposed 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 SEED Pathway funding will only be provided for the portion of the proposed capital asset's Architectural/Engineering Planning Project that supports training delivery. *

Please describe how your proposed Capital Project connects to the SDF Capital Stream Policy Objectives. Please refer to the [SDF Capital Stream SEED Pathway Guideline](#) to learn more about the SDF Capital Stream Policy Objectives. *

Identify the target occupation including National Occupational Classification (NOC) code and title your capital project plan 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 Capital Stream Participant Group who will be trained or served by your proposed Skills Development Activity. *

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 is the forecasted 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)? *

If applicable, what is the current annual trainee enrollment and completion volume? (Consider how many times each year training seats are filled. For example, the training facility currently has the capacity to train 50 trainees and the course is run twice a year. In this case, the annual training volume is 100 trainees per year). *

What is the forecasted target annual trainee enrollment and completion volume expected to be delivered by completion of the Capital Project supported by this Architectural/Engineering Planning Project? *

G - Additional Project Information

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

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

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

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

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 TPON 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 about - [Doing Business with the Government Ontario](#), and register here.)

I - Other

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

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

Are you a Recipient of the SDF Capital Stream funding? *

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	Professional Fees	<ul style="list-style-type: none">Primary Applicants will be required to provide at least one (1) quote for each professional service that will be utilized along with a project budget attachment as part of their application	Cost incurred in connection to the technical capital planning and hiring of certified professionals required to produce Construction Working Documents at 40%. Primary Applicants will be required to provide at least one (1) quote for each professional service that will be utilized along with a project budget as part of their application. Please see the SDF Capital Stream SEED Pathway Guideline for a list of all required technical documentation.
2	Administrative Costs	<ul style="list-style-type: none">Applicant to provide estimates in the Budget Attachment	Total Administrative Costs cannot exceed 5% of all other Eligible Costs (sum of costs identified in Category 1)

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 SEED 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 if the Capital Project were to be executed.
- 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 and services that the Primary Applicant has available to it to provide effective and efficient delivery of the SEED Architectural/Engineering Planning 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. Any third-party contracts and relationships that are essential to the delivery of outcomes must also be disclosed.

2. Risk Management Plan

- Primary Applicants must identify key project risks, the likelihood and impact of each risk that can occur during the Architectural/Engineering Planning Period. In addition, Primary Applicants must identify risk mitigation strategies for each risk identified.

3. Demonstrate Control over Capital Asset over Project Term

- For Primary Applicants that currently own the property where the Capital Project will be carried out, 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 Primary Applicants that have a long-term lease for the property where the Capital Project will be carried out, they must submit a long-term leasehold agreement (joint or shared) for the property for the Project Term. The length of the lease agreement (including lease extension options) must meet or exceed the Project Term; or
- For Primary 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 Primary Applicant does not yet own the property where the Capital Project will be carried out and intends to acquire the property, they must describe the land and/or building and the rationale justifying the need for land and/or building acquisition, provide the anticipated closing date for the purchase of the property, and provide documentation demonstrating that the Primary Applicant would be able to support the ongoing operation and maintenance of the property for a period of at least 20 years from the date of Substantial Performance.

4. Architectural/Engineering Planning Project Budget

- Applicants must submit an Architectural/Engineering Planning Project budget with all Eligible Costs set out in Excel format. An excel template is provided for applicants to use.
- This must show all sources and uses of funding/financing that will be used during the Architectural/Engineering Planning Project period.
- Budgets must incorporate costs from quotes obtained from certified professionals as outlined below.

5. Professional Services Quotes

- Applicants must submit at least one quote for each professional service that is being used to complete the Construction Working Documents at 40%. Quotes must have been produced within 6 months prior to the date of application submission from professionals or firms certified in the relevant field.

6. Project Implementation Plan:

- The project Implementation plan must include contents outlined in the program Guideline (Project Implementation Plan Template), and outlining how the Architectural/Engineering Planning Project will be implemented, and how the Capital Project will increase training capacity and/or training volume and/or SDF Participant Groups in Skills Development Activities if executed.
- The project plan must detail the full project scope alongside anticipated design milestones. Applicants are encouraged to provide architectural renderings or preliminary sketches of the proposed capital asset if available.
- Project plan must include a business case that provides the rationale and supporting metrics to substantiate the Capital Project's commercial, economic, financial, and operational feasibility. The submitted cost benefit analysis must make best efforts to quantify all potential tangible and intangible benefits against all costs associated with the delivery of the Capital Project.
- Primary Applicants must provide a market analysis supported by evidence and labour market data of the specific labour needs and gap in available trainings the Architectural/Engineering Planning Project and future Capital Project will address, including the expected benefits of the project for workers and employers in the community, and how activities relate to in-demand occupations and those experiencing labour shortages. Applicants can refer to the [Ontario Labour Market website](http://www.ontario.ca/page/labour-market) (www.ontario.ca/page/labour-market) for up to date information on in-demand sectors and occupations in Ontario.
- Primary Applicants must provide commentary on the following metrics in their project plan:
 - **Training Capacity:** Applicants must provide a forecasted number of incremental training seats attributable to the Capital Project and delivery of the Skills Development Activity over the Intended Use Period
 - **Training Volume:** Applicants must provide a forecasted number of incremental annual trainee enrollment attributable to the Capital Project and delivery of the Skills Development Activity over the Intended Use Period.
 - **SDF Capital Stream Participant Groups:** Applicants must provide a forecasted annual enrollment volume for SDF Capital Stream Participant Groups.

7. 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.
- 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. Any material changes to the Recipient's financial standing post TPA execution must be disclosed immediately. Financial standing is defined as reasonably sufficient financial capacity to successfully deliver the proposed Architectural/Engineering Planning Project and the future delivery of the contemplated Capital Project the plan would support.

8. Letter of Reference from a Schedule A financial

- Applicants will be required to attach a reference letter from an issuing bank to ensure they have the sufficient financial standing to contribute the minimum 30% towards Total Eligible Costs for the Architectural/Engineering Planning Project and to carry out the Capital Project. A sample template of the Bank Reference Letter can be found in the Guidelines.

K - Declaration and Signing

Primary Applicants are expected to comply with the [Ontario Human Rights Code](#), R.S.O. 1990, c. H.19 (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. Primary 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. Primary 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 the Application Form;
- 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 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 is 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.

SAMPLE