



Ontario
Trillium
Foundation

Fondation
Trillium
de l'Ontario

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

GRANTEE ORIENTATION - CAPITAL

Fall 2019





WHAT HAPPENS AFTER YOUR APPLICATION IS APPROVED?

- **Grant Contract**
- **Keeping in touch**
- **Reporting**
- **Auditing**
- **Recognition**





SIGNED AND SEALED – THE GRANT CONTRACT

**The Grant Contract is a legally binding contract.
It includes:**

- **OTF Terms and Conditions** associated with your grant
- **Declaration of Understanding** and **Authorizing Signatures page**
- **Schedule A**, containing details of your grant



KNOWING WHERE WE STAND – TERMS & CONDITIONS

Certain terms and conditions apply to every OTF grant, including:

Use of Grant Funds
Maintaining Eligibility Status
Payment of Grant Funds
Mandatory Orientation Session
Grant Results and Metrics
Reporting and Grant Monitoring
Records
Advocacy
Recognition of Foundation's Funding
Evaluation and Audit
Applicable Laws
Insurance

Indemnity
Termination
Acquisition of Goods & Services; Distribution of Assets
Entire Agreement
Modification and Waiver
Acknowledgement
Capital Grants (grants with capital component only)
No partnership or Joint Venture
Non-Assignability
Reliance by Foundation
Severability of Provisions

DECLARATION OF UNDERSTANDING

- Attend orientation
- Read and understand the Grant Contract
- Provide accurate bank account details
- Hold documentation for capital grants
- Follow OTF procedures for reallocating funds and reporting

KNOWING WHAT'S EXPECTED OF YOU – THE SCHEDULE A

Schedule A contains important details about your grant, including:

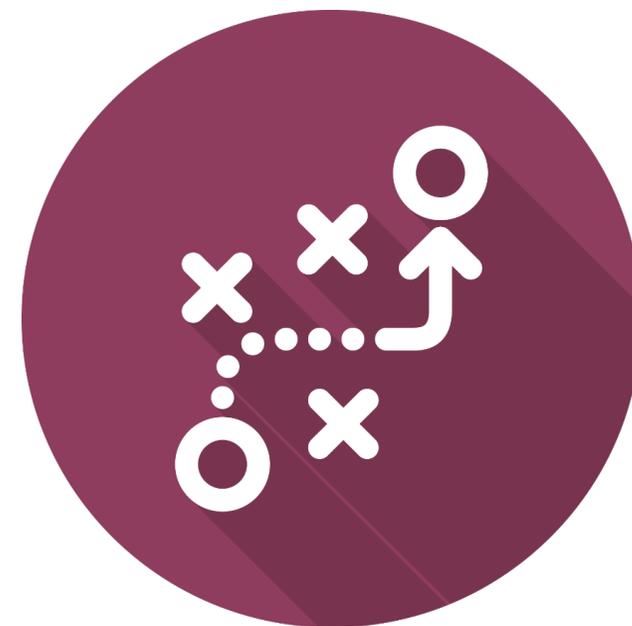
- The approved grant amount and term
- The name of the **Program Administrator** monitoring your grant
- The particulars about your grant
- The Priority Outcome related to your grant
- The Grant Result and the Metrics you've agreed to achieve
- The approved grant budget
- The Payment and Report schedule



SIGNED AND SEALED – THE GRANT CONTRACT

Next Steps

- Confirm Primary Contact
- Confirm project start date
- Sign the Grant Contract electronically within 60 days





THE FIRST PAYMENT – BANKING INFORMATION

Two-Step Process:

- 1. ENTER** the organization's bank name and account number, and upload a void cheque or direct deposit letter from the bank
- 2. LINK** the banking information for your organization with the approved application

Information on uploading banking information is available inside the OTF grant portal, under the Help menu.

Call the OTF Support Centre at 1 800 263-2887 for assistance.



KEEPING IN TOUCH

We want to hear from you ...

If you have a technical problem

Support
Centre

If you need to make changes
to your workplan or budget

Program
Administrator

If you think you may not achieve your
targets or meet your report due dates

Program
Administrator

If you have questions or concerns

Program
Administrator

You'll be hearing from us:

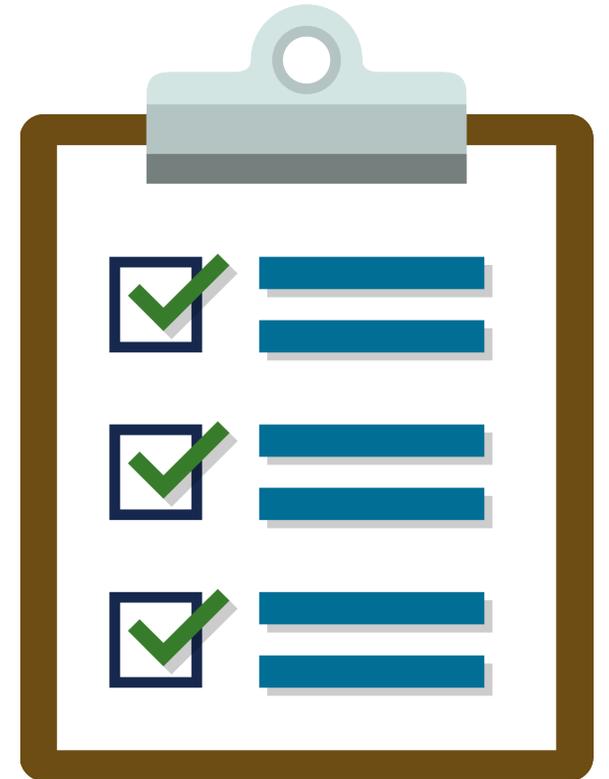
- If we have questions or concerns

How?

A Final Report at the end of the grant

We want to hear about:

- Achievement of the grant metric
- How the funds were spent
- What you learned
- How you recognized OTF
- Volunteers involved, economic impact (FTEs), financial and in-kind support
- You will be asked to attach photos



REPORTING – THE BUDGET

- Report only on OTF funds spent during the grant.
- Report on actual costs, less any costs (including HST and other taxes) for which you have received or are eligible to receive a rebate, credit or refund.
- Include notes to explain any surplus', deficits, and reallocations.
- Surplus funds at the end of the grant must be returned to OTF, per OTF's *Grant Rescind and Recovery Policy* .
- Read our policies on *Eligibility* and *Reallocation of Grant Funds*.
- Review Use of Grant Funds in Grant Contract Terms and Conditions.

Commitment to achieving specific grant metrics

- Targets and metrics were identified in your application and are documented in your grant contract
- In your final report, you will be asked to report on the progress made towards achieving the grant result metric that's associated with your chosen Grant Result



THE LAST RESORT – RESCINDING A GRANT

When nothing can be done to keep a grant on track, it may be rescinded – either at the grantee's request, or ours.

OTF may rescind a grant if:

- A grantee fails to observe, or uses grant funds for purposes that are contrary to, OTF's policies, program guidelines or Grant Contract
- A grantee is unable to achieve the grant's outcomes
- The grant is not completed within the timelines listed in the Grant Contract
- Circumstances prevail that seriously jeopardize the successful completion of the grant or management of grant funds
- Grant funds have been misappropriated

See OTF's Grant Rescind and Recovery Policy for more information

The Grantee Compliance Audit asks grantees to substantiate:

- Their achievement of the metric, e.g., photos, reports, manuals, videos, registrations, databases, surveys, permits, etc.
- Their spending of the grant funds as per the approved Grant Budget e.g., general ledger, invoices, quotes, contracts, receipts, bank statements, etc.





GOING PUBLIC — RECOGNIZING OTF GRANTS

Required grantee recognition of OTF

The OTF Recognition Policy states grant recipients will:

- 1) Hold a recognition event at the beginning, middle or end of the grant
- 2) Invite your local MPP and an OTF representative
- 3) Include an OTF logo on your website
- 4) Acknowledge the funding in grant-related materials, online and in print
- 5) Display your OTF plaque in a public area

Four things to remember when planning your grant recognition event:

- Review the Public Relations Toolkit before contacting OTF
- Give OTF and your local Member of Provincial Parliament (MPP) a minimum of **three weeks notice** of your grant recognition event for operational requirements
- Invite OTF and your MPP at the same time
- Include the 5 Ws in your invitation: who, what, why, when & where



GOING PUBLIC — RECOGNIZING OTF GRANTS

OTF Public Relations Associates review and approve recognition materials related to your grant:

- Media Releases and Media Advisories
- Grant recognition event details: event logistics, agenda and answers to questions around inviting your MPP
- Any draft promotional materials that include an OTF logo

GOING PUBLIC - RECOGNIZING YOUR GRANT

Visit the OTF website and click on **Already Got a Grant**

Please contact your Public Relations Associate. **We are here to help**

Lori Kay, lkay@otf.ca

1.800.263.2887 x.216 or 416.963.7916

Durham, Haliburton, Kawartha, Pine Ridge | Grey, Bruce, Huron, Perth | Halton-Peel | Hamilton | Muskoka, Nipissing, Parry Sound, Temiskaming | Niagara | Simcoe-York | Toronto | Ontario | Collective Impact | Youth Opportunity Fund (YOF) | Local Poverty Reduction Fund (LPRF)

Edwige Jean-Pierre, ejean-pierre@otf.ca

1.800.263.2887 x.213 or 416.963.7913

Algoma, Cochrane, Manitoulin, Sudbury | Champlain | Essex, Kent, Lambton | Grand River | Northwestern | Quinte, Kingston, Rideau | Thames Valley | Waterloo, Wellington, Dufferin | Francophone events



Ontario Trillium Foundation Logo Usage

Logos There are two versions of the logo.

Horizontal Version Vertical Version

Corporate Colours

Green	PANTONE 364C	
C 65	M 0	Y 55
V 100	R 42	B 124
K 42		

Minimum Size



(Please use logo specific for small application)
NOTE: The minimum size allowable for logo is 0.5" in high from top to bottom, will ensure legibility.



Ontario Trillium Foundation's
PUBLIC RELATIONS TOOLKIT
v. 1.5



QUESTIONS?



**SUPPORT
CENTRE**

1 800 263-2887 | otf@otf.ca

