

# Anti-Human Trafficking

## Indigenous-Led Initiatives Fund

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

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

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Add'l info: P02-03P04P0101

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Initials

I/D

Entered

53

31

Call for Applications – Guide

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

April 2017

[www.mcsc.gov.on.ca/en/mcsc/programs/HumanTrafficking](http://www.mcsc.gov.on.ca/en/mcsc/programs/HumanTrafficking)

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# 1. OVERVIEW: ANTI-HUMAN TRAFFICKING INDIGENOUS-LED INITIATIVES FUND

## Description

The Anti-Human Trafficking Indigenous-Led Initiatives Fund (the Fund) is one of the initiatives under Ontario's Strategy to End Human Trafficking, announced in June 2016.

The Fund will support the delivery of culturally relevant and survivor-focused services designed and delivered by, and for, First Nations, Métis, and Inuit peoples. Throughout the remainder of this document, the term "Indigenous" is inclusive of First Nations, Métis and Inuit peoples.

The design of the Fund was driven by the recognition that Indigenous women and girls are overrepresented in sex trafficking in certain regions of Ontario. It also reflects the province's commitment to ensuring Indigenous peoples determine their service priorities and best responses.

The Provincial Anti-Human Trafficking Coordination Office (the Office) at the Ministry of Community and Social Services is issuing a Call for Applications to invite Indigenous organizations and communities to apply for funding.

This Fund will help support culturally relevant and locally driven solutions to human trafficking and help Indigenous survivors and persons with lived experience of human trafficking and their families on the journey towards healing and recovery.

There are two funding streams available:

- Stream One is the **Community Planning and Development Stream**
  - This stream is intended to provide **capacity building funding in 2017/18** to support applicants with the planning and development of Indigenous-led projects in 2018/19.
    - For example, an Indigenous community or organization recognizes that human trafficking is occurring in their area, but is uncertain about the best programming response. They require time and funding to engage and plan with relevant partners and service providers prior to submitting an application for project delivery funding.

- **Recipients of Stream One that require funding for project delivery and implementation will be asked to provide an application in 2018/19.**
- Stream Two is the **Project Delivery Stream.**
  - This stream is intended to support applicants with the implementation and delivery of Indigenous-led projects that would begin in 2017/18.
  - Stream two applicants can apply for up to three years of funding (2017/18, 2018/19, 2019/20).
    - For example, an Indigenous community or organization has existing service partnerships, experience providing supports to Indigenous survivors of human trafficking and persons with lived experience and is ready to deliver programming.

## Engagement on the Anti-Human Trafficking Indigenous-Led Initiatives Fund

As part of the Strategy's ongoing commitment to Indigenous-led approaches and engagement, the Provincial Anti-Human Trafficking Coordination Office (the Office) engaged with close to 50 Indigenous organizations and communities on the design and delivery of the Fund. In these sessions, held from January to March 2017, the Office gathered advice on how the Fund could support Indigenous survivors and persons with lived experience, their families, and communities.

Participants in these sessions identified the need for increased supports for community capacity building and encouraged the inclusion of survivors and persons with lived experience in the development of programs, policies, and strategies.

## Objectives

This Fund is intended to:

- Address existing service gaps and support a coordinated service delivery network that is better equipped to provide responsive, sustainable and comprehensive care for Indigenous survivors and persons with lived experience of human trafficking;
- Increase access to trauma-informed services that improve the short- and long-term safety and well-being of Indigenous survivors and persons with lived experience of human trafficking;
- Support opportunities for Indigenous survivors and persons with lived experience to hold leadership roles;
- Recognize the input of Indigenous survivors and persons with lived experience of

- human trafficking as a key component of effective person-centred service delivery;
- Facilitate training opportunities for Indigenous organizations and communities to develop localized and collaborative responses to human trafficking; and
- Develop and use culturally relevant models of evaluation and assessment that demonstrate improved outcomes for Indigenous survivors and persons with lived experience of human trafficking.

## Priorities

The Fund seeks to support initiatives that address one or more of the service gaps and needs listed below. Please note that applications do not need to address all the priorities listed and may focus on priorities not included below. In this case, applicants are expected to clearly explain the need that their project addresses.

- Improve **availability and flexibility** of services through wraparound models which incorporate key supports for Indigenous persons at risk of, involved in and/or exiting human trafficking, including **at least** one of the following:
  - Immediate, 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; acknowledge the impacts of colonial violence, systemic oppression, intergenerational and familial trauma; and recognize the client's language of choice in fostering 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;
  - Capacity building and training.
- Increase **accessibility and responsiveness** of service systems in urban, rural/remote, fly-in and northern Indigenous communities (e.g., transportation supports required to attend medical appointments and legal proceedings);
- Strengthen service **system coordination and navigation** in urban, rural/remote, fly-in and northern Indigenous communities (e.g. dedicated supports and case management approaches across sectors);
- Support and **improve transition** of Indigenous persons from provincially-funded institutions and service systems (i.e. child welfare, youth justice, domestic violence shelters, correctional services, etc.) and increase access to appropriate services;
- Increase **access to supports** for survivors and persons with lived experience to (re)integrate into their home or preferred community;

- Focus on **prevention** for Indigenous persons at risk of human trafficking and the development of **long-term strategies**; and
- Support the delivery of **dedicated and identity affirming services** for Indigenous lesbian, gay, bisexual, transgender, transsexual, 2 spirited, intersex, queer and questioning (LGBTQ2S+) survivors and persons with lived experience.

## Contributing Factors

The Fund is seeking applications that best respond to critical service gaps for Indigenous peoples with specific consideration of the following vulnerable populations and contributing factors:

### Vulnerable Populations:

- Missing persons
- Children and youth, including those involved in the child welfare system
- Persons exiting the criminal justice system
- Survivors and persons with lived experience of domestic and/or sexual violence

### Contributing Factors:

- Continued legacies and impacts of colonial violence, residential schooling and systemic forms of oppression
- Gender inequality (women, girls and gender-diverse persons are disproportionately affected by many social issues such as sexual violence, economic insecurity, and human trafficking)
- Precarious employment (i.e. part-time, temporary and casual forms of work, which lacks security and provides workers with limited/no health and other benefits)
- Involvement in the sex industry
- Systemic racism and racial discrimination
- Sexual orientation and gender identity
- Mental health, addiction and/or disability
- Economic insecurity, homelessness and precarious housing conditions

## 2. ELIGIBILITY

### Eligible Organizations

The following organizations may apply for funding:

- Indigenous organizations in Ontario that are legal entities, including but not limited to:
  - For-profit and not-for-profit corporations, registered charities, and other public bodies that are Indigenous-led
- Indigenous communities (inclusive of First Nations, Métis and Inuit communities)

Indigenous organizations may submit, participate or collaborate in more than one proposal. If an organization is involved in more than one project proposal, please provide the following information:

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

### Organizations Not Eligible

Non-Indigenous-led for-profit and not-for-profit corporations, individuals and non-legal entities are **not eligible** to apply.

Eligible applicants may, however, collaborate with such entities in connection with a proposed project.

- The eligible applicant would be the lead applicant and would be responsible for the application and for fulfilling all terms of the funding agreement, if selected.  
(See Section 5).

# 3. APPLICATION INSTRUCTIONS

## Deadline and Required Documents

All applications, including supporting materials (see below for more information on supporting materials), should be submitted no later than **June 8, 2017, at 5:00 p.m. Eastern Daylight Time (EDT).**

Any questions about the application process, including challenges accessing or submitting the form by the above deadline, can be directed to [AntiTraffickingOffice@Ontario.ca](mailto:AntiTraffickingOffice@Ontario.ca) or 416-327-7010.

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 Form—Section G
  - Audited Financial Statements
  - A list of Board members and/or First Nation Chief and Council members (where applicable)
  - Annual Report from the preceding year
  - 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.
  - Incorporation Certificate of Status (where applicable)

## 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.

Please note that if you are unable to access the application through the Grants Ontario system, you are welcome to contact the Office at [AntiTraffickingOffice@Ontario.ca](mailto:AntiTraffickingOffice@Ontario.ca) to request a printed version.

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 that you complete these registrations to access the application. For detailed instructions 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 that 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 Reference 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 to 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 applicant'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 [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 at:

- ☎ **In Toronto:** 416-325-6691
- ☎ **Toll Free:** 1-855-216-3090
- ✉ **Email:** [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca)

## 4. ASSESSMENT OF APPLICATIONS

A committee including inter-ministerial partners will review and assess the applications against the eligibility requirements (See **Section 2**) and assessment criteria (see below) and make recommendations for project funding.

### Assessment Criteria

If all of the eligibility requirements are met, applications will be scored based on the following assessment criteria and weights for the individual streams:

Review and Scoring Considerations	Weights
<b>1. Proposed Approach</b> <ul style="list-style-type: none"><li>▪ Is the proposed plan or project innovative, local, and community-driven?</li><li>▪ Does the proposed plan or project focus on one or more of the <b>Fund's priorities</b>?</li><li>▪ Does the proposed plan or project serve Indigenous peoples and incorporate Indigenous knowledge in a respectful way?</li><li>▪ Does the applicant have any previous experience in planning or delivering a similar project?</li><li>▪ Does the proposed project feature service integration and coordination as a component of effective, survivor-focused service delivery?</li><li>▪ Does the proposed plan or project meaningfully engage Indigenous survivors of human trafficking and persons with lived experience in service design and delivery?</li><li>▪ Does the proposed plan or project create opportunities for survivor leadership and peer-led services (e.g., as peer mentors, outreach workers and peer support group leaders)?</li><li>▪ Does the proposed plan or project leverage existing local service networks and partnerships to increase capacity to serve survivors?</li><li>▪ Does the organization have experience in planning or delivering trauma-informed and survivor-focused services to survivors of human trafficking?</li><li>▪ Does the project plan include clear steps and timelines to implement the project (including evaluation/assessment activities)?</li></ul>	<b>30%</b>

Review and Scoring Considerations	Weights
<p><b>2. Community Need and Benefits</b></p> <ul style="list-style-type: none"> <li>▪ Is an awareness of the short and long term impact(s) of human trafficking on the community demonstrated?</li> <li>▪ Does the application clearly identify the priority populations that the project is intended to serve?</li> <li>▪ Is a clear rationale for the proposed plan or project demonstrated?</li> <li>▪ Is there a clear description of how the community and priority populations will benefit from this planning or project?</li> </ul>	<b>15%</b>
<p><b>3. Partnerships and Collaboration</b></p> <ul style="list-style-type: none"> <li>▪ Does the proposed plan or project leverage existing local service networks and partnerships to increase capacity to serve survivors?</li> <li>▪ Are there a range of partnerships identified or are they concentrated in a specific sector?</li> <li>▪ Is there consideration of how the planning process or project would help build or strengthen service partnerships?</li> <li>▪ How will partnerships enhance rather than duplicate services in the host community?</li> </ul>	<b>25%</b>
<p><b>4. Challenges and Responses</b></p> <ul style="list-style-type: none"> <li>▪ Are any anticipated challenges and responses identified?</li> <li>▪ Do the budget items align with the planning or project description, activities and deliverables?</li> </ul>	<b>15%</b>
<p><b>5. Evaluation</b></p> <ul style="list-style-type: none"> <li>▪ Do the proposed expenses align with the project plan and deliverables?</li> <li>▪ Are the targets and indicators of progress outlined?</li> <li>▪ Are the causal linkages between project inputs/activities and desired outcomes outlined?</li> <li>▪ Do the outcomes listed align with the objectives of the Fund?</li> <li>▪ Is there consideration of how evolving or unexpected outcomes of the project may be captured?</li> </ul>	<b>15%</b>

## 5. FUNDING AND ACCOUNTABILITY

- It is anticipated that the Fund will provide a total of up to \$9.6 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.
- It is anticipated that successful applicants will be informed in writing in June 2017.
- Prior to receiving funds, successful applicants will be required to enter into a funding agreement outlining the terms and conditions relating to funding and the project to be completed.
- It is anticipated that funding agreements may be signed 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 Indigenous languages, alternative formats for accessibility)
  - Outreach (e.g. costs related to promotion, holding meetings or outreach events directly related to the project)
  - Honouraria (e.g. Elders, costs relating to Ceremonies)

- Allocated Central Administration (ACA) costs should not exceed **10%** of the total budget. Central administration costs refer to costs associated with governing and operating an organization. They do not include those program administrative functions that directly support service to the client. 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
- Portion of Harmonized Sales Tax (HST) costs that are refundable.

## Accountability

Each application must be submitted by a single eligible applicant. If an application contains any partnerships or collaborations, a lead applicant must take full responsibility for the application and, if selected, will execute and be responsible for fulfillment of all obligations set out in the funding agreement.

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

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 Indigenous-Led 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** below.

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 3: 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.mbdc.ca](http://www.mbdc.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 **cannot** be used for commercial or institutional premises, social or recreational services, or 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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- Funding can take the form of rent supplements to landlords of eligible housing (private, non-profit or 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 communication 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: **Section G**

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 and/or First Nation Chief and Council (where applicable)

- Annual report from preceding year
- Incorporation Certificate of Status (where applicable)

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 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

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:** This application form includes questions for:

1. Stream One – Community Planning and Development
2. Stream Two – Project Delivery

## PROJECT INFORMATION

### QUESTION 1

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**Please indicate the Stream you are applying for.**

Identify the Stream you are seeking funding for (e.g. Stream One – Community Development and Planning or Stream Two – Project Delivery)

### QUESTION 2

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**What is the project name?**

Provide a short descriptive name that will easily identify the project. For stream one applicants, please provide name that will be used at this stage of the project.

### QUESTION 3

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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.

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

#### QUESTION 4

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**Please provide the name of the host community where project planning (Stream One) or project delivery (Stream Two) will occur.**

- Identify where the project will be planned or delivered.
- Indicate if located in urban, fly-in, rural/remote or northern Indigenous communities.

#### QUESTION 5

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**Please give a summary of your proposed planning process (Stream One) or project (Stream Two). If the project is selected, the Ministry may use this on its website. (Maximum 150 words).**

- If applicable, please outline how you expect to work with Indigenous organizations or communities in planning or project delivery.

### COMMUNITY NEED AND BENEFITS

#### QUESTION 6

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**Please describe the rationale for your proposed planning process (Stream One) or project delivery (Stream Two). Why is this service or initiative needed in your Indigenous community or service area? (Maximum 350 words).**

- Please describe the existing need and/or gap in service delivery for survivors of human trafficking that your planning process or project will address and how it will do so.
- Please identify the groups in need of anti-human trafficking services in your community (e.g. women, children or youth, LGBTQ2S+ persons). If you do not know who these groups are, please tell us your plan to identify them.

#### QUESTION 7

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**Please provide a description of the proposed planning process (Stream One) or project (Stream Two). (Maximum 500 words).**

Provide a brief description of the proposed planning process or project.

- Indicate which **Fund priority/priorities** the proposed planning process or project will address. The project may focus on priorities not listed.

- Please describe how this planning or project will respond to service needs.
- Please describe who will benefit from this planning or project and how they will benefit.
- Please indicate the steps you will undertake to include Indigenous knowledge in a respectful way in your project. How will local Indigenous protocols be observed?
- Please identify if Indigenous survivors of human trafficking and persons with lived experience will be engaged the project planning or delivery. If yes, in what way?

**PLEASE NOTE:** If your project includes a housing component, please be sure to also complete Question 16.

## COMMUNITY/ORGANIZATION INFORMATION

### QUESTION 8

**Please describe your organization's mandate and purpose. (Maximum 400 words).**

- Please describe your organization's primary purpose and the Indigenous population groups/communities/ sectors it serves.
- Please describe if you have any previous experience in planning or delivering a similar project. Where applicable, demonstrate expertise providing services to Indigenous survivors of human trafficking, populations at risk of being trafficked or persons with lived experience.
- If you are an off-reserve organization, please describe your relationship with the urban Indigenous community you serve/work closely with.

### QUESTION 9

**Please fill in the table provided.**

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

### QUESTION 10

**Please describe your Indigenous leadership and/or governance structure. (Maximum 200 words).**

Please explain the type of governance structure you have in place (e.g., Board of Directors, First Nation Chief and Council, Community Councils, Provincial Territorial Organizations, Tribal Councils, Elders' Councils).

## FINANCIAL INFORMATION

### QUESTION 11

**Please provide a budget which outlines your funding request.**

Please note that budgets for the Stream One should only include funding for 2017/18.

Budgets for the Stream Two can include funding for up to three years (2017/18, 2018/19, 2019/20).

**PLEASE NOTE:** For projects with a housing component, please submit project financial information related to the housing component, in your answer to Question 16 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 provide a detailed budget for the proposed planning process or project.

## WORKPLAN

### QUESTION 12

**Please complete the following workplan template.**

Please note that workplan timelines for Stream One should only be up to 2017/2018.

Timelines for Stream Two can be up to three years (2017/18, 2018/19, 2019/20).

- Please outline your plans to design and/or 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.

## PARTNERSHIPS

### QUESTION 13

**Please describe if you plan to collaborate with any other organizations or communities. If so, please describe the different roles and responsibilities that are anticipated and how partners will contribute to project planning (Stream One) or project delivery (Stream Two).**

**Please let us know if there are a limited number of organizations, people or businesses that you could work with on this project. (Maximum 500 words).**

Please describe how the planning process or project would benefit service partnerships and collaboration with any other Indigenous organizations or communities.

## **POTENTIAL CHALLENGES AND RESPONSES**

### **QUESTION 14**

**Please describe any challenges that you may come across while undertaking project planning (Stream One) or project delivery (Stream Two) and how you intend to address those challenges. (Maximum 200 words).**

## **EVALUATION**

### **QUESTION 15**

**Please describe how you will measure, assess or evaluate whether your project planning process (Stream One) or project delivery (Stream Two) has been successful. (Maximum 500 words).**

- Please describe the activities you would use to complete your assessment. This could include Indigenous culturally-based models for evaluation. You may also want to use an evaluation framework.
- Please describe the targets or indicators of progress you would use to show whether the planning or overall project is moving the direction you want.
- Please also note if you plan to share any lessons learned, positive or unexpected outcomes, or tools, in your reporting or with other interested Indigenous organization or communities.
- Please explain how data might be collected and how it might be analyzed, including any concerns/challenges related to collecting and analyzing outcomes data.

## HOUSING

(Only Applicable for Projects with a Housing Component)

### QUESTION 16

**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.)?

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**For operating projects:**

- What type of program is being proposed (i.e. 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? And 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;
- The ministry 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, eligibility requirements and assessment 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.
- The ministry does not guarantee that the total amount of funding requested by a successful applicant will be approved.

The ministry 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 obligations 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.

