

ORGANIZATION REGISTRATION CHECKLIST

Please update your browser to ensure compatibility with OTF's online granting system:

Chrome	Firefox	Safari (for Apple)	Microsoft Edge	Internet Explorer
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To prepare for your registration, you will need the following pieces of information in advance:

REGISTRATION SECTION	INFORMATION REQUIRED	DIRECTIONS
Organization Primary Contact Information	<ol style="list-style-type: none"> 1. The following information will be required for the primary contact/authorizing person: <ol style="list-style-type: none"> a. Name b. Position/Title c. Phone number d. Email 	<p><i>Note: The Primary Contact must have the authority to legally bind the organization. If you are registering on behalf of the person with legal authority/primary contact, you will need to provide his/her name and contact information.</i></p>
Basic Organization Information	<ol style="list-style-type: none"> 2. Organization Name 3. Legal Name of Organization 4. Address of the organization 5. Organization type-specific information, when applicable: <ol style="list-style-type: none"> a. Charitable Registration number & year of registration b. Incorporation number & year of Incorporation c. Band/municipality 6. Optional: website URL, Ontario Business Number (BN15) 7. Executive contact information <ol style="list-style-type: none"> a. Name b. Position/Title c. Phone number d. Email 8. Brief background on your organization's typical activities, services, or programs (max. 500 words) 9. Your organization's mission statement/principal mandate/overarching goal (max. 100 words) 10. Briefly describe how your organization's work impacts your community (max. 250 words) 11. On average, how many paid staff did your organization have over the last 12 months? (numeric) 12. On average, how many volunteers did you have over the last 12 months? (numeric) 	<p><i>The Ontario BN15 number is a Business Number that businesses receive from the Ontario Government for data management purposes. If you do not have one, leave the field blank.</i></p> <p><i>Describe the positive impact your organization's activities, services or programs have on the community/communities served.</i></p> <p><i>Please provide the total number of people you pay, regardless of full-time or part-time status.</i></p> <p><i>Please provide the total number of individual volunteers, regardless of the number of hours they each volunteered.</i></p>

<p>Governance (Applies to registered charities and incorporated not-for-profits only.)</p>	<p>13. How many board members does your organization have? (numeric)</p> <p>14. Provide information for each board member (25 members max):</p> <ul style="list-style-type: none"> a. First Name b. Last Name c. Position d. Director Term Start Date e. Director Term End Date 	<p><i>OTF requires registered charities and incorporated not-for-profits to have a minimum of three members on an organization's board of directors.</i></p> <p><i>To be eligible for funding, at least 50% of board members must maintain an arm's length relationship to each other.</i></p> <p><i>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.</i></p> <p><i>If a board member is at arm's-length to other board members or executive staff (i.e. not married, related etc.), click 'yes'.</i></p> <p><i>If he/she is married to, related to, or in a business relationship with another board member or executive staff, answer 'no'.</i></p>
<p>Financial Health (Applies to registered charities and incorporated not-for-profits only.)</p>	<p>15. In accordance with our Eligibility Policy and Financial Need and Health of Applicants Policy, as a minimum, organizations must be able to demonstrate that they provide services in Ontario, and show evidence of their ability to generate additional resources from the community and other sectors. Therefore, OTF requires at least one fiscal year of financial statements to consider an organization's eligibility.</p> <p>Organizations with less than one fiscal year (less than twelve months) of financial history reflected in their financial statements, will not be eligible to apply to OTF for funding.</p> <p>OTF asks organizations less than two years old to provide Financial Statements for at least one completed fiscal year, which includes a statement of revenues and expenses, a balance sheet and footnotes to the financial statements. We accept an Organization Registration only from an organization that can provide financial statements for at least one completed fiscal year.</p> <p>The financial statements of all organizations will be assessed for a surplus or deficit using our Financial Position Calculator - i.e.: Example of a deficit (pdf), Example of a surplus (pdf). This forms the initial basis of our assessment of your financial health and need.</p> <p>All organizations, with the exception of First Nations and eligible Municipalities, must upload one complete set of financial statements for your organization's two most recent completed fiscal years which includes a statement of revenue and expenses, a balance sheet and footnotes to the financial statements. Audited statements are preferred for all revenue levels. Minimum requirements are:</p>	

- Annual revenues of \$99,999 or less: Internally prepared financial statements for the two most recent fiscal years.
- Annual revenues between \$100,000 and \$249,999: 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 and need to include a Notice to Reader on the financial statements and accompanying notes.
- Annual revenues between \$250,000 and \$499,999: 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.
- Annual revenues above \$500,000: 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.
- Financial statements for the most recent completed fiscal year must be completed within one year of the fiscal year end. For example, if your organization's year end is March 31, please provide statements for the year end of March 31, 2019 or March 31, 2020, whichever is the most recent.

Additional documentation will be required for OTF's review and consideration in the following cases:

- 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.
- If your organization has an accumulated deficit greater than 10% of annual expenses, you must upload a 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 plans to eliminate the deficit. You must also demonstrate a history of strong financial management and deficit management.