

Ontario Ministry of the Environment

Applicants must refer to the **Application Guide** for more details on how to fill out this Grant Application.

PART A: BACKGROUND

The Province launched the Great Lakes Guardian Community Fund to support its ongoing commitment to the protection and restoration of the ecological health of the Great Lakes and St. Lawrence River Basin. The purpose of the Great Lakes Guardian Community Fund is to provide grants to community groups and organizations to help restore 'their own corner' of the Great Lakes.

PART B: APPLICATION PROCESS

i) General Information

The Great Lakes Guardian Community Fund is a grant initiative offered by the Ontario Ministry of the Environment to eligible grant applicants who meet the eligibility criteria. Applicants must refer to the Application Guide for the Great Lakes Guardian Community Fund to determine eligibility and for assistance in completing the Grant Application.

For more information contact:

Ministry of the Environment
Public Information Centre
In the Greater Toronto Area: 416-325-4000
Toll-free: 1-800-565-4923
TTY in the Greater Toronto Area: 416-326-9236
TTY Toll-free: 1-800-515-2759
Email: GreatLakesFund@ontario.ca

ii) Timelines and Method of Submission

Applicants are required to submit **both** an electronic and two hard (paper) copies of the Grant Application. Hard copies must be signed by the applicant's authorized signing officer(s).

The deadline for the submission of Grant Applications is: **October 12, 2012 by 5 p.m. E.D.T. by email to: GreatLakesFund@ontario.ca; and for the hard (paper) copies either by FAX to 519-826-4336 or by regular mail to:**

ATTN: Great Lakes Guardian Community Fund
Rural Programs Branch
1 Stone Road West, 4th Floor,
Guelph, ON N1G 4Y2

The Province will not accept Grant Applications received after the deadline of 5:00 p.m. E.D.T. October 12, 2012. Applicants are encouraged to apply as early as possible, as grants will begin to be awarded soon after the application period starts.

Grants will not be provided until two hard (paper) copies of the Grant Application are received by the Province.

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PART C: APPLICANT AND PROJECT INFORMATION

Please fill out the information requested under the headings below. Please attach to the Grant Application Letters of Support from key organizations and individuals participating in the project.

1. Applicant Contact Information

Applicant Organization's Legal Name (use your organization's legal name instead of a business name or trade name): 		
If relevant, Ontario Business Number , which is located on an organization's Articles of Incorporation (please note that the Ontario Business Number is different from a charitable registration number): 		
Contact Name:		
Contact's Position:		
Phone:	Fax:	Email:
Street Address #1:		
Street Address #2:		
City:	Province:	Postal Code:
Applicant Category (select only one): <input type="checkbox"/> Environmental Non-Government Organization <input type="checkbox"/> Agricultural Organization <input type="checkbox"/> Cottage Organization <input type="checkbox"/> Youth Organization <input type="checkbox"/> Outdoor or Sports Organization <input type="checkbox"/> Service Organization <input type="checkbox"/> Municipality <input type="checkbox"/> School or Academic Institution <input type="checkbox"/> First Nations or Métis Community or Organization <input type="checkbox"/> Conservation Authority <input type="checkbox"/> Other (please describe)		

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2. Applicant Information

Provide a brief description of the history and mandate of the applicant organization, including past projects completed (especially if similar to the proposed project) including purpose, goals and results.

Are you currently planning to apply for more than one project in this application period? No
 Yes

3. Project Information

Project Title:

Project Summary: Provide a short summary of the project (approximately 250 words).

Great Lakes Goals: Your project must contribute to one or more of the goals. Please identify the ONE goal to which your project will make the greatest contribution..

- Empowering communities Improving wetlands, beaches and coastal areas
 Protecting water Protecting habitats and species

Description of how the project contributes to the goal(s): Please describe how your project contributes to the goal identified above.

Watershed: Identify the watershed where the project's activities will take place (refer to the map in the Application Guide or contact the Province if you require assistance). Please check all appropriate boxes

- Lake Erie Lake Huron Lake Ontario Lake Superior
 St. Lawrence River (includes Ottawa River)

Geolocation: Provide the location for your project using real world coordinates, for example: using Google Maps (<http://maps.google.ca/>), provide Latitude/Longitude e.g., 43.8656,79.2431; **or** using a GPS, provide GPS coordinates e.g. Easting/Northing/Zone as 641180,4858446 Zone 17.

Latitude:		Longitude:	
Easting:	Northing:	Zone:	
Expected Project Start Date: (mm/dd/yy)		Expected Project Completion Date: (up to February 3, 2014): (mm/dd/yy)	

4. Project Feasibility and Rationale

Project Description and Rationale:

a) Provide a description of the project's purpose and objectives. Objectives should be specific, measurable, and achievable considering the project completion requirements.

b) Describe how the objectives will be measured.

c) Describe the rationale for the project.

d) Provide a description of project scope.

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Permits:

Are permits, approvals, and/or licenses required to complete this project?

No Yes, please list:

Are the appropriate approvals in place?

Yes No

If the appropriate approvals are not in place, have you applied to obtain the approvals?

Yes No

Note: If approvals are not yet in place, the Province will take this into account in evaluating the feasibility of the project.

Challenges: Using the table below, identify the potential challenges that may arise and prevent the completion of the project's deliverables, the likelihood that they will occur, and what will be done if the challenge occurs. Common types of challenges include: financial, legal, technical and lack of knowledge or skills.

Challenge	Likelihood of Occurring (High/Med/Low)	What you will do if challenge occurs
	Choose one...	
	Choose one...	
	Choose one...	
	Choose one...	
	Choose one...	
	Choose one...	
	Choose one...	
	Choose one...	
	Choose one...	
	Choose one...	

5. Evaluation Criteria

Refer to Application Guide for an explanation of how applications will be evaluated.

Connection and Community Action: Projects must get a community involved in restoring and protecting ecological health, or work toward changing citizen's behaviours or attitudes, or create opportunities for citizens to interact with the Great Lakes and St. Lawrence River Basin. Projects with robust community engagement and action, and those making strong connections will score high points.

a) Describe how your project connects people and gets them to take action to protect, restore, and value the Great Lakes and St. Lawrence Basin.

b) Describe how the project's ability to connect people to the Great Lakes and St. Lawrence River Basin and result in community action will be measured.

Environmental Benefits: Projects must address an environmental need described in Ontario's Draft Great Lakes Strategy, or a report or study, or by a local community as long as there's a clear link to the Great Lakes and St. Lawrence River Basin. Projects with direct and long-term environmental benefits will score high for this criterion.

a) Describe the environmental need that your project will address, the source that identifies this need (e.g. refer to Ontario's Draft Great Lakes Strategy or a relevant study that identifies the environmental need), and how your project will address this need.

b) Describe how the project's environmental benefits will be measured (e.g., length of shoreline buffered/ re-vegetated, estimated pollutant loading reduction).

Collaboration: Projects with volunteers, additional financial contributions, and/or donations of staff time, supplies, equipment, or services will receive a higher score than projects that do not have these elements. Projects that promote collaboration among groups, particularly those that draw from the community for volunteers, will receive higher scores.

a) Describe how your organization will collaborate on the project.

b) Describe how the project's collaboration will be measured (e.g., number of individuals, volunteers, groups involved.)

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PART D: BUDGET AND PROPOSED PAYMENTS

Using the table below fully describe all the costs of the project. Travel costs must be consistent with the Province's Travel, Meal and Hospitality Directive, which is available at the following website: http://www.mgs.gov.on.ca/en/Spotlight2/STDPROD_080798.html#_Toc257626590

Table A: Budget for Eligible Project Costs

Item	Description	# People or Units	Rate (\$/hr) or Unit Cost	Time (# hrs) if applicable	Total Cost (\$)
Personnel					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
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Item	Description	# People or Units	Rate (\$/hr) or Unit Cost	Time (# hrs) if applicable	Total Cost (\$)
Supplies, Materials and Other Costs					
30					
31					
32					
33					
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35					
36					
37					
38					
39					
40					
41					
42					
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60					
TOTALS:					

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Project Management: Identify the amount of funding requested for project management, if any. Note that as a general rule, the amount for project management should not exceed 15 per cent of the total amount of grant funding requested.

\$

Purchase of Goods and Services: Applicants must ensure that their expenditure of funds from the Great Lakes Guardian Community Fund for any goods or services demonstrates value for money (i.e., expenditures are conducted in a fair and transparent manner considering economy and efficiency). Please provide a brief description of any competitive process that will be used to purchase goods and services (e.g. three quotes for purchases of \$5,000 or over, or refer to your organization's purchasing policy).

Other Contributions: The Great Lakes Guardian Community Fund will not provide funding for costs already covered by other sources. Using the table below, fully describe any financial and non-financial (i.e. in-kind) contributions to your project from other sources, which could include the applicant. Please provide a description of other funding sources including the source, amount, dollar value, and a description of relevant activities. (Applicants are encouraged to provide the estimated cash value of in-kind contributions, where possible.)

Name of Contributor	Nature and amount of contribution	Description of relevant activities
e.g., XYZ corporation	\$1000 and five shovels (valued at \$100)	Funds and shovels used for tree planting on ABC riverbank.

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Proposed Payment and Reporting Dates: Except in the case of very small amounts of grant funding where there may be one payment, payments will include, at a minimum, a payment at the start of the project and a payment upon the Province's acceptance of the final report. The final payment must amount to at least 10 per cent of the grant. Interim payments may also be made provided that interim progress reports are provided and accepted by the Province. The content of these reports is described in Schedule A to the Grant Application. Using the table below, please identify your preference for the number of reports you would like to make to the Province, when you would like to provide them, and the amount of the grant funding you would like to receive at that time, as well as the amount of the grant funding that you would like to receive at the start of the project. The timing of progress reports should be linked to the completion of key tasks in the workplan and the final report should occur after all the tasks are completed. This information will be used by the Province in completing Schedule A.

Milestone	Date	Payment
Start of the Project		\$
First Progress Report (if requested by the Province)		\$
Second Progress Report (if requested by the Province)		\$
Final Report		\$ (Note this must be at least 10 per cent of the grant)

PART E: CONFIRMATION

Failure to fill out the Grant Application as required will result in a disqualification of the applicant's Grant Application.

Except for Letters of Support from key individuals and organizations participating in the project, the entire content of the Grant Application should be submitted within the Grant Application template. The content of websites and other external materials referred to in the Grant Application will not be considered to form part of the Grant Application and is not an acceptable substitute for providing the required information with the Grant Application.

Unless otherwise noted, there is no word limit. However, it is recommended that the information be as concise as possible, while still providing the necessary detail.

After the applicant has filled in all the required information in the Grant Application, the applicant is required to sign two original copies of the Grant Application and send the signed copies of the Grant Application, along with any Letters of Support to the Province at the address indicated in Part B (ii) above as well as provide an electronic copy by e-mail.

Selected applicants will receive an award letter together with a fully executed copy of the Grant Application where Part G of this Grant Application has been signed by the Province. The award letter will set out the start and end dates for the applicant's project.

PART F: GENERAL TERMS AND CONDITIONS OF THE GRANT APPLICATION

Upon signing the Grant Application, the applicant agrees to the following:

- (i) this application process is not intended to create a formal legally-binding procurement process and shall not give rise to the legal rights or duties applied to a formal legally-binding procurement process;
- (ii) the Province reserves the right to seek clarification about the Grant Application and supplementary information relating to the clarification from an applicant. The response received by the Province from an applicant shall form an integral part of the Grant Application;
- (iii) neither party shall have the right to make claims against the other with respect to this application process, the selection of any applicant, the failure to be selected for funding or the failure of the Province to honour any applicant selection prior to the Province executing the Grant Application;
- (iv) no legal relationship or obligation regarding the application process or any funding shall be created between any applicant and the Province prior to the Province's execution of an approved Grant Application;
- (v) the Province may make public the names, including project team members, addresses, telephone numbers, e-mail addresses, website addresses, program description, funding amount, and project results and progress, if applicable, of any or all applicants;
- (vi) the applicant has received permission to disclose the personal information of all individuals whose personal information is disclosed in the Grant Application, and, in the case of minors, the legal guardian or parent has provided such permission on behalf of the minor;
- (vii) the applicant consents to the Province's collection of the information as contemplated under the Grant Application for the uses contemplated under the Grant Application;
- (viii) the Province will not consider an applicant whose Grant Application is found to contain misrepresentations or any other inaccurate or misleading information;
- (ix) the applicant agrees to immediately notify the Province if any aboriginal group makes any inquiries to them about their project that is funded by the Great Lakes Guardian Community Fund;
- (x) the applicant agrees to comply with the Province's direction regarding the applicant's consultation with any aboriginal groups;
- (xi) the applicant agrees to all of the terms of the Grant Application process set out in the Grant Application and the Application Guide of the Great Lakes Guardian Community Fund; and,
- (xii) the applicant acknowledges that if the Province signs the Grant Application, there will be a binding agreement between the applicant and the Province.

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The applicant confirms that the information and the documentation, which form part of the Grant Application it is providing are, to the best of the applicant's knowledge, complete and accurate. The applicant acknowledges that the applicant has read and understands the General Terms and Conditions in Part F and the Agreement Terms and Conditions in Part G and agrees that by submitting a completed Grant Application, it is bound by the General Terms and Conditions in Part F. Further the applicant agrees that the applicant will be bound by the Agreement Terms and Conditions set out in Part G if the Province signs Part G and returns it to the applicant.

The applicant is required to sign the Grant Application below. Two signature lines are provided in the event two signatures are required to bind the applicant.

Signature: _____
I have the authority to bind the applicant

Name of authorized signing officer (Applicant):	
Contact Name if different from above:	
Position (if relevant):	Date: <i>(mm/dd/yy)</i>

Signature: _____
I have the authority to bind the applicant

Name of authorized signing officer (Applicant):	
Contact Name if different from above:	
Position (if relevant):	Date: <i>(mm/dd/yy)</i>

PART G: AGREEMENT

1) Entire Agreement

If the Province executes the Grant Application signed by the applicant, the applicant is deemed to agree that the agreement between the parties embodies (a) the Grant Application; (b) additional documentation attached to the Grant Application; (c) any clarifications made to the Grant Application; (d) any amendments duly executed by both the Province and the applicant; e) Schedule “A” Reports and Payments; and, (f) award letter (the “**Agreement**”); and is the entire agreement between the applicant and the Province;

2) Agreement Terms and Conditions

The applicant:

- (i) agrees to only to use the funds it receives from the Province for the purpose of carrying out the project as described in the Agreement and spend the funds only in accordance with the budget as described in the Agreement;
- (ii) shall deposit the funds that it receives from the Province into a Canadian bank account in the name of the applicant;
- (iii) agrees, that if, pursuant to the provisions of the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment;
- (iv) unless it is subject to the *Broader Public Sector Accountability Act*, agrees that if it acquires any supplies, equipment or services with the funds provided by the Province, it shall do so through a process that promotes the best value for money;
- (v) agrees to carry out the project and use the funds provided by the Province without an actual, potential or perceived conflict of interest or if any reasonable person may interpret there to be such a conflict, the applicant must immediately disclose this to the Province;
- (vi) agrees to fill out and complete the reports indicated in Schedule A and submit these reports to the Province to the satisfaction of the Province;
- (vii) agrees to maintain all financial records (including invoices) relating to the funds provided by the Province in a manner consistent with generally accepted accounting principles and upon twenty-four hours notice, the Province may enter upon the applicant’s premises to review the progress of the project and inspect and copy any records or conduct an audit or investigation of the applicant’s use for the funds provided by the Province;
- (viii) acknowledges that the Province is bound by the *Freedom of Information and Privacy Act* and that any information provided to the Province in connection with the applicant’s project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act;
- (ix) agrees to indemnify and hold harmless Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Province and its agents, appointees and employees;

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- (x) represents and warrants that it has, and shall maintain for the term of the applicant agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy shall include the following:
 - (a) Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees as additional insureds with respect to liability arising in the course of performance of the applicant's obligations under, or otherwise in connection with, the Grant Application;
 - (b) a cross-liability clause;
 - (c) contractual liability coverage; and
 - (d) a 30 day written notice of cancellation, termination or material change.
- (xi) shall provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section 2(x) of Part G. Upon the request of the Province, the applicant shall make available to the Province a copy of each insurance policy;
- (xii) agrees that the Province may terminate the Agreement at any time upon giving at least 30 days notice to the applicant and upon termination the applicant agrees to (a) return all unspent funds remaining in the possession or under the control of the Recipient by cheque made payable to the "Ontario Minister of Finance" and sent to the Province and (b) provide a final report to the Province setting out the information required in Schedule A;
- (xiii) agrees that the Province may terminate the Agreement immediately if in the sole opinion of the Province, the applicant breaches any representation made in the Grant Application and the applicant agrees that the Province may recover up to the full amount of the funding provided to the applicant by the Province;
- (xiv) agrees that the amount of funds available to it pursuant to the Agreement is based on the actual costs to the applicant, less any costs (including taxes) for which the applicant has received, will receive, or is eligible to receive, a rebate, credit or refund;
- (xv) the Agreement may only be amended by a written agreement duly executed by the Province and the successful applicant; and,
- (xvi) agrees that the Agreement will terminate 30 days after the Province receives a satisfactory final report from the applicant.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of the Environment**

Name:

Date

Title:

Pursuant to delegated authority

SCHEDULE “A”

REPORTS AND PAYMENTS

Applicants who receive a signed Grant Application from the Province are required to submit to the Province all reports in this Schedule “A” in accordance with the content requirements set out below.

Funding provided by the Province for eligible costs relating to an approved project will be provided to the successful applicant based on the following milestones. **The Province will complete this table based on the proposal from the applicant provided in Part D of the Grant Application and other considerations, such as the length of the project and the amount of the grant.**

Milestone	Due Date	Payments
Start of the Project	N/A	\$
Progress Report #1	Insert Date	\$
Progress Report #2	Insert Date	\$
Final Report	Insert Date	\$
Other Reports as specified from time to time	On a date or dates specified by the Province.	N/A

Payments

1. As indicated above, payments will be made by the Province to the applicant following (i) start of the project; (ii) the Province’s acceptance of each progress report; and (iii) the Province’s acceptance of the final report.

Report Details

2. **The Progress Report will:**
 - (i) set out actions undertaken to the date of the report and how they relate to the objectives of the project;
 - (ii) set out any project milestones achieved within the reporting period and show how project objectives / expectations have been met;
 - (iii) set out any variances from the workplan, the reasons for such variances and the strategy used to correct the variances and achieve the project objectives;
 - (iv) include a statement confirming the applicant is in compliance with the terms and conditions of the Agreement signed by the Chief Operating Officer, the Board chair or equivalent unless otherwise agreed to by the Province;

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- (v) if any funds provided by the Province were used to purchase goods or services, include all the procurement details about the applicant's purchase of those goods or services related to the project and a detailed description of the applicant's competitive process if a competitive process was utilized;
 - (vi) include an interim accounting of all project expenditures to date signed by the Chief Financial Officer, the Board chair or equivalent, if applicable, or as otherwise agreed to by the Province confirming actual project expenditures and providing an explanation for any variances from the budget;
 - (vii) include an accounting of any other funding received by the applicant, the identification of the funding organization, the amount and the specific aspect of the project that the additional funding is supporting as well as a statement confirming that there is no overlap of funding from the Province and from any other organization; and
 - (viii) identify whether or not the project as described in the Agreement can be completed.
- 3. The Final Report will:**
- (i) discuss project objectives / expectations and activities completed, confirming that project objectives / expectations were met, setting out lessons learned;
 - (ii) include a final accounting of all project expenditures signed by the Chief Financial Officer, and the Board chair or equivalent if applicable, or as otherwise agreed to by the Province, confirming actual project expenditures and providing an explanation for any variances from the budget;
 - (iii) include an accounting of any unspent funds and an explanation as to why there are remaining funds;
 - (iv) include a final accounting of the other funding received by the applicant, the identification of the funding organization, the amount and the specific aspect of the project that the additional funding supported as well as a statement confirming that there has been no overlap of funding from the Province and from any other organization; and
 - (v) include a statement signed by the Chief Operating Officer, the Board chair or equivalent unless otherwise agreed to by the Province confirming applicant compliance with the terms and conditions of the Agreement.
- 4. Other Reports:**
- (i) the Province will specify the timing and content of any other reports as may be necessary.