



Community Building Fund - Operating stream

Grant application questions

Organization information

You must have authorization from your organization to complete this application. Please obtain authorization before moving forward. If you have any questions, please email the [OTF Support Centre](#) or call 1 800 263-2887.

- I confirm a representative with designated signing/decision-making authority is identified as the Signatory Contact in the Organization Information and has authorized this application.

Your organization's Signatory Contact is the person who has signing authority to legally bind your organization, has authorized this application and will be responsible for signing an OTF Grant Contract.

Q: Your organization Signatory Contact's details:

- Name
- Position
- Email
- Phone

Your Organization Contact is the designated person who has the authority to submit this application.

Q: Your Organization Contact's details:

- Name
- Position
- Email
- Phone

- I have read and agree that this organization will comply with the Ontario Trillium Foundation's [Anti-Discrimination Policy](#).
- I understand and agree that data provided throughout the application may be shared with other funders and/or may become public. Please review our [Open Data Policy](#).

Please review the funding program's [eligibility requirements](#) to ensure your organization is eligible before applying.

Organizations applying to the Community Building Fund - Operating stream need to have **a significant presence** in the arts and culture, heritage, tourism, sport and recreation sectors, **and** operate facilities and/or provide experiences or programs in Ontario that are open to the public,

And must meet one of the following:

- A charitable organization or public foundation registered as a charity by the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction
- A First Nation / Métis / Inuit or other Indigenous community

Note:

- Organizations that are both an incorporated not-for-profit and a registered charity should register as a charity.
- Métis Nation of Ontario charter, Inuit or other Indigenous groups or organizations should register as either a charitable organization or an incorporated not for profit organization, as applicable.

Ineligible organizations include:

- Any Municipality or municipal agencies
- A conservation authority
- An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization
- A for-profit organization
- A university/college, hospital, school or an agency of one of these organizations
- An agency of the provincial or federal government
- Organizations outside Ontario

Q: Select your organization type:

- A charitable organization or public foundation registered as a charity by the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction
- A First Nation / Métis / Inuit or other Indigenous community

Q: Your organization's legal name.

Q: Your organization's charitable or incorporation number, and year of registration.

Q: Your organization's operating name.

Q: Your organization's address:

- Street Address/RR or PO Box #
- City
- Province
- Postal Code (format X1X 1X1)
- Phone
- Website (If none enter N/A)

Q: If your organization is active on social media, please provide the handles you operate under. For example, @ONTrillium is OTF's Twitter handle.

Q: Your organization's mission statement. *Max. 200 words.*

Q: Your organization's typical activities, services or programs and number of people served annually. *Max. 200 words.*

Q: On average, how many paid staff did your organization have over the last 12 months, regardless of full-time or part-time status? *Enter a numeric number.*

Q: On average, how many volunteers did your organization have over the last 12 months, regardless of the number of hours volunteered? *Enter a numeric number.*

All organizations, with the exception of First Nations, must meet OTF's Financial Statement requirements.

Financial Statements

To consider an organization as eligible, the Ontario Trillium Foundation (OTF) requires at least one fiscal year of financial statements from the date of incorporation or charitable registration. Review our [Financial Statement Requirements](#) to ensure you submit the right type of Financial Statements based on your organization's total revenues and fiscal year-end date.

Financial statements for the most recent completed fiscal year must have been completed within twelve months of your organization's financial year-end.

- Organizations with annual revenues of over \$500,000 must submit audited financial statements for the most recent fiscal year end, which must include comparative information for the prior fiscal year. These statements must be prepared by a [licensed public accountant](#) external to your organization and need to include an Auditor's Report and accompanying notes.
- Organizations with annual revenues between \$250,000 and \$499,999 must submit financial statements for the most recent fiscal year end, which must include comparative information for the prior fiscal year. These statements must be prepared by a [licensed public accountant](#) external to your organization and need to include a Review Engagement Report on the financial statements and accompanying notes.
- Organizations with annual revenues between \$100,000 and \$249,999 must submit financial statements for the most recent fiscal year end, which must include comparative information for the prior fiscal year. These statements must be prepared by a firm that is registered with CPA Ontario and need to include a

Notice to Reader on the financial statements. To find or confirm a registered firm, visit the [CPA Ontario firm directory](#).

- For revenues \$99,999 or less, your organization is required to provide, at minimum, internally prepared financial statements for the two most recent fiscal years. See examples [here](#).

The financial health of all organizations is assessed as part of the grant application process. This is why we require a complete set of current financial statements.

Submitted financial statements will be assessed for a surplus or a deficit. This forms the initial basis of our assessment of your financial health and need. You can use the [Financial Position Calculator](#) to conduct a simple assessment of your organization's financial health. However, OTF will conduct its own internal assessment as part of the application review process.

The following surplus or deficit documentation will be required for our review and consideration:

SURPLUS: If your organization has access to net assets worth more than 12 months operating expenses, you must upload an explanation as a separate document along with your financial statements, explaining why you have a surplus.

You must demonstrate that unrestricted net assets have been earmarked for an imminent project or purpose; or where the circumstances can otherwise demonstrate significant financial need.

Please upload your explanation along with your financial statements in the Organization Information section of the grant application.

DEFICIT: If your organization has an accumulated deficit greater than 10% of annual expenses, you must upload a deficit reduction plan, as a separate document along with your financial statements, explaining how you intend to reduce it.

The plan must include details such as monetary targets to reduce the accumulated deficit and must be reasonable and achievable – and give a clear picture of your deficit situation and a strategy to eliminate the deficit. You must also demonstrate a history of strong financial management and deficit management by providing your current operating budget.

Please upload your plan and current operating budget along with your financial statements in the Organization Information section of the grant application.

Q: Upload your organization's most recent completed financial statements for either 2020 fiscal year (including 2019 comparative details) or 2019 fiscal year (including 2018 comparative details) and surplus or deficit information, if required.

Please ensure you are submitting the required financial statements based on your organization's fiscal year-end date and total revenues. Financial statements must be completed within 12 months of the organization's most recent fiscal year-end.

All organizations, with the exception of First Nations, must meet OTF's Board of Directors requirements.

Board of Directors

Your organization must have a minimum of three active board members (active terms as of grant application deadline date). To be eligible for funding, at least 50% must maintain an arm's length relationship to each other.

An 'arm's length' relationship means board members and organization executives are not married or related to each other, do not work as business partners or are otherwise in a relationship where interests may be compromised.

Answer yes if: board members and organization executives are **not** married or related to each other, do not work as business partners or are otherwise in a relationship where interests may be compromised.

Answer no if: board members and organization executives **are** married or related to each other, do work as business partners or are otherwise in a relationship where interests may be compromised.

Q: Does your organization have three or more active board members (active terms as of grant application deadline date), with at least 50% of board members at an arm's length relationship to each other? *Yes/No*

Q: We need your most current board list including their name, term start and end date, position and arm's length information. Please add or delete from the table, to reflect your current board members and update all fields:

First Name	Last Name	Term Start Date	Term End Date	Position	Arm's Length (Yes/No)

- I confirm I have been given authority to submit this application.
- I confirm that all the organization information provided is correct, up-to-date and complete (including most recent completed financial statements and surplus/deficit information, if required).
- I confirm that the right type and year of financial statements have been uploaded based on our organization's total revenues and fiscal year-end, and the Board of Directors table has been updated.

Grant request information

Q: Only expenses that are incurred in Ontario are eligible for funding. Will the expenses you are requesting funding for be incurred in Ontario? *Yes/No*

For data collection purposes only

Q: Select the population that your organization serves:

Lived-experience of population served:

- General population
- In care/leaving care
- Low income
- Newcomers/refugees
- People with disabilities
- People living with mental health/addiction
- Underhoused/homeless

Identity of population served:

- Black
- Francophone
- General population
- Indigenous or Aboriginal
- LGBTTTQ+
- Other racialized groups
- Women

Q: Does your organization's leadership and/or decision-making entities (Board, executive team, senior leadership etc.) reflect the lived-experience or cultural identities of the communities served by your organization?

- Yes
- Somewhat
- No
- Unsure

Q: Select the age group primarily served by your organization:

- Children (0-12)
- Youth (13-24)
- Adults (25-64)
- Seniors (65+)
- All ages

Q: Where is your organization located? Pick one of [OTF's catchment areas](#).

Q: Select the census division.

Q: For the Toronto catchment, select the neighbourhood where your organization is located.

Q: What capacity is your organization currently operating at (as a percentage):

- 100%
- 90%
- 80%
- 70%
- 60%
- 50%
- 40%
- 30%
- 20%
- 10% or less

Q: Please indicate your requested grant term:

Pick one from the list.

- 6 months
- 12 months

Please note that approved grants start once the OTF Grant Contract has been signed and submitted back to OTF.

ASSESSMENT CONSIDERATION #1: Significance of organization in the arts and culture, heritage, tourism, sport and recreation sectors and in its community.

Scoring weight : 20%

- Organization has a significant presence in the arts and culture, heritage, tourism, sport and recreation sectors that enhances the quality of life for residents and provides visitor experiences, recreational opportunities, cultural programming, jobs and/or services in communities across the province.
- Organization operates facilities and/or delivers experiences or programs that are critical to the community and demonstrates community benefit.
- Organization contributes to social and economic well-being as a community builder, key heritage, sport and recreation, tourism, culture attraction, job contributor, community partner and/or service provider.

Only organizations with a significant presence in the arts and culture, heritage, tourism, sport and recreation sectors are eligible for the Community Building Fund.

Q: Choose the sector that your organization's work and/or mission/mandate fits:

- Arts
- Culture
- Heritage
- Tourism
- Sport
- Recreation

Note: For the Community Building Fund – Operating stream grant application, all organizations with a significant presence in the sport and recreation sector must operate a facility used for **physical activity** and/or deliver **physical activity** experiences and programs.

Q: Tell us about the significance of your organization in the arts and culture, heritage, tourism, sport and recreation sectors and in your community, prior to the impacts of COVID-19, by describing:

How your facilities, experiences and/or programs contribute to the **social and economic** well-being of your community.

Max 150 words.

ASSESSMENT CONSIDERATION #2: Organization supports diverse, under-represented, and/or vulnerable populations.

Scoring weight: 10%

- Organization has clearly demonstrated that its purpose and/or programming positively impacts populations experiencing socio-economic, geographic, cultural and/or racial barriers.

The Community Building Fund seeks to support diverse communities and underrepresented populations in arts and culture, heritage, tourism, sport and recreation.

Q: Tell us how your organization's purpose and/or programming positively impacts populations experiencing socio-economic, geographic, cultural and/or racial barriers?
Max. 75 words.

ASSESSMENT CONSIDERATION #3: Impact of COVID-19 on organization.

Scoring weight: 35%

- Organization demonstrated how COVID-19 has impacted their ability to operate facilities and/or deliver experiences or programs.
- Organization demonstrated a minimum 50% loss of revenues since previous fiscal year due to COVID-19 and/or 50% loss of attendance prior to the impacts of COVID-19.
- Organization demonstrated increased operating costs due to COVID-19.
- Organization is experiencing financial strain and has exhausted other funding options.
- The facilities, experiences or programs run by the organization were fully or partially shut down due to COVID-19 and have reopened or have plans to re-open.

Q: Indicate the loss in revenues your organization has experienced since March 2020.
Pick one from the list.

- 100% or more
- 90%
- 80%
- 70%
- 60%
- 50%
- 40%
- 30%
- 20%
- 10% or less

Q: In your 12-month operating period **prior** to COVID-19 (before March 2020), how many people did you serve? This includes people who participated, attended, visited, used your programs/facilities. *Enter a numeric number.*

Q: In your 12-month operating period **since** COVID-19 impacted your organization (after March 2020), how many people have you served? This includes people who participated, attended, visited, used your programs/facilities. *Enter a numeric number.*

Q: In your 12-month operating period **prior** to COVID-19 (before March 2020), how many staff did you employ, regardless of full-time or part-time status? *Enter a numeric number.*

Q: In your 12-month operating period **since** COVID-19 impacted your organization (after March 2020), how many staff did you employ, regardless of full-time or part-time *Enter a numeric number.*

Q: Indicate the increased operating costs due to COVID-19 your organization has experienced since March 2020? *Pick one from the list.*

- 100% or more
- 90%
- 80%
- 70%
- 60%
- 50%
- 40%
- 30%
- 20%
- 10% or less

Q: List all municipal, provincial and federal COVID recovery programs your organization has accessed. *Max. 100 words.*

- I confirm that our Community Building Fund request does not duplicate support from these recovery programs.

Q: Has COVID-19 had an impact on your organization's ability to (*select all that apply*):

- Deliver on mission
- Operate facility or physical location due to mandated closures
- Operate facility or physical location due to rent or mortgage stress
- Deliver program/service – insufficient infrastructure/technology
- Deliver program/service – insufficient appropriate program content
- Meet staff payroll (staff have been laid off or reduced hours)
- Meet staff scheduling needs (fewer staff are available)
- Meet volunteer scheduling needs (fewer volunteers are available)
- Generate revenue
- Meet health and safety needs of staff/volunteers
- Other **if other is selected, please indicate impact*

Q: Based on the impacts selected above, please elaborate on how your organization's ability to operate your facilities and/or deliver experiences or programs has been impacted. *Max. 100 words*

ASSESSMENT CONSIDERATION #4: Strategy supports the viability of the organization.

Scoring weight: 35%

- Organization demonstrated that the funds will help the organization remain viable to operate facilities and/or deliver experiences or programs.
- Organization described a reasonable approach to sustain/resume operations and understands what's needed to support their re-opening plan.
- The financial workbook is reasonable and aligned to the Community Building Fund – Operating stream outcomes selected.

Q: Please select the Community Building Fund outcome(s) you will achieve to address the impacts you identified (select only those that apply):

- Transform operations to meet public health requirements
- Maintain viability to operate facilities and/or deliver experiences or programs in the short and medium term
- Ensure sustainability to operate facilities and/or deliver experiences or programs in the long term
- Adapt to new ways of working
- Meet the changing needs of program and service delivery
- Enhance visitor and participant experiences

Q: What is your strategy to achieve the selected outcomes and address the identified impacts? *Max. 200 words*

Q: How many months of operations is your organization currently able to sustain?

- less than 1 month
- 1-3 months
- 4-6 months
- 7-9 months
- 10-12 months
- 12+ months

Q: With this funding, how many additional months of operations will your organization be able to sustain?

- less than 1 month
- 1-3 months
- 4-6 months
- 7-9 months

- 10-12 months
- 12+ months

Financial Workbook

Read these [financial workbook instructions](#) prior to completing the workbook.

- Complete the Financial Workbook by clicking on the "Open" button below.
- Please ensure the costs accurately reflect your eligible operating needs and are clearly aligned with the grant request activities and outcomes. Grants are awarded in full or declined. Ontario Trillium Foundation will not fund partial amounts.

How much can organizations apply for?

Organizations can apply for up to 80% of their total eligible operating expenses or up to 100% for First Nation, Metis, Inuit or other Indigenous communities with a maximum request based on total eligible operating expenses (based on 2019 financials).

- Organizations with total eligible expenses of \$1,000,000 or more are eligible for up to a maximum of \$250,000.
- Organizations with total eligible expenses of \$500,000 to \$999,999 are eligible for a maximum of \$100,000.
- Organizations with total eligible expenses of less than \$500,000 are eligible for up to a maximum of \$50,000.

Total request amount must be a minimum of \$10,000.

The maximum amount your organization can request for Community Building Fund – Operating stream is based on total eligible operating expenses listed in your 2019 financial statements. Expenses that are ineligible for calculating your total eligible operating expenses include:

- Harmonized Sales Tax or refundable expenses (e.g., security deposits)
- Legal, audit, insurance or interest fees
- Mortgage payments
- Translation services
- In-kind contributions
- Pre-existing budget deficits/long-term debt financing

Q: What was your organization's total eligible operating expenses for 2019 (do not include ineligible expenses)? *This number determines the maximum request amount.*

- I confirm that our request amount does not exceed 80% of total eligible operating expenses or 100% for First Nation, Métis, Inuit or other Indigenous communities.

Q: How much funding are you requesting? *This amount auto-populates based on total amount from Financial Workbook.*

Grant Request Description

Our :

(select one)

- Organization
- First Nation
- Inuit community
- Métis community
- Indigenous community

with a \$XX,XXX Community Building Fund – Operating stream grant, will continue operating facilities and/or delivering experiences or programs for Ontarians by: ***Describe the purpose of your request using up to 20 words.***

Acknowledgements

- I have read the Financial Workbook Instructions and confirm that the budget request complies with the Ontario Trillium Foundation policies and requirements.
- I understand the importance of avoiding any conflicts of interest (or the appearance thereof) when obtaining goods and/or services.
- I understand that should this application be approved, our organization will be required to enter into a formal, legally binding agreement with the Ontario Trillium Foundation that is based on the information in this application and includes the terms and conditions of the grant.
- I have reviewed the [Recognition Policy](#) and agree, that if our application is approved for the Community Building Fund, we will publicly recognize the Government of Ontario and the Ontario Trillium Foundation.
- Community Building Fund will not fund expenses that are covered by other sources. I understand that if we receive funds from other funding sources for the same expenses, we must notify the Ontario Trillium Foundation immediately.
- I understand that Ontario Trillium Foundation will not reimburse any expenses incurred prior to being notified of grant approval.
- The information contained in this application and in the accompanying documents is true, accurate and complete.