

# Anti-Human Trafficking

## Community Supports Fund

Exhibit: National Inquiry into Missing and  
Murdered Indigenous Women and Girls

Location/Phase: Parts 2/3 St. John's

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Add'l info: P02-03 P04 P0101

Date: OCT 15 2018

Initials

I/D

Entered

57

30

### Call for Applications – Guide

Provincial Anti-Human Trafficking Coordination Office  
Ministry of Community and Social Services

April 2017

<http://www.mcsc.gov.on.ca/en/mcss/programs/humanTrafficking>



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# 1. OVERVIEW: ANTI-HUMAN TRAFFICKING COMMUNITY SUPPORTS FUND

## Description

The Anti-Human Trafficking Community Supports Fund (the “Fund”) is one of the initiatives under Ontario’s Strategy to End Human Trafficking, announced in June 2016.

The Fund will be used to support organizations across a range of sectors that are part of the service–delivery continuum for responding to human trafficking, and that are interested in implementing innovative, locally-driven solutions to address human trafficking in their communities. Priority will be placed on supporting survivors of human trafficking and their families in their journey towards healing and recovery, and/or preventing human trafficking.

The Provincial Anti-Human Trafficking Coordination Office (the “Office”) at the Ministry of Community and Social Services (the “Ministry”) is issuing a Call for Applications to invite eligible organizations to submit applications for funding under this Fund.

## Engagement on the Anti-Human Trafficking Community Supports Fund

From January 2017 to March 2017, the Office engaged with close to 200 organizations and community groups spanning multiple sectors, across Ontario, as well as survivors of human trafficking to seek input and advice on how this Fund can support survivors, their families, and the organizations that serve them.

The feedback received has helped us shape the scope of the Fund to make it more responsive to the needs of survivors, their families, and communities affected by human trafficking. The feedback has also helped us tailor the application and review process to align with the realities and needs of those who are interested in applying for funding.



## Objectives

The objectives of the Fund are to:

- Support an effective and coordinated service delivery network that is better equipped to provide responsive, sustainable and comprehensive care for survivors of human trafficking;
- Increase effective, culturally and linguistically relevant, holistic, and trauma-informed services and care that improve the short- and long-term safety and well-being of survivors of human trafficking;
- Build capacity of organizations to better meet the needs of their communities; and
- Support evidence-informed programs/approaches that demonstrate improved outcomes for survivors of human trafficking.

## Priorities

The Fund will support initiatives that address the following needs/service gaps:

- Improve **availability** of services through wraparound models which incorporate key supports, including **at least** one of the following:
  - Transitional and/or longer-term supportive housing options;
  - Emergency supports and assistance including transportation, food, and safe accommodation;
  - Trauma-informed and culturally respectful care and/or services that embrace harm-reduction approaches, to foster healing and rehabilitation (e.g., Counseling and other psychological or psychosocial care);
  - Health care, mental health and addiction treatment;
  - Education, economic assistance, employment training and readiness; and language skills development; and
  - Legal aid; interpretation/translation services; and immigration support
- Increase **accessibility** and **responsiveness** of systems (e.g., provision of mobile, 24/7 or evening and weekend access to services);
- Strengthen **system navigation** (e.g. case management approaches);
- Support and improve safe **transition** of persons at risk from provincially funded institutions and service systems (child welfare, youth justice, domestic violence shelters, etc.) to appropriate services (e.g., long-term housing, treatment and rehabilitative programs in the community, etc.);

- Focus on **prevention** and development of **long-term approaches** for persons at-risk, persons experiencing human trafficking, or persons who have experienced human trafficking, versus crisis-oriented short-term solutions; and
- Strengthen the **capacity of service providers** to serve survivors of human trafficking and respond to human trafficking in their communities (e.g., training for front-line workers).

## Contributing Factors

Any coordinated effort must adopt an intersectional approach (not only by axis of race and gender, but also by class, geographic location and other compounding factors)

The Office is seeking applications from eligible organizations that best respond to critical service gaps with **priority** placed on the following contributing factors and social vulnerabilities:

- Indigenous people, especially women and girls, are particularly vulnerable to trafficking and violence due to the continued impacts and legacies of colonial violence
- Gender inequality (women and girls are disproportionately affected by many social issues such as sexual violence, economic insecurity, and human trafficking)
- Children and youth, including boys and those involved in the child welfare system
- Persons exiting the criminal justice and/or violence against women systems
- Persons who have gone/are missing
- Precarious immigration status
- Precarious employment
- Involvement in the sex industry
- Systemic racism and racial discrimination
- Sexual orientation and identity
- Mental health, addictions issues and/or disabilities
- Economic insecurity, homelessness or multiple precarious housing conditions

## 2. ELIGIBILITY

### Eligible Organizations

The following organizations may apply for funding:

- Not-for-profit corporations, including not-for-profit social enterprises, and registered charities
- An Indigenous (Aboriginal) organization that is a legal entity
- For-profit corporations
- Municipalities and/or District Social Services Administration Boards

Eligible organizations may submit, participate or collaborate in more than one application but should demonstrate that they have sufficient capacity to manage and implement parallel projects:

- Roles and responsibilities within the organization for each project that it is leading should be clearly delineated.
- Applicants should describe how the applications are distinct from each other, as well as the links between them, where possible.

### Organizations Not Eligible

Individuals and non-legal entities are **not eligible** to apply.

Applicants may, however, collaborate with such entities on a proposed project.

- Organizations that do not meet the eligibility criteria may apply as part of a collaborative or consortium that includes at least one eligible member. The eligible member would act as lead applicant and would be responsible for the application and, if selected, for fulfilling all obligations set out in the funding agreement. (See **Section 5: Funding and Accountability**)



# 3. APPLICATION INSTRUCTIONS

## Deadline and Required Documents

All applications including supporting materials must be submitted no later than **May 18, 2017 5:00 p.m. Eastern Daylight Time (EDT)**. Late or incomplete applications will not be assessed.

Applications, including required attachments must be submitted through the Grants Ontario system at **Grants Ontario Portal**.

A complete application consists of the following:

- All questions in the online Grants Ontario Application Form are completed as instructed (see **Section 7: Completing the Application Form**)
- Online application form is **digitally** signed by the applicant's signing authority
- All required attachments:
  - Additional Questions Application Form must be completed (**see attached Word document**)
  - **If** the application has a housing initiative component, a letter of support from the local Service Manager/Aboriginal Program Administrator must be included (see **Section 6: Projects with a Housing Component** for more information)
    - The letter of support must indicate that project applicants who are considering including a housing component have contacted their Service Manager/Aboriginal Program Administrator, and that the proposed project and implications of projects are being considered by the Service Manager/Aboriginal Program Administrator.
    - **NOTE:** Service Managers/Aboriginal Program Administrators will be required to oversee and administer the housing component of any application selected for funding. Therefore, no project that includes a housing component will receive funding without the support of the Ministry of Community and Social Services and the Service Manager/Aboriginal Program Administrator.
  - Audited financial statements
  - A list of board members (where applicable)
  - Annual report from preceding year
  - Incorporation Certificate of Status

## Using Grants Ontario

To use Grants Ontario, applicants need a computer with internet access and a web browser. Please review which web browsers are supported at [www.grants.gov.on.ca](http://www.grants.gov.on.ca). In addition, please make sure you have Adobe Reader (PDF) installed on your computer.

Before applying, you must create a **One-key account** and then register for **Transfer Payment Common Registration (TPCR)** using your Canada Revenue Agency Business Number (CRA BN). From there you can enrol for Grants Ontario and have access to the application for this Call for Applications. It is important you complete these registrations to access the application. For detailed instruction on how to register in TPCR and Grants Ontario go to [How to Register](#).

If you do not have a CRA BN, check off the declaration appears upon selecting “No” on the Business information section in the above screen. For detailed instructions see the [User Manual – How to Create a New Registration](#). For more information on the requirements for a CRA BN, visit the [Canada Revenue Agency website](#).

Please note that the **One-key account** is registered at the individual level and not the organization level. If someone else in your organization has an account that is used for another grant program, you will still need your own account if you are the one submitting this application.

Applicants are encouraged to **register** with Grants Ontario as soon as possible and **at least three (3) weeks** prior to the application deadline.

Please visit [Grants Ontario Portal](#) and click on the [How To Register](#) link for information on how to get an account. You can also refer to the Grants Ontario System Registration Guide for Applicants for instructions. Once you are registered and have access, you may proceed to the application process.

Please note you will be required to download the application form onto your computer. Once the application is complete, you will upload it onto the Grants Ontario system. For detailed instructions on this please see step 2 in the [Grants Ontario Reference Guide for Users](#).

As soon as a completed application is submitted online through Grants Ontario, an e-mail will be sent to the application’s contact person, confirming receipt of the application. If this email does not arrive, please contact Grants Ontario Customer Service, available Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Daylight Time (EDT) at:

☎ **In Toronto:** (416) 325-6691

☎ **Toll Free:** 1-855-216-3090

✉ **Email:** [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca)



## Supports for Applicants

Any program-specific questions about the Fund can be directed to the Provincial Anti-Human Trafficking Coordination Office at [AntiTraffickingOffice@ontario.ca](mailto:AntiTraffickingOffice@ontario.ca). Answers to all questions will also be posted regularly on the [Grants Ontario Portal](#). Applicants are encouraged to visit Grants Ontario regularly for information updates.

If you have any questions or difficulties, specifically with the Grants Ontario system (e.g., creating a One-key account, registering for a Grants Ontario system account, accessing the application form, submitting the application, etc.) during this process, please contact the Grants Ontario Customer Service Line, available Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Daylight Time (EDT) at:

☎ **In Toronto:** (416) 325-6691

☎ **Toll Free:** 1-855-216-3090

✉ **Email:** [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca)

If you experience unreliable internet access or are unable to access the internet to complete and submit the application, please contact the Provincial Anti-Human Trafficking Coordination Office at [AntiTraffickingOffice@ontario.ca](mailto:AntiTraffickingOffice@ontario.ca) as soon as possible to make alternative arrangements.

## 4. ASSESSMENT OF APPLICATIONS

All applications will be reviewed for completeness and eligibility once they are received. Only **complete** and **eligible applications** will be considered for funding.

An inter-ministerial committee will review and assess the applications against the **assessment criteria** on the next page and make recommendations for project funding.

Projects will be selected for funding through a competitive process.

Consideration will be given to regional representation to reflect Ontario's diverse demographics and geography, including but not limited to covering locations that experience a high incidence of trafficking.



## Assessment Criteria

If eligible and complete, an application will be scored based on the following assessment criteria and weights:

Criteria	Weights
<p><b>1. Proposed Approach</b></p> <p>Applicants should demonstrate overall soundness of the proposed approach.</p> <p>Proposed programs/services:</p> <ul style="list-style-type: none"> <li>▪ Are innovative, local, and community-driven</li> <li>▪ Focus on one or more of the <b>Fund's priorities</b> (as outlined in Section 1: Anti-Human Trafficking Community Supports Fund) <ul style="list-style-type: none"> <li>▪ Proposed projects/initiatives may focus on priorities not listed. Applicants must clearly explain the need that their project addresses</li> </ul> </li> <li>▪ Serve populations who may be facing one/more <b>contributing factors/vulnerabilities</b> (as outlined in Section 1: Anti-Human Trafficking Community Supports Fund)</li> <li>▪ Are informed by a strong human rights-based approach and self-determination framework which places the safety, well-being, and the need for access to services without fear of stigma, reporting, detention, or deportation, first (e.g., people living with precarious immigration status can access the social services and supports they need)</li> <li>▪ Apply strong accessibility, diversity, and gender-based analysis and lens</li> <li>▪ Feature service integration and coordination as a component of effective, survivor-focused, service delivery (See criteria under "Partnerships and Collaboration" below)</li> <li>▪ Meaningfully engage survivors and integrate survivor experiences and input in service design and delivery</li> </ul>	<p><b>30%</b></p>

Criteria	Weights
<p><b>1. Proposed Approach (continued)</b></p> <ul style="list-style-type: none"> <li>▪ Create opportunities for survivor leadership and peer-led services (e.g. peer mentors, peer outreach workers and peer support group leaders)</li> <li>▪ Leverage existing local service networks and regional anti-human trafficking coalitions/networks to increase capacity to serve survivors</li> <li>▪ Demonstrate expertise in delivering trauma-informed and survivor-focused services to survivors of human trafficking or populations who face <b>risk factors or vulnerabilities</b></li> <li>▪ Demonstrate a deep understanding of human trafficking and its effects on survivors, implications for long-term recovery, and the need for differential responses in service provision</li> <li>▪ Demonstrate principles of a harm-reduction approach in working with at-risk populations and survivors</li> </ul>	
<p><b>2. Rationale and Evidence</b></p> <ul style="list-style-type: none"> <li>▪ Articulate a clear need in the community for the proposed project/initiative</li> <li>▪ Describe potential impact/benefit from the proposed project/initiative</li> <li>▪ Provide evidence to support the theory of change the potential impact/benefits. ) <ul style="list-style-type: none"> <li>▪ Evidence can be drawn from literature review, examples from other jurisdictions, and lessons from the community or neighbouring communities about what works</li> <li>▪ Demonstrate the evidence-base for the proposed approach to service delivery</li> </ul> </li> </ul>	<p><b>15%</b></p>

Criteria	Weights
<b>3. Evaluation</b> <ul style="list-style-type: none"> <li>▪ Outline the necessary steps that will be taken to evaluate/assess the project's success or impacts identified</li> <li>▪ Outline causal linkages between program inputs or activities and desired outcomes (including defined short and medium-term outcomes)</li> <li>▪ Outcomes are achievable and align with <b>objectives of the Fund</b> (as outlined in Section 1: Overview: Anti-Human Trafficking Community Supports Fund)</li> <li>▪ Document those factors outside the program that may potentially be responsible for affecting client outcomes</li> <li>▪ Proposed evaluation plan links to timelines and activities of project plan</li> </ul>	<b>15%</b>
<b>4. Partnerships and Collaboration</b> <ul style="list-style-type: none"> <li>▪ New or strengthened partnerships are leveraged to contribute to the project</li> <li>▪ Illustrate how partnerships further community or service integration and benefit clients</li> <li>▪ Show how partnerships enhance rather than duplicate services in the host community</li> </ul>	<b>25%</b>
<b>5. Project Delivery and Organizational Capacity</b> <ul style="list-style-type: none"> <li>▪ Demonstrate capacity to deliver the project through history of activity in service area, organizational profile, project plan (activities and timelines are realistic and achievable), and identification of risks and mitigation strategies</li> <li>▪ Evidence of sound governance and finances</li> <li>▪ Budget items align with the project description, activities and deliverables</li> <li>▪ Proposed expenses are reasonable</li> </ul>	<b>15%</b>



## 5. FUNDING AND ACCOUNTABILITY

- It is anticipated that the Fund will provide a total of up to \$18.7 million over three years.
- Service delivery, capacity building, and housing projects may be covered by the Fund.
- Individual funding amounts will depend on the type of projects proposed. The budget for a project will depend on the scope and size of the project, number of clients involved, and the duration of the project. The ministry does not guarantee that an applicant will receive the amount of funding requested, if selected.
- Successful applicants will be informed in writing, in June 2017.
- It is anticipated that funding will be provided and projects may start in early fall 2017.
- All project activities, with the exception of housing initiatives, must be completed by March 31, 2020.

**PLEASE NOTE:** For projects with a housing component, please see **Section 6: Projects with a Housing Component** for more information on program requirements, timelines, and eligible costs under this Fund.

### Eligible Costs

Eligible costs are budget items directly related to the project. Costs must be reasonable and necessary for the project's successful completion and implementation.

The ministry anticipates that it may consider funding activities such as the following:

- Program or service delivery costs directly related to the service/project proposed.  
Examples include:
  - Project staff and other operating costs
  - Research, planning and development (e.g., costs related to determining how to develop and implement the project)
  - Production costs for resource development (e.g., graphic design, printing, translation into other languages, alternative formats for accessibility)
  - Outreach (e.g., costs related to promotion, holding meetings or outreach events directly related to the project)
  - Honouraria

- Program costs as they relate to 'net new' or incremental activity for existing programs
- Allocated Central Administration (ACA) costs should not exceed 10% of the total budget. Examples of central administration costs include:
  - Salaries/benefits of the Executive Director or other management staff who spend all or a portion of their time dedicated to administrative functions. If the Executive Director or other management staff spends a portion of their time providing direct care or clinical support/consultation, the salary should be pro-rated accordingly;
  - Costs of secretarial functions that are not fully dedicated to specific programs; and
  - Costs of all Human Resources, Finance, Information Systems and Legal staff.
- Other new, time-limited costs, directly related to the project that are not already accounted for through other sources of funding, and as may be approved by the Office

## **Ineligible Costs**

The following expenses will not be covered, even if they are related to the project:

- Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code
- Annual general meetings, budget deficits, membership fees
- Fundraising activities, committee and political meetings, or religious activities
- Costs covered by other government funding
- Contingency or unexplained miscellaneous costs
- Costs not specifically related to the project
- Activities that take place outside of Ontario
- Portion of Harmonized Sales Tax (HST) costs that are refundable

## **Accountability**

Each application must be submitted by a single eligible applicant. If an application is selected for funding, this single legal entity will be the signatory to the funding agreement entered into with the Ministry of Community and Social Services and/or the Consolidated Municipal Service Manager (CMSM)/District Social Services Administration Boards (DSSAB), and will be identified as the grant recipient. Notwithstanding if an application contains any partnerships or collaborations, a lead applicant must take full responsibility for the application and, if selected, fulfillment of all obligations set out in the funding agreement.



Any funding granted would be subject to reporting, performance and accountability requirements set out in the funding agreement.

The funding agreement will also set out the terms and conditions governing the payment of the grant, and may include:

- project budget;
- project management;
- monitoring and reporting requirements, including annual progress reporting, audits and financial reports;
- milestone and performance measures;
- mode and schedule of payment; and
- contract termination and corrective action.

Successful applicants will:

- Be accountable to the Ministry of Community and Social Services and/or the Consolidated Municipal Service Manager (CMSM)/District Social Services Administration Boards (DSSAB) for all monies and project components, and will be the final decision-making authority among partners for the project under the funding agreement;
- Manage their project plan to meet financial and accountability reporting requirements and milestones, as identified in the funding agreement.
- Be responsible for the receiving, administering, and allocating funds to any participating organizations in accordance with the requirements of their agreements with participating organizations;
- Be responsible for measuring results and reporting on their performance as required by their funding agreement; and
- Be required to submit regular reporting that will be used by the Ministry of Community and Social Services and/ or the Consolidated Municipal Service Manager (CMSM)/District Social Services Administration Boards (DSSAB) to assess the progress of implementation, as well as compliance with financial and auditing requirements, as required by the funding agreement.

It is anticipated that funding will be allocated in installments per a specific payment schedule and program phases. The payment of funding installments will be dependent on the grant recipient meeting all requirements under the funding agreement with the Ministry of Community and Social Services and/ or the Consolidated Municipal Service Manager (CMSM)/District Social Services Administration Boards (DSSAB).



## 6. PROJECTS WITH A HOUSING COMPONENT

### Overview

The Ministry of Housing (MHO) will be providing funding under the Social Infrastructure Fund—Investment in Affordable Housing (SIF-IAH) program for eligible applications through the Community Supports Fund (the “Fund”) that will provide affordable housing for survivors of human trafficking.

The IAH program is a joint initiative between MHO and the Canada Mortgage and Housing Corporation (CMHC) with the objective of improving access to affordable housing that is safe, sound, suitable, and sustainable for households across Ontario.

Program requirements—including program design, administration and delivery, payment of funding, financial provisions, accountability, and communications—are set out in the CMHC-Ontario Agreement for Investment in Affordable Housing 2011-2015 and subsequent supplementary agreements. See **Program Requirements** on the next page.

IAH funding provided under this Fund could be used in two ways:

- **Creation of New Affordable Rental Housing**  
Construction and/or acquisition and rehabilitation/repurposing of buildings/housing spaces for supportive and/or transitional housing;
- **Operating Funding**  
Ongoing funding to assist with the shelter costs of survivors of human trafficking through rent supplements or housing allowances

### Partnering with Local Service Manager/Aboriginal Program Administrator

Project proponents would be required to partner with the local Service Manager or Aboriginal Program Administrator in the development of a “housing initiative” submission. As outlined in **Section 2: Application Instructions**, applicants submitting an application with a housing initiative must include a letter of support from their local Service Manager or Aboriginal Program Administrator.

Service Managers are designated under legislation to administer housing programs in Ontario. A list of Service Managers and their service areas is available on the ministry's website at [www.mah.gov.on.ca/page1202.aspx](http://www.mah.gov.on.ca/page1202.aspx).

MHO works in partnership with two Indigenous organizations (Aboriginal Program Administrators) to administer dedicated Indigenous affordable housing funding. Ontario Aboriginal Housing Services ([www.ontarioaboriginalhousing.ca](http://www.ontarioaboriginalhousing.ca)) delivers funding outside of the Greater Toronto Area and Miziwe Biik Development Corporation ([www.mbdcc.ca](http://www.mbdcc.ca)) delivers funding within the Greater Toronto Area.

Project applicants who are considering including a housing component are urged to contact their Service Manager/Aboriginal Program Administrator early to allow time for all issues to be addressed. Service Managers/Aboriginal Program Administrators would take on significant accountability for projects that are funded and require time to fully consider the implications of projects.

## Program Requirements

In addition to aligning with the **program priorities** and **criteria** of this Fund, applications with a housing initiative would need to be consistent with the requirements under the CMHC-Ontario IAH Agreement and the relevant supplementary agreements. The following is a summary of some of the program requirements, but reference should be made to the full program guidelines.

As per the IAH Agreement, "Housing" would need to be modest in terms of floor area and amenities, based on household needs and community norms. Housing includes residential accommodation, and facilities, common areas and services used directly with the residential accommodation.

Housing initiative funding **could not** be used for commercial or institutional premises, social or recreational services, and services or facilities related to mental or physical health care, education, corrections, food services, social support or public recreation.

## **1. Creation of New Affordable Rental Housing**

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- Projects could include new construction (including additions and extensions); acquisition and, where required, rehabilitation of existing residential buildings; conversion of non-residential buildings/units to residential buildings/units.
- Average rents in a project must not exceed 80% of the Average Market Rent (AMR) for the area, and no unit in a project shall have a rent more than AMR.
- Projects must maintain the affordability criteria for a minimum of 20 years.
- Funding must be committed in the fiscal year in which it is approved; otherwise, funding will be lost. Rental Housing funding is committed when a Contribution Agreement is executed between the housing proponent and the Service Manager/Aboriginal Program Administrator. The Contribution Agreement outlines the legal obligations and reporting requirements for the project.
- Maximum funding of \$150,000 per unit is available.
- MHO would advance funding to the Service Manager/Aboriginal Program Administrator, who would be responsible for making project payments to housing proponents based on the completion of construction milestones and compliance with requirements.
- Construction must begin within three months and be completed within two years of the signing of the Contribution Agreement.
- Housing proponents would be required to report on rent levels in the project upon occupancy and annually throughout the 20-year affordability period. Other reporting may be also required.

## **2. Operating Funding**

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- Can take the form of rent supplements to landlords of eligible housing (private, non-profit; co-operative); or housing allowances to eligible renter households for affordable housing.
- Rent supplements can be used in addition to Rental Housing funding to support deeper levels of affordability in projects.
- Units must be modest, rented at or below AMR for the area.
- Operating Funding assistance can be provided up to March 31, 2024.
- Funding would flow to the Service Manager/Aboriginal Program Administrator on a quarterly basis, who would be responsible for making payments to the housing proponents.
- At a minimum, quarterly reporting on households assisted and funding expensed will be required. Other reporting may also be required.

The current IAH (2014 Extension) Program Guidelines can be found on the Ministry of Housing's website at [www.mah.gov.on.ca/AssetFactory.aspx?did=15117](http://www.mah.gov.on.ca/AssetFactory.aspx?did=15117).



## Other Requirements

All participants submitting projects with a housing component will be required to adhere to the CMHC-Ontario Agreement for Investment in Affordable Housing 2011-2015 Communications Protocol. This is to ensure open, transparent, effective and proactive communications with citizens through ongoing public information activities that recognize the contributions of both the federal and provincial governments. For instance, no recipient can make any public announcement for a project without first securing agreement of MHO and CMHC.

## 7. COMPLETING THE APPLICATION FORM

Please read this section carefully. It is recommended that you print a copy of this section and refer to it as you complete the application forms.

There are two application forms:

1. Grants Ontario Application Form (online form): **Sections A–F**

- Section A: Organization Information
- Section B: Organization Address Information
- Section C: Organization Contact Information
- Section E: Grant Payment Information
- Section F: Application Contact Information

**PLEASE NOTE:** There is no section D.

2. Additional Questions Application Form (see Word document attached): **Section G**

- Section G: Additional Questions
- This form must be completed and attached to the online application.

In addition to completing the sections above, applicants are also **required** to submit the following attachments:

- Letter of Support from local municipal Service Manager/Aboriginal Program Administrator (if applicable) **if** applicant is requesting funding for a housing initiative

- Audited financial statements
- A list of board members (where applicable)
- Annual report from preceding year
- Incorporation Certificate of Status

Applicants who choose to submit any additional documents must label their attachments and pages.

Please complete the following sections, addressing the questions in each section. Please note that each question will have a character limit, indicated in the application form.

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

These sections are explained directly in the application.

**Sections A and B** should be automatically populated with information provided by applicants during the Grants Ontario System registration process. If the information that Section A and B is prepopulated with is incorrect, applicants can do one of the following:

- Create an Assistance Request in the Grants Ontario System explaining what needs to be changed or added
- Email Grants Ontario at [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) and submit a request for their Organization profile to be changed
- Call Grants Ontario Customer Service at 1-855-216-3090

Section C may be prepopulated with contact information about your organization that was entered during a previous application submission. You may edit this information if you wish or leave it as it appears.

## Section E – Grant Payment Information

- From the drop down next to **“1 Payment Organization”**, select the appropriate option available. If you select “Other”, please fill out the address fields in this section. This is where your cheque will be mailed should you select “cheque” as your payment option and your application is approved for a grant.
- For the Payment Contact, enter the contact information for the most appropriate person to be answering payment-related questions.
- For Method of Payment you have the option of selecting “Cheque” or “Electronic Fund Transfer” (EFT). EFT is the preferred method of payment.

## Section F – Application Contact Information

Provide the name of the person who will be managing the day-to-day activities of the project. This person will also receive the automated application submission confirmation email provided they have entered a valid email address.

## Section G – Additional Questions

Please refer to the attached Word document, entitled “Additional Questions Application Form”

When answering questions in this section, please refer to the assessment criteria as outlined in Section 4: “Assessment of Applications” to ensure that you provide all the information needed for your application to be assessed.

**PLEASE NOTE:** Question 15 applies only to projects that include a housing component for which funding is being requested. For all other projects, please mark “N/A” as your response.

## ORGANIZATIONAL CAPACITY

### QUESTION 1

**Describe your organization’s core business or field of activity  
(maximum, 400 words)**

- What does your organization do?
- What is your organization’s primary purpose and population groups/communities/sectors served?
- Briefly describe your organization’s current or previous programming and projects that would be relevant to this application.
- Where applicable, demonstrate expertise providing services to survivors of human trafficking or populations at risk of being trafficked.
- Were applicable, describe experience delivering effective projects with comparable scope on time and within budget.
- Please make sure to refer to the **“Project Delivery and Organizational Capacity”** component of the assessment criteria, as outlined in Section 4: “Assessment of Applications” to ensure that your answer addresses the criteria listed.



## QUESTION 2

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### Please fill in the table provided

Please provide information about the organization including staffing, volunteers, and past performance.

## QUESTION 3

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### Describe your governance structure (maximum 200 words)

- Explain the type of governance structure you have in place (e.g., Board of Directors, Board of Trustees, or an Advisory Committee)
- Please refer to the **“Project Delivery and Organizational Capacity”** component of the assessment criteria, as outlined in Section 4: “Assessment of Applications” to ensure that your answer addresses the criteria listed.

## QUESTION 4

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### What practices/procedures exist to ensure the organization conducts its activities with accountability and transparency? (maximum 150 words)

- Briefly describe any relevant by-laws, operating, financial and human resources policies/procedures that address accountability and transparency.
- Please refer to the **“Project Delivery and Organizational Capacity”** component of the assessment criteria, as outlined in Section 4: “Assessment of Applications” to ensure that your answer addresses the criteria listed.

## PROJECT INFORMATION

## QUESTION 5

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### What is the project name?

Provide a short descriptive name that will easily identify the project.

## QUESTION 6

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### Please provide the project start date and end date

State the planned start and end date for the project. Projects should start in the 2017/18 fiscal year<sup>1</sup> and be completed by March 31, 2020. Projects with a housing component must be completed by March 31, 2024.

## QUESTION 7

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### What is the host community where the project will be managed?

Identify where the project will be managed.

## QUESTION 8

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### Please give a summary of your project. If the project is selected, the ministry may use this on its website. (maximum 150 words)

Please give a summary of your project. If the project is selected, this summary may be used to describe your project on the Ministry of Community and Social Services' website.

## QUESTION 9

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### Please describe the service or initiative being proposed. (maximum 400 words)

**PLEASE NOTE:** If your project includes a housing component, please also complete Question 15 below, and refer to **Section 6: Projects with a Housing Component** of the Application Guidelines for more information about Program Criteria for housing initiatives.

Provide a brief description of the service or initiative being proposed.

- Indicate which **Fund priority/priorities** as outlined in Section 1: "Overview – Anti-Human Trafficking Community Supports Fund", that the proposed project will address. The project may focus on priorities not listed.
- Based on your community's priorities related to human trafficking, what are the key components of your project?
- Identify who your project will help, why it is necessary and what it is expected to achieve.
- Indicate the geographical scope of your project/which communities it will benefit.

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<sup>1</sup> The 2017/18 fiscal year refers to the period from April 01, 2017—March 31, 2018.

- Please refer to the “Proposed Approach” component of the **assessment criteria**, as outlined Section 4: Assessment of Applications to ensure that your answer addresses the criteria listed.

## QUESTION 10

**Please provide a rationale for why your project/ initiative is needed. (maximum 350 words)**

Please describe the existing need and/or gap in service delivery for survivors of human trafficking that your project will address and how it will do so.

- If available, include any supporting information such as research, statistics and demographic information that demonstrates or supports the need for your project and/or identifies it as a promising model/best practice.
- Please make sure to refer to the **“Rationale and Evidence”** component of the **assessment criteria**, as outlined in Section 4: “Assessment of Applications” to ensure that your answer addresses the criteria listed.

## PROJECT FINANCIAL INFORMATION

### QUESTION 11A

**Please complete the table provided in the question. Where your project is a multi-year project, please let us know your requested amount per year (costs can be equal across years).**

**PLEASE NOTE:** For projects with a housing component, please submit project financial information related to the housing component, in your answer to Question 15 or as a separate attachment, within a format of your choice.

The instructions on the application form ask you to fill in the provided template.

Please refer to the **“Project Delivery and Organizational Capacity”** component of the **assessment criteria**, as outlined in Section 4: Assessment of Applications to ensure that your answer addresses the criteria listed.



## QUESTION 11B

**List any funding for this project from other sources (already received or planned through a different initiative). (maximum 200 words)**

Please list any funding for the project that has been approved or applied for; include the name of the funding initiative/other source of funding; describe which components of the project it will support; and indicate how the Anti-Human Trafficking Community Fund complements the work already planned, where applicable. Please indicate "N/A" if no funding from other sources has been secured or is anticipated.

## PROJECT DELIVERY

### QUESTION 12A

**Please complete the project plan template provided in the question.**

**PLEASE NOTE:** For projects with a housing component, please provide relevant project delivery information in your answer to Question 15.

- What is your plan to carry out this project? Please be sure to indicate: activities, start/end date for implementing activities, and expected result of each activity. When providing this information, please use the chart associated with this question.
- Please refer to the **"Project Delivery and Organizational Capacity"** component of the assessment criteria, as outlined in Section 4: Assessment of Applications to ensure that your answer addresses the criteria listed.

### QUESTION 12B

**Please describe any risks that you anticipate while running this project and how you might mitigate those risks (maximum 300 words).**

- Please describe any risks that you anticipate while running this project and how you might mitigate those risks.
- Please refer to the **"Project Delivery and Organizational Capacity"** component of the assessment criteria, as outlined in Section 4: Assessment of Applications to ensure that your answer addresses the criteria listed.

## EVALUATION

### QUESTION 13

**Please describe how you plan to evaluate the proposed project/service (maximum 300 words)**

To build a baseline of information about human trafficking in Ontario, the Provincial Anti-Human Trafficking Coordination Office is interested in hearing from persons with lived experience, front-line organizations, and communities about approaches and solutions that work and do not work in their communities. We are interested in working with you to outline the criteria of success and explore ways that are best suited for each community to track and assess success.

How will you measure, assess or evaluate project activities to know whether the initiative is making a difference?

- Please describe the activities you would use to do this evaluation/assessment; this could include culturally based models for evaluation and you may want to use an evaluation framework.
- Please describe the outcomes (short- and medium-term) for your project, and the targets or indicators of progress you would use to show that the project is moving in the direction you want. Please ensure that your outcomes align with the **Fund Objectives**, as outlined in Section 1: "Overview: Anti-Human Trafficking Community Supports Fund".
- Please explain how data might be collected and how it might be analyzed, including any concerns/challenges related to collecting and analyzing outcomes data.
- Please refer to the **"Evaluation"** component of the **assessment criteria**, as outlined in Section 4: "Assessment of Applications" to ensure that your answers address the criteria listed.

## PARTNERSHIPS AND COLLABORATION

### QUESTION 14

**Please describe the different partners that you would work with, and their roles and responsibilities in the project. (maximum 350 words)**

- Please indicate the name of partner organizations and contact information.  
**PLEASE NOTE:** the Ministry of Community and Social Services may contact partner organizations to confirm their partnership in the project.
- Identify the different partners (other organizations or people) that you would



work with, and their roles and responsibilities in the planning, development, implementation, and/or evaluation of the project. These may be partnerships or collaborations that you have formed within or outside of your community, for example, a partnership with a university in a neighboring community, or a collaboration among different communities.

- Clearly outline the accountability of the lead applicant and the partner(s).
- We recognize that not all communities have a range of possible partners to choose from, particularly in remote communities. If there are a limited number of organizations, people or businesses that you could work with on this project, please indicate this in your answer.
- Please make sure to refer to the **“Partnerships and Collaboration”** component of the **assessment criteria**, as outlined in Section 4: “Assessment of Applications” to ensure that your answers address the criteria listed.

## **HOUSING**

### **(Only Applicable for Projects with a Housing Component)**

#### **QUESTION 15**

**Please provide details of the housing component of your proposed project. (maximum 500 words)**

Please consult Section 6: Projects with a Housing Component in the Application Guidelines which outlines the program requirements for projects with a housing component.

**Please include the relevant financial information as per guidelines below, in your answer or as a separate attachment, within a format of your choice.**

**If you are not requesting funding for a housing component, please indicate “N/A” as your answer for this question.**

Consideration should be given to the following questions as you describe your housing project:

- What type of housing initiative—capital, operating, or both—are you proposing?
- How scalable is your application (i.e. how might it be adjusted based on available funding)?
- What types of support services will be made available to the tenants/recipients?
- What outcomes or targets do you expect to achieve and what indicators will be used to measure success?



**For capital projects:**

- What type of capital project are you proposing (new construction; acquisition/rehabilitation; conversion from non-residential to residential)?
- Where will the project be located? Is the land currently owned by the proponent?
- Are land-use approvals and permits already in place?
- What are some projected key timelines for the project (e.g., construction start and completion dates; execution date for a contribution agreement with the Service Manager; building permit date; expected occupancy date; etc.)?
- Do you have a budget for the total costs for the housing project? If so, please indicate the amount of capital funding being requested and number of affordable units to be created under the program. As part of the budget, please describe any other sources of funding to be used, and the amount of funding dependant on obtaining mortgage financing (if applicable).
- What are the proposed rent levels and unit configurations for the project?
- What type of housing is being proposed (e.g. transitional; permanent affordable; etc.)?

**For operating projects:**

- What type of program is being proposed (Rent Supplements, where agreements are signed with, and payments are directed to, landlords; or Housing Allowances, where payments are directed to the household and the financial assistance is portable)?
- What is the duration of the proposed program? When will payments begin to flow to landlords/households?
- How many households do you plan to assist? How much housing assistance will be provided each month? How will the monthly benefit amount be calculated? Other program details.
- How will recipients be selected?



## **Section Z – Declaration/Signing**

See online Grants Ontario application form.

## 8. FURTHER INFORMATION

### No Commitment to Fund

#### The ministry:

- Makes no commitment to fund all applicants or any one applicant;
- May choose which applicants to fund, if any, at its sole and absolute discretion;
- Even if an application meets all of the Fund's objectives and criteria, there is no guarantee that funding will be approved, as there may be other projects that, in the sole opinion of the Office, more effectively meet the Fund's objectives and criteria;
- Does not guarantee that the total amount of funding requested by a successful applicant will be approved; and
- Shall not be responsible for any cost or expenses incurred by any applicant, including any costs or expenses associated with preparing and submitting responses to this Call for Applications.

### Distribution of the Application Guidelines

The Application Guidelines will be made available on the Grants Ontario website at [Available Grants](#).

### Conflict of Interest

A successful applicant would be required to carry out the program and use the funds received from the ministry pursuant to the program without an actual, potential, or perceived conflict of interest.

A conflict of interest may include a situation where an applicant or any person who has the capacity to influence the applicant's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the applicant's objective, unbiased and impartial judgment relating to the program and the use of the funds.

## Confidentiality

Please note that the ministry is subject to the **Freedom of Information and Protection of Privacy Act**. The Act provides every person with a right of access to information in the custody or under the control of the ministry, subject to a limited set of exemptions.

Section 17 of the Act provides a limited exemption for third party information that reveals a trade secret or scientific, commercial, technical, financial or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any trade secret or any scientific, technical, commercial, financial or labour relations information submitted to the ministry in confidence should be clearly marked. The ministry will notify you before granting access to a record that might contain information referred to in Section 17 so that you may make representations to the ministry concerning disclosure.

Applicants are advised that the names and addresses of funding recipients, their partnered organizations, the amount of funding provided, and the purpose for which funds are provided is information that the ministry may make available to the public.

Additionally, the ministry and the Office may share application information with others for the purpose of evaluating applications, assessing eligibility, and administering the Anti-Human Trafficking Community Supports Fund.

## Privacy and Personal Information

Applicants must be mindful of their obligations under relevant legislation when preparing and implementing their grant applications to ensure they are complying with all requirements of law, including but not limited to all obligations with respect to the collection, protection, use and disclosure of personal information.

The applicant is responsible for complying with, and ensuring their partners comply with, all ethical and legal requirements relating to privacy, confidentiality and security of the information, including the obligation under any funding agreement that may be entered into, when carrying out their activities in connection with the proposed project, including but not limited to all evaluation and reporting activities.



## **Rights of the Ministry**

In submitting an application, the applicant is deemed to have acknowledged that the ministry or the office may:

- Communicate directly with any applicant or potential applicants;
- At its sole discretion, accept applications for consideration that are not strictly compliant with the requirements outlined above;
- Verify with any applicant or with a third party any information set out in an application;
- At any time, and from time to time make changes, including substantial changes, to this guide and related documents including the application form by way of new information on the designated website;
- Cancel this application and call for applications process at any stage of the application or evaluation process;
- Reject any or all applications in its sole and absolute discretion; and
- Fund legal entities for similar projects regardless of whether these entities have submitted an application in response to this guide.

