

**Ontario Sport and Recreation Communities Fund
2013-2014**

Application Instructions

Application Sections

The OSRCF application is broken into the following sections, which follows a customized sequence for the OSRCF Grant Program:

- A. Organization Information
- B. Organization Address Information
- C. Organization Contact Information
- D. Organization Capacity
- E. Grant Payment Information
- F. Application Contact Information
- G. Project Information
- H. Project Financial Information
- I. Performance Measures
- J. Partnership / Stakeholder Information
- O. Declaration/Signing
- P. Terms and Conditions

Some questions that require manual descriptions will have a limited character count. For the purpose of planning your answers, this guide includes the character counts for each of these questions in **red**.

Sections A to C – Organization Information, Address Information and Contact Information

These sections are explained directly in the Application Form, collecting much of the same information from applicants as the Grants Ontario enrolment process.

Section D – Organization Capacity

Information about the organization including staffing, volunteers, governance, past performance and skills that will make the proposed project successful.

1-5) Number of full time staff, part-time staff, volunteers, accumulated deficit and accumulated surplus.

- Please include the relevant numbers for each of these questions as they pertain to your organization.

6) Describe your organization's core business or field of activity. (2000 max)

- What does your organization do? What is your organization's primary purpose and the primary client group served? Briefly describe your organization's current programming and services that are relevant to your project application. If your organization is affiliated with a larger governing body please name the governing body.

7) How does the strategic plan guide your organization's activities? Not applicable, do not answer.

8) Outline your organization's risk management plan for the prevention of abuse to clients, members and staff: (2000 max)

- Explain how your organization will minimize risk to persons served or involved in your services. Applicants must have board-approved risk management policies and procedures publicly available on their website (or available electronically if the organization or partners do not have a website.) Please describe the risk management policies your organization currently has in place, which should include the following:
 - o Volunteer/staff screening (applications, interviews, references and/or other measures) and training
 - o Equitable access
 - o Conflict of interest
 - o Complaints procedures

- o Police reference checks
 - o Concussion prevention and management
 - o Quality assurance
 - o Codes of Conduct and ethical responsibilities
 - o Health and safety including Equipment/facility safety checks;
 - o Anti-harassment / anti-discrimination;
 - o Other (please describe).
- Please also include a link to where these policies are displayed on your website (if applicable).

9) How is your Board elected? Not applicable, do not answer.

10) How does the composition of your Board represent the community it serves? Not applicable, do not answer.

11) What practices / procedures exist to ensure the Board conducts its activities with accountability and transparency?

- Not applicable, do not answer.

12) Describe your organization's history of managing similar projects and include past achievements. (2000 max)

- Describe successful strategies your organization has used to ensure that program outcomes are achieved.
- Describe your organization's experience developing, tracking and reporting on outcomes and performance measures successfully.
- Provide additional details on whether your organization is up-to-date in meeting all requirements related to funding received from the Government of Ontario, or agency of the Government of Ontario such as the Ontario Trillium Foundation (e.g. outstanding reports or refunds).

13) Describe your organization's ability and capacity to successfully undertake this project. (2000 max)

- How will your project be supervised and managed? Include the number of people designated as project managers or supervisors as well as their skills, knowledge and expertise. Also, provide details on your project staff (existing staff or potential recruits) and their relevant experience.

14) Provide details on your staff and relevant staff experience for those involved in the project. Not applicable, do not answer.

15) Describe successful strategies your organization has used to ensure achievement of program outcomes. Not applicable, do not answer.

16) Describe your organization's experience developing, tracking and reporting on outcomes and performance measures successfully. Not applicable, do not answer.

Section E – Grant Payment Information

This section is explained directly in the Application Form, collecting much of the same information from applicants as the Grants Ontario enrolment process.

F – Application Contact Information

Section F is explained directly in the Application Form, collecting much of the same information from applicants as the Grants Ontario enrolment process.

Section G – Project Information

Developing the Project Concept

Consider the following questions before obtaining approval from your board/executive:

- What needs has your organization identified at the local/community level or provincial level in terms of increasing participation, implementing physical literacy, and/or enhancing capacity? Please refer to “sample project deliverables” in the Project Guidelines for a list of project examples.
- What types of initiatives are needed to address the needs identified by your organization?
- How do these initiatives align with your organization’s mandate?
- Which project concept(s) will provide the greatest return on a new investment of time and money in the next one or two years?
- How will this project leave a legacy for your organization (i.e. new/revised policies and/or programs) as well as the sport and recreation sector (resources, sharing of best practice, etc.)?
- Does the project concept achieve at least one of the program goals? Please refer to the “Program Goals, Objectives, Outcomes and Performance Measures” in the Program Guidelines.

Preparing your Project Application

Tips to consider as you begin writing your project proposal:

- Answer every question in full. Each question is marked and weighted toward a total score. Do not write, “see answer from question #2” when answering question #3. Each answer must stand alone.
- Make sure your presentation is clear, concise and designed to provide a thorough understanding to a reader who is unfamiliar with your organization. Do not use unexplained acronyms.
- Test your proposal each step of the way! Have an outside reader (e.g., someone outside of your organization) review the application to provide objective comments. Does he/she understand the project as it is written? Does he/she think that the project is a good use of public money? If your presentation is sufficiently detailed and transparent, anyone inside and outside of your organization should be able to understand and comment on the validity of your proposal.
- Do a final proofread for spelling, grammar, and formatting prior to submission.

1) Project Name (255 max)

- A short descriptive name that will easily identify your project.

2) Project Start Date

- This is the anticipated start date of the project. For Ministry purposes, this is the date applicants receive formal notification from the Minister of their project’s approval status. Successful applicants can choose to start their project after this date, but not before receiving notification from the Minister. Any expenses incurred before receiving written Ministry approval are deemed ineligible.

3) Project End Date

- This is the end date of the project. One-year projects must be complete by March 31, 2014 and two-year projects must be complete by March 31, 2015.

4) Target Sector

- Select the appropriate sector that your project will benefit, or have the greatest impact on, from the drop-down menu provided. If it is not listed, select “Other” and provide a description. Since there is no dialogue box to include your description of “Other” within this section, please write your description within the Project Beneficiaries (Question 12) below. Please review “Target Populations” in the Program Guidelines for more information.
- Each application should have a primary target population that will be reached, but the project may also provide benefits to other populations. As such, please identify any secondary target sectors reached through your project (as identified in the target sector list provided in this question) by describing them in the Project Beneficiaries (Question 12) below.

5) Project Scope

- Refers to geographic reach of the project, meaning local (e.g., a community such as a First Nation or municipality), regional (e.g. a regional municipality, a county, multiple counties, etc.) or provincial (e.g. all four regions of the province). Please refer to “Appendix A” of the Program Guidelines.
- Ensure that you do not select the international or national options as this is outside of the OSRCF scope.

6) Host Community (255 max)

- Where will your project take place? This can be a neighbourhood, town, city, or a number of communities within a given region or county and/or multiple communities across the province (see definition of “Community” in Appendix D of the Program Guidelines).

7) Project Priority

- All applicants must address at least one (but are encouraged to address more than one) of the three goals identified in the Program Guidelines (see “Program, Goals, Objectives, Outcomes and Performance Measures”).

8) Project Summary (1000 max)

- Provide a brief description of your project, including numbers, to demonstrate the full scope of the project. (e.g. *“The “Go Girls!” program will develop fundamental movement (FMS) and ball-sport skills to 5,000 girls aged 6-8 years by training 200 leaders to deliver FMS clinics in 100 elementary schools across the province.”*) If your application is successful, this wording may be published in both official languages on the Ministry website.

9) Project Description (5000 max)

- The Project Description provides the details of your project.
- Describe your project in detail making sure to address all the specific requirements in these Program Guidelines.
- Describe your project and its anticipated results in clear and concise terms. Ensure that you describe how the project will address each identified OSRCF objective. Who will be doing what, where, when and how? What impact will it have? How many people will it reach?
- Indicate how your project will provide value for money (e.g. cost per participant, leveraging other funding, appropriate cost for the identified population(s), etc.).
- Explain how the success of the project will be sustained after the approved funding has ended (e.g. project participants continue to share what they have learned, a permanent change has been achieved in the community, a model has been repeated in another community, etc.).
- How does the project effectively address OSRCF goals and your chosen target populations?
- Why have you chosen to take this particular approach?

10) Project Objectives (2000 max)

Describe the project objectives that will be accomplished along the way to achieving the overall project goal(s). A clear objective provides an instant understanding of the intent and potential impact of the project- what you are trying to achieve.

11) Rationale / Need (1000 max)

- Describe why your project is viable, including steps or measures taken to ensure that your project does not overlap with, or duplicate, any existing projects with similar objectives/outcomes in your targeted community/ies.
- Explain why there is a need for this project (e.g., what information and/or research has your organization gathered to identify or confirm the need for your project?).
- Provide a brief summary of your research findings that support the need for this project.

For example, consider whether the need for your project links to:

- Programming and policy weaknesses identified in a program audit or strategic review.
- Recommendations from expert groups.
- Results from a stakeholder analysis (e.g., participant feedback collected through surveys, focus groups, interviews,

etc.).

- Other forms of research (e.g., best practices from other organizations).

12) Project Beneficiaries (2000 max)

- Describe how the primary and secondary (if applicable) target sectors (the population(s) that you selected earlier in this section of the application form) will benefit from your project and include geographic and/or demographic information (e.g., geographic location and population characteristics), if available and applicable.
- Describe how your project will reach out to the target population(s). Outreach usually involves an engagement strategy with the identified population(s) rather than activities focused solely on dissemination or education.
- Be sure to include a brief description of your secondary target sector as described above in Question 4. Likewise, if “Other” was selected as a target sector, you must also include a description of this target population within this section.

13) Risk Assessment and Management (2000 max)

- Provide a description of the challenges that may affect the achievement of your project outcomes. Your answer should also include strategies that will be used to manage these challenges.
- Note: This question is not to be confused with the question in Section D regarding your organization's risk management plan for the prevention of abuse to clients, members and staff.

14) Project Outcomes (1000 max)

- List all of the outcomes for this project. Your answer should include the impact the project will have on the organization in detailed, measurable terms. It is not sufficient to indicate the project will be completed, but rather to provide specific accomplishments that will result if the project is undertaken.
- Specific, quantitative outcomes allow evaluators to understand the exact purpose, or reason the project is being implemented, while also recognizing the potential return on investment associated with the project.
- Outcomes should be expressed as a rate, number, percentage or frequency where possible. When determining the list of outcomes, think of what you can point to as achievements of the project. For example, “increasing participation of teenage girls in sport and recreation” might be part of your objective, but “increasing the number of girls aged 13-17 by 10% and certified instructors by 40% in 10 program locations province-wide” is more specific and concrete.
- Your answers should be linked to the project objectives you identified in Question 10. For example:

Objective #2	Measured Outcome(s) of Objective #2
Introduce a new FUNdamentals-level program of CS4L.	1. Establish two community recreation centres as pilot locations for program delivery. 2. Recruit two staff from each pilot location for a total of 4 leaders and deliver a one-day training session in August 2013. 3. Deliver the FUNdamentals program over an 8-week period between September and December 2013. 4. Reach 140 children through the pilot locations with a targeted 40% increase (56 children) by the end of the 2013-2014 season.

15) Evaluation Plan / Criteria (2000 max)

- Describe your project's evaluation plan. An evaluation plan must include feedback from the majority of the recipients and/or potential recipients of your project, in measurable terms. For example, “obtaining positive feedback from participants” is not a measurable indicator of participant satisfaction, whereas “achieving a final satisfaction rate of 8/10 on project surveys from 85% of participants” provides a specific and measurable target.
- Note: Upon notice of funding approval the Ministry will provide a standard survey to use in gathering feedback.
- Full and unabridged results of all project evaluations, including participant surveys, must be submitted with the Final Report to the Ministry and made available to all project partners and recipients upon project completion.

16) Work Plan

- The work plan is designed to provide the Ministry with a clear idea of how you are going to carry out your project. Your work plan should demonstrate a systematic approach as to how you will accomplish the project including all phases of planning, development, implementation and evaluation. Include the projected timelines and key person(s) responsible for the completion of each task. The results and activities identified in this section will be used as benchmarks for you and the Ministry to measure the progress and success of your project.
- The work plan should be detailed enough that a new project manager could be appointed half way through the implementation phase and could manage the project based on the plan.
- Partner organizations identified in the work plan must also be listed as partners in Section J of Application Form.
- All OSRCF applicants are required to complete the following work plan components for their project:
 - o **Key Milestones** – mark the completion of a work phase (255 max)
 - o **Activities** – tasks that will be undertaken to complete the project (255 max)
 - o **Start Date** – anticipated start date of each activity
 - o **End Date** – anticipated end date of each activity
 - o **Responsibility** – indicates who is in charge of completing the activities (255 max)
 - o **Performance Indicator** – demonstrates that a task is achieved successfully (255 max)
- The rows in the workplan will expand, simply click the “+” sign. Similarly, to remove a row click the “x” sign.

Section H – Project Financial Information

All applicants are required to complete the budget template as part of their OSRCF application. Below are instructions for completing the template. Please review these carefully before proceeding with the completion of this section. A sample budget is shown on the next page.

- List all project expense items in the first column (on the left side of the budget template), and identify how each of these items will be paid or offset. In other words, tell us how your project expenses will be covered – e.g., by “Requested” funding from OSRCF and/or through the “Cash” and “In-Kind” contributions of your organization and/or its partners. Remember to pay close attention to the terms identified under “Funding Criteria – Cost-sharing Requirements” section of the Program Guidelines (e.g., in the sample budget below, the \$5,000 requested to support \$9,000 of eligible costs falls within the OSRCF funding terms of up to 60% of eligible expenses for a one-year project).
- When disclosing cash and in-kind contributions, please list all the dollar amounts and sources of the funds that will make up these contributions. All applicants must make a cash contribution of at least 10% of total eligible expenses. The remaining costs can be covered by the applicant and/or its project partners as additional cash and/or in-kind contributions.
- All cash and in-kind contributions from other organizations must be confirmed in writing and included as an attachment (see list of mandatory attachments in the OSRCF Application Form under “Instructions- How to Complete Application”).
- Only confirmed cash and/or in-kind contributions from your organization or from other organizations (partners) can be included. Contributions that come from other sources such as project funding from other Ministries or grants from agencies such as the Ontario Trillium Foundation are not eligible as cash or in-kind contributions.
- Itemize ALL expenditures and contributions required to carry out your project, both eligible and ineligible, to provide a holistic picture of the total project value. Be sure to document details of each item. For staffing positions, include a description of responsibility, number of hours per week and wage and benefits as they relate to the project. For purchased items, include the cost per unit and number of items needed.
- One-year and two-year funding is available through the 2013-14 OSRCF Grant Program so be sure to complete the “Project Cost (Year 1)” table for one-year projects or the “Project Cost (Year 1)” and “Project Cost (Year 2)” tables for two-year projects.
- Although we ask that you disclose ineligible expenses, remember that OSRCF funding cannot be used to cover these costs (see “Funding Criteria – Ineligible Costs” in the Program Guidelines).
- The rows in the budget table will expand, simply click the + sign.

- All totals and sub-totals will be automatically calculated in the “[Project Cost \(Year 1\)](#)” table and “[Project Cost \(Year 2\)](#)” table as well as the “[Total Project Financials](#)” table at the end of this section. Within the latter table, note that the two bottom cells – “[Total Eligible Expense](#)” and “[Total Project Budget](#)” – must be calculated manually by the applicant. An example is below:

Project Cost (Year 1)

	Staffing Costs	Requested	Cash	In-kind	Total	
X	Program Officer - Janice Chan	1,500.00		2,000.00	3,500.00	+
X	Fundamental Movement Skills Clinician 1 day * 10 weeks	3,200.00			3,200.00	+
	Total Staffing Costs :	\$4,700.00		\$2,000.00	\$6,700.00	
	Benefits	Requested	Cash	In-kind	Total	
X	Program Officer - Janice Chan			450.00	450.00	+
	Total Benefits :			\$450.00	\$450.00	
	Program Expenses	Requested	Cash	In-kind	Total	
X	Brochures	300.00			300.00	+
X	Digitizing Maps by MapLovers Inc			400.00	400.00	+
X	Lunch to be paid by Rotary Club			250.00		+
X	3 lunches * 30 people * \$10.00		900.00		900.00	+
	Total Program Expenses :	\$300.00	\$900.00	\$650.00	\$1,850.00	
	Administration Costs / Other	Requested	Cash	In-kind	Total	
X	Desktop Computer (ineligible)		1,000.00		1,000.00	+
	Total Administration Costs / Other :		\$1,000.00		\$1,000.00	

Total Project Financials

	Item Description	Requested	Cash	In-kind	Total
	Staffing Costs	4,700.00		2,000.00	6,700.00
	Benefits			450.00	450.00
	Program Expenses	300.00	900.00	650.00	1,850.00
	Administration Costs / Other		1,000.00		1,000.00
	Total :	\$5,000.00	\$1,900.00	\$3,100.00	\$10,000.00
	Total Requested :	\$5,000.00			
Total Project Budget :				\$10,000.00	
Total Eligible Expense:				\$9,000.00	

Section I – Performance Measures

The Ministry tracks set performance measures or outputs for all OSRCF projects. Applicants must record the “goal” (the targeted or projected number) for the following - “metrics” that are applicable to their project.

Ministry Provided Performance Metrics

Metric	Description
Total participants	Total # people participating in programs
Participation opportunities	# of individual participation opportunities (each time activity is undertaken, e.g. 12 persons in a 10 week program once per week counts as 120 participation opportunities)
New participants	# new participants (e.g. new to program, beginners, not recently active)
Opportunities which remove barriers	# programs offered which remove a barrier and/or improve accessibility (e.g. AODA; financial or physical barrier)
Implementation of FMS (0-24 yrs)	# participants in programs focused on Fundamental Movement Skills, age 0-24 yrs
Implementation of FMS (25+ yrs)	# participants in programs focused on Fundamental Movement Skills, age 25+ yrs
Training in FMS concepts	# staff, volunteers, board members trained in Fundamental Movement Skills concepts
Qualified leaders	# persons receiving training or leadership certification as a result of this program - leaders, staff, board members, volunteers, etc. (e.g. quality assurance certification, risk management, board governance training, coaching certification)
Resources developed, adopted and able to be shared with the sector	# resources developed and implemented as part of the project (e.g. safe kids arrival & departure policy, program facilitator guide, low-income access policy)
Resources developed, adopted and posted publicly	# resources (as above) posted to organization's website
Partnerships	# partnerships developed and directly involved in the project
Strategies and plans	# strategies/plans developed and implemented which will increase participation, physical literacy and/or capacity in the organization (e.g. municipal facility use strategy, CS4L integration planning)
Jobs – project	# jobs created to implement the project
Jobs – post-project	# jobs created which will continue post project
Volunteers	# volunteers engaged to complete the project

Note:

- Each field within the Ministry Provided Performance Metrics chart requires a value. If a

particular performance metric is not applicable to your project, you must enter “0” as the goal for that particular metric. Applicants will not be able to proceed with the application process until values are added for each metric.

- Your project may have additional performance measures that may be added in the “Client Provided Performance Metrics” table within this section of the Application Form. When reporting final results, there will be space within the Final Report template to explain project outcomes that have been achieved which are not easily measured by numbers (see instructions for “Section G, Question 8 – Project Outcomes” above).

Section J – Partnerships / Stakeholder Information

1. Name (100 max)

- Provide the name of each partner organization that has committed to assisting your organization with delivering your project.

2. Type

- Identify the sector that each partner organization represents using the drop-down menu. Two values will appear: partner or stakeholder. Select “partner” as the term “stakeholder” applies to different grant programs offered by other ministries and is not applicable.

3. Role (1000 max)

- Specify whether each partner is an existing or new partner and describe their role and contribution to the project. Be sure to address all of the specific requirements in the Program Guidelines.

4. Description (1000 max)

- Describe how your partners are involved in the planning, development, implementation and evaluation of the project.

Note: Applicants must include signed letters from each partner listed indicating their involvement in the project and verifying their financial and/or in kind contributions to the project. All project partners must receive full copies of the project application prior to submission to the Ministry. Remember to note the cash and/or in-kind contribution by each partner in Section H. Partners identified in the work plan (Section G, Question 18) must also be listed as partners in this section.

Sections O and P – Declaration / Signing and Terms & Conditions

These sections are explained directly in the Application Form. By signing the Application Form and submitting it to the Ministry, the organization applying is formally verifying that it agrees to abide by the Terms and Conditions governing the grant, if awarded. All OSRCF grants awarded by the Ministry are governed by the Terms and Conditions in the Application Form

Help and Assistance

For technical assistance, please contact Grants Ontario Customer Service at (416) 325-6691 or 1-855-216-3090 or GrantsOntarioCS@Ontario.ca, Monday to Friday from 8:30 a.m. to 5:00 p.m. EST.

For program related questions, please refer to the “Who to Contact” section of the Program Guidelines.