Corporation of the Township of Chisholm

Municipal Office: 2847 Chiswick Line
RR #4, Powassan, Ont. P0H 1Z0 (705)724-3526 - Fax (705)724-5099
info@chisholm.ca

Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

RECREATION COMMITTEE – AGENDA
Wednesday, January 8, 2025 @ 7:00 p.m.
In Person

CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

"We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings."

1. Call to Order.

2. Approval of Agenda.

3. Approval of Minutes, dated November 6, 2024.

4. Business arising from last meeting:

    (a) Community Map/ Signage
    (b) Engagement Portal Survey - Updates
    (c) 2024 Tree Lighting – Memo from Monique dated Dec. 16/24.
    (d) February – Monthly Event – Cards for seniors
    (e) Family Fishing Day – ice fishing/hotdogs etc. (possible)

5. Open Forum.

6. New Business:

    (a) Memo from Monique re – Rec. Open House Dec. 5/2024
    (b) Resolution to Council re – Outdoor Rink for 2024-2025
    (c) Grants - Ontario Trillium Foundation (Capital Grant)

7. Adjournment.

Present:	Chairperson, Gail Degagne, Bernadette Kerr, Ian Vanblyderveen, Suad Radwan
Regrets:	n/a
Absent:	n/a
Staff:	Monique McIsaac (recording secretary)
Guests:	None.

1. **CALL TO ORDER**

Meeting called to order by Chairperson, Gail Degagne @ 7:07 p.m.

2. **APPROVAL OF AGENDA**

Resolution 2024 –18(REC)

Bernadette Kerr and Suad Radwan: Be it resolved that the Agenda and Addition to the Agenda for the Recreation meeting dated November 6, 2024 be accepted as written and distributed.

"Carried"

3. **APPROVAL OF MINUTES**

Resolution 2024- 19(REC)

Ian Vanblyderveen and Bernadette Kerr: Be it resolved that the Minutes for the Recreation meeting of October 2, 2024 be accepted as written and distributed.

"Carried"

4. **BUSINESS ARISING FROM MINUTES**

(a) Community Map: Suad confirmed the map is ready and Mike will send a draft to Jenny.

Ian messaged Brook's Tran asking for update on signage being built, and was advised that it is being pushed to the Spring. The Rec. Committee would like to provide Brooks for a timeline for it to be completed.

Ian is going to contact Kendra to see if there are any plans made and ready for the signage, and if there is, he will ask for a copy.

(b) <u>Pumpkin Carving</u>: It was a successful event, but more advertising next year ie. flyers posted in the stores, library etc., radio (free event advertising).

(c) <u>Memo from Jenny Leblond, re: Community Sport & Rec. Fund</u> – Reviewed, and discussed. Funding not applied for, the Ontario Trillium Foundation – Capital Grant might be a better fit for funding improvements and expanding the uses of the existing tennis courts.

Gail would like to talk to Jenny about reaching out to other people, Ministries, Minister Rickford, and MPP Vic Fedeli about potential funding.

(d) <u>2025 Budget</u>: The Rec. Comm. will leave the budget as is ($800.00) and re-evaluate at year end and will determine if they need to ask Council for more money.

(e) <u>Engagement Portal</u>: Draft questionnaire provided to members, reviewed with minor changes to be made by Monique. Launch date of portal, Wednesday, November 13, 2024.

(f) <u>New Business</u>: The Committee would like to have a whole new mascot "Charlie the Chipmunk" rebuilt vs. just the head. Gail is going to contact them directly and ask for an estimated cost.

(g) **<u>Annual Christmas Tree Lighting</u>**: Advertise – Facebook, website, radio stations, newsletter, stores and post sign at the location of the event in advance.

Monique to email Nicole Tran and ask if Rec. can borrow the battery spot lights again from last year.

<u>Christmas Lights & Rope Lights</u> (electric) - $25.00 for 23 feet long ones. Monique to get price estimates for solar rope ones as well. Ian is going to check with Home Hardware in Powassan to see if they would donate lights, and let Monique now incase lights need to be ordered.

<u>PA System & Music</u> to be provided by Gord Kerr and Don Butterworth (they will also ring extension cords)

<u>Battery</u>: Bernie - will bring large battery to plug things into.

<u>Generator:</u> One might need to be borrowed incase Bernie's battery isn't big enough and incase the Rec. Comm. isn't able to get solar powered rope lights and Christmas lights.

<u>Tree:</u> Jessica Laberge will provide the tree. Marc will cut it down (at their house) – date to be determined (possibly week before). Ian said he will pick it up and build the base for it and deliver it Jubilee Park.

<u>Tree Decorations</u>: If anyone wants to decorate the tree, they need to be eco. Biodegradable friendly, ie. suet bird seed decorations. Links for such decorations will be posted on the Facebook page.

<u>Donation Box</u>: One will be set up at the tree lighting asking for $2.00 donations to purchase new/more lights for the event. "Tooney Appreciated, more accepted".

Pickled Sand: Monique to ask the public works to make sure there is some at Jubilee Park.

Picnic Tables: Monique to ask the Roads Dept., how many wooden ones we have and to have them moved back to Jubilee Park for the event.

Food:
Timbits: 6 boxes of 50 (2 more from last year).
Hot Chocolate: 3 large tins. Monique to ask for donations.
Candy canes – Monique will pick up.

If donations are made for this event, then to make sure they are acknowledged ie. Facebook, Newsletter.

Story Telling: Gail will bring her rocking chair and tell the "Night Before Christmas" story again this year, and Bernie will provide her with headstone microphone to use.

Decorating Timeline: Gail has instructed to ask the Public Works to hang the lights, and co-ordinate with Ian as well.

Santa: Not available this year. Look into ordering Santa & Mrs. Claus suit and find volunteer(s). Gail will ask Andre and Suad said Mike can also do it as well. Santa to be determined.

Grinch: Possibly for another year.

(h) Monthly Events 2025:

January -	Nothing.
February -	Valentines Day (collect cards for the seniors), and Family Fishing Day (Family Day Weekend), possible ice-fishing, hot dogs, bonfire (Mon. Feb. 17, 2025)
March -	Workshops (to be determined)
April -	Scavenger Easter Egg Hunt, color sheets for both young and old(er)!
May -	Mother's Day (craft)
June -	Father's Day (craft) and Family Fishing Weekend, photo contest.
July-	Nothing.
August -	Horseshoe Beach Day Tournament
September -	Nothing.
October -	Pumpkin Carving
November -	Recognize vets, coloring pages.
December -	Crafts

(i) Sunday Card Games: Start date to be determined (last year's start date was Sun. Jan. 14, 2024.

Resolution 2024-20(REC)

Suad Radwan and Bernadette Kerr: Be it resolved that this meeting of the Recreation Committee now be adjourned and that the next meeting be scheduled for Wednesday, December 4th @ 7:00 p.m. or at the call of the Chair.

'Carried'

_____   _____
Chairperson   Recording Clerk

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Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

Memorandum

To:	**Recreation Committee**
CC:	
From:	**Monique**
Date:	**December 16, 2024**
Re:	**Christmas Tree Lighting 2024**

The turnout was a lot smaller this year, even though it was advertised in the November Newsletter, and Facebook, website etc., people weren't "reminded" of it via the December Newsletter because of the mail strike.   Despite the lower numbers, it looked great and Santa did a great job as well!

The tree (donated by Jessica & Marc Laberge) looked great and big thank you to Ian for putting picking it up and building the base.   Powassan Home hardware donated 3 ropes of solar lights (valued at $40.00 each), and the Committee bought an additional 2 more ropes, and 3 smaller sets of solar lights.   The Rec. Committee also purchased an awesome looking Santa Suit, which will be used for years to come!

The Roads Dept. helped as well with putting up the lights – great team work.

The Astorville Freshmart donated the hot chocolate and cups, and thank you cards were delivered to both of these businesses, and posted on the Facebook page, and in the January Newsletter.

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Gail Degagne, Mayor
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Memorandum

To:	**Recreation Committee**
CC:	
From:	**Monique**
Date:	**December 16, 2024**
Re:	**Rec. Open House December 5, 2024**

Attendance: Gail Degagne, Bernie Kerr, Monique
Guests: Paul & Denny Sharp

Denny & Paul submitted three ideas/suggestions (attached)
- Learn to Paddle Beach Event (with certified instructors)
- Farmer's Olympics
- Bleach Bottle Curling

Other items discussed:

Discover Routes Trails Organization: Gail is going to follow up with Jenn from this organization about walking trails (old rail lines).   Confirm who owns these? Does the township own these? Partially owned?

"Nosbonsing Trail" – could possibly be _____ Chisholm, Bonfield & East Ferris.

Laporte's Trails: Readvertise this and remind people of them, three trail system.
https://discoveryroutes.ca/laporte-walking-trail/

Ideas/suggestions: -   Exercise stations along walking trails
                         -   Rest stops/benches with informational plaques with QR codes
                         -   Passport Books

Will hold another "open house/town hall meeting" in the Spring.

(Open House - Rec.)

(Open House - Rec.)

Dec 5/24

Rec Committee Input

Idea #1

Learn to Paddle Beach Event

- Funding
- Insurance - they have their own -
- Cost?
- Certified Instructors.

ORCKA (Ontario Recreational Canoeing Kayaking Association) puts on small clinics with certified instructors. I have been in touch to make sure they still do this sort of thing and have made contact with a member in North Bay who would be willing to gather people together to come to the beach and work with people who are interested in learning. I have two canoes and two kayaks that I can loan out for the event and I am sure we could come up with more. Cost wise we may need to cover costs of volunteers to attend. My contact in North Bay is Alain Faucon. I reached him through ORCKA's general email address. He is waiting to hear the results of my proposal before he begins organizing.

I suggested to Al a mid July date to stay ahead of bluegreen Algae concerns.

Please let me know ASAP if you decide not to go forward with this because I have shared this idea with others and they are willing to organize something if Rec Committee does not want to pursue this. My e-mail is dennysharp1000@gmail.com or 705-561-9990.

Idea #2

Farmer's Olympics: tons of fun farm related challenges. This could become an annual event with a circulating trophy.

Idea #3

Bleach Bottle Curling – same as regular curling but more relaxed lol

Ontario
Trillium
Foundation

Fondation
Trillium
de l'Ontario

An agency of the Government of Ontario
Un organisme du gouvernement de l'Ontario

Capital Grant

Improve community facilities and spaces. Capital grants provide funding over one year to help organizations respond to the capital needs of Ontario's communities.

NEXT DEADLINE

March 5, 2025, at 5:00 p.m. ET

TERM LENGTH

Maximum 12 months

AMOUNT AWARDED (PER YEAR)

Minimum $10,000   Maximum $200,000

Improve community spaces

Programs and services that support the people of Ontario are delivered locally in a range of community buildings and spaces. These places provide opportunities for activity, recreation and connection and play an important role in creating healthy and vibrant communities where everyone feels a sense of belonging.

In the Capital grant stream, OTF funds projects that update buildings, enhance spaces, and purchase fixed and non-fixed equipment so people and communities can thrive.

The grant application period is February 5, 2025 to March 5, 2025, at 5:00 p.m. ET.

Who is eligible to apply

OTF grants support the work of non-profit organizations, small municipalities and Indigenous communities to help them deliver direct community-based programs and services in Ontario.

Review the eligibility criteria below to help you determine if you are a fit with who we fund.

View eligibility criteria for applicants

Interested applicants must:

- deliver programs and services in one of four sectors: sports and recreation, arts and culture, environment, and human and social services.
- have a primary purpose, presence, and reputation for delivering community-based programs and services with direct community benefit in one of OTF's 16 geographic catchment areas in Ontario.
- demonstrate the financial and organizational capacity to manage OTF funds, and deliver and complete the proposed project as per OTF's Financial Need and Health of Applicants policy (/who-we-are/our-policies/financial-need-and-health-applicants-policy).
- demonstrate that it is the appropriate organization or community to carry out the proposed project.

In addition to these requirements, applicants must be one of the following:

Non-profit organizations

The following types of organizations may be eligible for funding. They are required to have at least one full year of registration and/or incorporation and operating.

- A charitable organization registered with the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction

Indigenous communities

The following Indigenous communities may be eligible for funding:

- A First Nation

- First Nations seeking funding for their libraries must apply on behalf of the library.
- A Chartered Community Council, operating under the Métis Nation of Ontario
- An Inuit community

Municipalities, libraries and local services boards

- A municipality with a population of 20,000 or less, county library boards and local services boards serving populations of 20,000 or less are only eligible to apply for funding in two of OTF's Funding Priorities:
  - Foster physically active lifestyles; or
  - Enriching lives through arts, culture and heritage
- A municipality with a population of 20,000 or less must apply on behalf of its cultural or recreation agencies, including municipal libraries and museums.
- Municipalities with a population of over 20,000 are not eligible for funding.

Learn more about eligibility criteria for applicants (/who-we-are/our-policies/eligibility-policy).

Religious entities

An organization that is a religious entity or a faith-based group and is a registered charity or not-for-profit corporation may be eligible for funding. The organization needs to provide direct program and services to the community at large which are not religious activities and do not include a requirement to participate in any dimensions of faith.

Learn more about eligibility criteria for religious entities (https://otf.ca/who-we-are/our-policies/eligibility-policy#religious-entities).

Ineligible applicants and activities

OTF funding is available to applicants that meet specific requirements related to their mission and mandate, how they operate, their proposed projects and the community need. Find out who and what is not eligible for OTF funding (https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-applicants).

Use the application checklist

The Capital grant application involves specific information about applicants and their proposed projects. The submitted information helps us evaluate if all eligibility criteria are met and eligible projects are then scored for overall strength and clarity.

Along with the application checklist:

- Review the Capital grant application questions (/resources/community-investments-grant-resources/capital-grant-application-resources/capital-grant-application-questions) and
- Understand how we assess grant applications.

1) Gather your organization information and assess your eligibility

Organization details

- Incorporation number and year of incorporation (not-for-profits only)
- Charitable registration number and year of registration (registered charities only)
- Business number (for all applicants) (/submitting-your-business-number)

Financial information

- Financial statements for your organization's 2 recent fiscal years, which need to be completed within 5 months of your fiscal year-end
- Accumulated surplus and deficit documentation (if applicable)
- All applicants, except for Municipalities, First Nations, Métis or Inuit communities, need to comply with and submit financial information that meet Financial Statement Requirements (/resources/financial-statement-requirements).

Governance information

- List of current board of directors. Your board must meet application requirements (/resources/community-investments-grant-resources/capital-grant-application-resources/capital-grant-application-questions)
- List of current senior staff, Director level and above

- By-laws
- All applicants, except for Municipalities, First Nations, Métis or Inuit communities, need to provide governance information.

Not eligible? If applicants do not meet OTF's requirements, their application will not proceed for a full review.

2) Gather your project information and documentation

For each of the following items, use the <u>grant application questions</u>
(/resources/community-investments-grant-resources/capital-grant-application-resources/capital-grant-application-questions)
to understand all requirements:

- Identify your project objective and activities
- Prepare your project plan
- Identify budget items that align to your project plan
- Obtain quotes and estimates for goods and services valued above $5,000
- Provide photos and diagrams related to your project
- Provide your proof of ownership or a 5-year lease agreement

3) Complete and submit your application

Granting Portal

OTF requires all grant applications to be submitted through its Granting Portal. Before starting an application, you will be asked to complete a short questionnaire to ensure you are a fit for this grant stream.

- Returning users: Sign-in to the Granting Portal when the application becomes available.
- New users: To access available grant applications, <u>create an OTF account</u>
    (https://services1.otf.ca/s_csignup.jsp?token=XVtQHUUGYF1YShZZXxJWQI1ZYEI8H3Q%3D).

Final reminders

- Start your application as soon as it becomes available and work with your team to finalize requirements
- Once submitted, your application is final and cannot be changed
- Applications submitted after the deadline will not be accepted
- Learn how OTF makes application decisions (/who-we-are/about-us/how-we-make-application-decisions)

What we fund

Capital grants are a good fit for projects that update buildings, enhance spaces, and purchase fixed and non-fixed equipment. Explore what we fund below through the Capital grant stream.

Funding priorities

OTF invests in projects that help build healthy and vibrant communities. OTF's funding priorities focus on areas that identify the types of change OTF invests in. Select the funding priority that best meets the goal of your project:

- Foster physically active lifestyles
- Help people build stronger connections and a deeper sense of belonging in their community
- Enrich lives through arts, culture and heritage
- Support youth to develop stronger social, emotional and leadership skills
- Support participation in the conservation and restoration of the environment
- Enable economically vulnerable people to meet their basic needs and/or strengthen their financial stability

Explore these priorities as part of OTF's Grant Investment Framework (/our-grants/grant-investment-framework).

Project objectives

As you plan your application and gather your documentation, choose the main objective for your project:

- Maintain or increase access to a program or service
- Extend the life of a facility or space
- Improve a facility or space to make it more accessible

Project activities

You can deliver your capital project and improve the infrastructure in your community through a maximum of three project activities:

- Purchase equipment
- Repair, renovate and/or retrofit a facility structure or space
- Enhance or improve an outdoor structure or space

Applicants that are installing fixed equipment, adding outdoor installations, or renovating, repairing, or retrofitting facilities or spaces are required to provide 1 of the following documents:

- **Proof of ownership**, such as a current year tax bill with roll number, current year Property Assessment Notice with roll number (from MPAC), land transfer document, title or deed; or
- **A lease agreement** with at least 5 years remaining at the time of the grant application deadline date.

Learn more about Lease Agreement Requirements (/resources/lease-agreement-requirements).

Project budget and eligible costs

You can apply for funding to cover project costs across 3 budget categories. Prepare and complete a budget that meets application requirements.

Eligible amounts

Your project budget needs to be a minimum of $10,000 and cannot exceed $200,000.

Budget categories

For each category, you can have up to five budget items. Include a short description for each item and a detailed cost breakdown.

- **Construction and renovation costs:** This includes materials and/or contractor costs
- **Equipment costs:** This includes fixed and non-fixed equipment
- **Developmental costs:** Up to 20% of the total project budget can be for developmental costs associated with construction, such as the development of engineering plans, legal fees, or survey costs

Quotes and estimates

For each goods and services valued above $5,000, a minimum of one quote or estimate is required. However, OTF prefers to receive two or more quotes or estimates to help your organization establish accurate budget amounts and demonstrate the best value for money.

Multiple sub-contracts with a supplier on the same project:

- Multiple sub-contracts with a supplier on the same project will be considered as a cumulative total. This means if the total of these goods and/or services exceeds $5,000, a minimum of one itemized quote or estimate (preferably two or more from different suppliers) needs to be uploaded.
- An itemized quote or estimate breaks down the cost of each good and service into line items.

All documentation needs to be:

- Prepared by a third-party professional
- Dated and obtained within 6 months prior to the application deadline
- Completed with information about the vendor or supplier

Ineligible costs

Certain activities and items are not eligible for funding. These include:

- Taxes, such as GST and HST, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates.
- Contingency costs: Funds that are reserved or set aside for an emergency

- Costs incurred before the approval of the OTF grant
- General capital fundraising drives and/or capital campaigns

    o Where OTF funding represents a component of a larger project, applicants must demonstrate either that the OTF funded components can be completed independently or that other funding sources have been secured, before OTF releases any funds to the grantee. If the funds to complete the project are not secured in full within one year of the signing of the Grant Contract, the grant will be rescinded.
- Program staff and program costs

Read the full list of what is not eligible for funding (https://otf.ca/who-we-are/our-policies/eligibility-policy#ineligible-activities).

How we assess grant applications

Submitted applications are assessed by experienced staff and local volunteers.

Discover OTF's assessment criteria for Capital grant applications to help you prepare a complete application.

View OTF's assessment criteria

Assessment criteria: Eligibility of applicants

All applicants need to:

- Fit with who we fund (/who-we-are/our-policies/eligibility-policy).
- Demonstrate a primary purpose, presence, and reputation for delivering programs and services with direct community benefit in Ontario.
- Comply with requirements around certain political activities (/who-we-are/our-policies/eligibility-policy).
- Have the right type of complete financial statements (/resources/financial-statement-requirements) based on its total revenues and fiscal year-end date. If needed, the application also includes required documentation for accumulated surplus and deficit (https://otf.ca/resources/financial-statement-requirements#prepare-your-documents).
- Have a minimum of 3 active board members as of the application deadline.

- Provide a clear organizational structure and have proper oversight for effective management of conflict of interest and accountability.
- Demonstrate strong financial capacity and the ability to manage the grant (if applicable, based on past OTF grants).

Note:

- Applicants that do not meet eligibility criteria will not have their applications proceed to a full review.
- OTF reserves the right to ask successful applicants for updated organization information at any time throughout the life of the grant.

Assessment criteria: Eligibility of projects

OTF reviews the eligibility of projects based on the following areas:

- The project complies with eligibility requirements outlined in OTF policies (/who-we-are/our-policies) and on the Capital grant page.
- The project fits with the funding priority selected.
- The project fits with the purpose of Capital grants and the selected project objective.
- The necessary documentation meets requirements.
- The applicant has the capacity to deliver the project as outlined.

Assessment criteria: Clarity and strength of projects

Projects are evaluated and scored based on the following criteria:

Community benefit and relevance (30%)

- The application clearly explains the fit with the selected funding priority and the selected project objective.
- The project responds to a community need or opportunity.
- The anticipated local benefits are realistic and achievable.
- The project budget is appropriate to achieve the anticipated impact.

Project plan and feasibility (30%)

- The project plan is clear and provides details about how the project will be implemented including the deliverables, key tasks, and timelines for the project.
- The project plan is feasible, ready-to-go, can be completed within reasonable timelines and it demonstrates a high likelihood of success.

Project budget (30%)

- The project budget is clear and the identified costs correspond with the project plan, deliverables and key tasks.
- The costs are appropriate, reasonable and valid for the activities outlined in the project plan.
- All funds needed for the project are secured or there is a reasonable plan to secure the remaining funds.

Program participation for populations experiencing barriers (10%)

- The project will help populations experiencing barriers (e.g., socio-economic, geographic, cultural, gender, abilities and/or racial) to participate in the program.

What happens after you submit an application

After you submit a grant application, there are a few critical elements you should be aware of so you can begin your project efficiently and easily.

Read what happens after you apply

Assessing and making recommendations

- OTF staff first review your application and information available on your organization's website and social media accounts.
- We verify that your group meets eligibility criteria.
- If you are eligible, our experienced staff and local volunteers score your application against the project assessment criteria.
- Local Grant Review Team volunteers make funding recommendations to the OTF Board of Directors.
- Learn more about how we make application decisions (/who-we-are/about-us/how-we-make-application-decisions).

Notification of funding decision

- The final list of approved grants is sent to Ontario Members of Provincial Parliament (MPPs) to give them an opportunity to congratulate successful applicants directly, when possible.
- All applicants are then notified of the final decision, approximately 4-5 months from the deadline date.
- All OTF decisions are final and there is no appeal process.

Orientation meeting

- Successful applicants take part in a mandatory orientation meeting with an OTF Program Manager.
- These meetings cover key expectations and requirements of the grant and need to be completed before grants can be activated.
- As part of the orientation, groups review the Grantee Requirements (/resources/current-grantee-resources/grantee-requirements).

Activating a grant

- After the orientation meeting, the Signatory Contact for the grant receives the Grant Contract by email, along with electronic signing instructions. The contract is a legal agreement between the applicant and OTF.
- Once the contract has been received by the Signatory Contact, they must be review it, sign it , and submit it back to OTF within 60 days of receipt to remain valid.
- Grants are activated once contracts are signed and returned electronically to OTF.
- Grant payments are made through electronic funds transfer (EFT) once a grant becomes active.

During your grant

- **Reporting and monitoring**

    - Grantee engagements will take place throughout the life of a grant.
    - Grantees submit a final report when the project is complete. The report covers the achievement of the project, metric, and learnings.

- **Grant recognition**

    - As outlined in the Grant Recognition Requirements (/resources/current-grantee-resources/grant-recognition-requirements), grantees are to

publicly recognize OTF and its funder, the Government of Ontario, at an event and through other recognition activities.

- **Completion**

    - After OTF staff approve the final report, grant hold-back funds are released and the grant is closed.

- **Grantee compliance**

    - A random sample of grants are subject to a Grantee Compliance Audit.
    - Grants can be audited for compliance at any point within the grant's life, or after the grant has been closed.

Most common application mistakes

Review some of the most common mistakes applicants make in their applications. This information will help you prepare a grant application that meets eligibility and application requirements.

Explore some common mistakes

Applicant is not compliant with OTF policies

As part of the assessment process, OTF ensures that applicants comply with OTF's granting policies:

- Anti-Discrimination Policy (/who-we-are/our-policies/anti-discrimination-policy)
- Eligibility Policy (/who-we-are/our-policies/eligibility-policy)
- Financial Need and Health of Applicants Policy (/who-we-are/our-policies/financial-need-and-health-applicants-policy)

When applicants do not meet these policies, the application will be declined.

Applicant does not fit with who we fund

Applicants are assessed according to OTF's Eligibility Policy (/who-we-are/our-policies/eligibility-policy). When applicants do not meet these requirements, the application will not proceed to a full review.

For example: An organization does not clearly explain that its mission and mandate is to directly deliver programs and services in Ontario.

Responses do not include enough information

OTF receives a very high volume of grant applications. While we review and assess all submitted applications, applicants can forget to provide enough detail to give OTF a full, and clear picture of their project. This often includes:

- Answers that don't provide relevant information about the project and organization.
- Missing information about how the project will be delivered.

Applications that don't have all of the answers fully completed will be declined.

Documents are missing or incorrect

Various documentation is required as part of the application. Certain documents are commonly missed or incorrect. Here are some examples:

- Quotes and estimates are not submitted, are missing dates or don't clearly go with a budget item.
- Photos of equipment needed to deliver a project are not submitted.
- The wrong proof of ownership documents are uploaded. (Applicable for Grow and Capital grants)
- A lease agreement does not show a minimum of 5 years remaining at the time of application deadline. (Applicable for Grow and Capital grants)
- Collaborative applications that are missing a complete Collaborative Agreement (/resources/collaborative-agreement). (Applicable for Grow and Seed grants)

Applications that are missing documents or have incorrect documentation will be declined.

Financial documents don't meet requirements

Wrong type of financial statements

The size of your organization's revenue determines who should be preparing your financial statements to submit with your grant application. Most common mistakes with this requirement are for:

- Organizations with revenues less than $99,999: Financial statements can be prepared by staff, internal bookkeeper, board member, or an accountant.

- Organizations with revenues $100,000 or more: Financial statements need to be prepared externally and with different criteria, depending on total revenues.

Applications that contain the wrong type of financial statements will not proceed to a full review.

Review the Financial Statement Requirements (/resources/financial-statement-requirements).

Missing surplus or deficit information

Organizations with an accumulated surplus or deficit need to include additional documentation with the application. This information provides further explanation for staff reviewing the application. Applications that do not provide this documentation will not proceed to a full review.

Review the Financial Statement Requirements (/resources/financial-statement-requirements) and use the Financial Position Calculator (/resources/financial-position-calculator) to determine if you have an accumulated surplus or deficit.

Incomplete or inaccurate project budget

The project budget is a critical part of the application. It shows how grant funds will be used and ensures funds are used effectively. There are a number of common mistakes related to the project budget.

Ineligible costs

Budgets often include costs that are ineligible for funding.

Budget items are not aligned to the Project Plan and requested term

Applicants need to clearly explain how their budget items are connected to their project and Project Plan. Applicants often forget to include:

- Clear cost breakdowns for each budget item.
- Appropriate and reasonable costs for the activities outlined in the Project Plan.
- A Project Budget and Project Plan that correspond to their requested term.

When Project Budgets do not meet requirements, the application will be declined.

Applications do not explain the benefit to local community

The project is not at a community level

OTF has divided Ontario into 16 areas, called catchments, and applicants need to select one catchment area where the primary activities of the project will take place. Applications that indicate impact at a province-wide or national level will be declined.

The community need is not clear

Ensure that you have created a link between your project and the benefit it will have in your community and/or for community members. For example, if you want to hire a volunteer coordinator or purchase equipment explain how these items will help you deliver your project to directly benefit community.

OTF support can help

We are committed to excellent customer service and offer a broad range of complimentary resources and opportunities to help non-profit organizations. Learn how to directly apply for an OTF grant and receive the most up-to-date information about our grants.

(**Get support (/support)**)

Hours of operation

Monday - Friday
8:30 a.m. – 5:00 p.m. ET

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OTF recognizes that our work, and the work of our grantees, takes place on Indigenous territories across Ontario.

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