

# Simplified Application Guidelines for Small Capital Grants

Building  
healthy and  
vibrant  
communities

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The Ontario Trillium Foundation is an agency of the Government of Ontario.  
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The Ontario Trillium Foundation is pleased to offer a simplified application process for organizations seeking capital grants of \$15,000 or less.

In 2005 we undertook a series of *Community Conversations* to hear directly from the people of Ontario. At those meetings we heard communities say that they value the Foundation's investments in capital projects. We also heard that applicants preferred a more streamlined application process for smaller grants.

The Foundation recognizes our unique role in providing capital funding to eligible not-for-profit organizations in Ontario. We have invested over \$132 million in capital since 1999, which includes accessibility renovations, office equipment, musical instruments, fuel-efficient furnaces and community-centre roofs. These items contribute to the health and vibrancy of communities in a fundamental way.

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### Who should use this form?

- Eligible organizations applying for capital funds only, up to a maximum of \$15,000.

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### Who should not use this form?

- Eligible organizations applying for other types of grants and
- Eligible organizations applying for capital funds greater than \$15,000, should apply using the standard application form. Please see our full Program Guidelines at [www.trilliumfoundation.org](http://www.trilliumfoundation.org)

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### Who is eligible?

The following organizations may apply as long as they are in compliance with the Ontario Human Rights Code:

- A charitable organization or foundation registered as a charity by the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction
- An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization. The incorporated organization or registered charity must authorize the application and accept responsibility for any approved grant
- A First Nation
- A Métis or other Aboriginal community
- Small municipalities (with populations of 20,000 or less based on the most recent census), Local Services Boards and County Library Boards (serving small municipalities with populations of 20,000 or less) for grants in the arts and culture (including libraries) and sports and recreation sectors only

## Guidelines for the Simplified Application Process

### What is capital?

Capital grants are used for repairs, renovations or improvements to land or buildings and to purchase equipment to support program activities.

### Sectors

We welcome applications in the arts and culture, environment, human and social services and sports and recreation sectors.

### Priorities

OTF places priority on supporting organizations that work in the following areas to help Ontarians achieve their potential:

- Enhanced success for students and learners
- Healthier and more physically active Ontarians
- Enhanced employment and economic potential for workers and their families
- More effective volunteers and more people engaged in their communities

### What will we fund?

OTF funds equipment only for personal use if the purpose of the proposal is to increase access to a group that has limited access. Equipment for personal use includes uniforms, costumes and equipment that cannot be reused by other people either concurrently or in the following season.

OTF will not fund:

- Duplication of funding received from another funder
- Budget deficits
- Religious activities, including renovations to a place of worship unless it is also used for community activities or is a significant, designated heritage site used for the general benefit of the community
- Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code
- Dollar-for-dollar replacement of government funding
- Medical research or medical equipment
- Direct contributions to annual fundraising drives, capital campaigns or special fundraising events/campaigns
- Construction of new buildings
- The dismantling, moving and reassembling of buildings
- The purchase of land or buildings
- Activities completed or costs incurred before the approval of the request to the Foundation
- Programs, activities or services outside Ontario

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### Assessment Criteria

In addition to assessing an application's fit with our granting priorities, we assess all organizations and their applications according to the following criteria to ensure fairness and accountability.

#### Organizational criteria

- Ability to carry out the proposal and to achieve the desired results
- Ability to manage the requested OTF grant and the resources needed

#### Application criteria

- Clear, measurable benefits to the community
- Community support in the form of volunteer time, contributions from other organizations, cash or in-kind support from corporate sponsors, individual donors and the applicant
- Support from people who are knowledgeable about the sector, the community and/or the proposal
- Significant need for OTF funding

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### Of special note to organizations applying for small capital grants:

- Application deadlines are March 1st, July 1st and November 1st.
- Decisions will be made within 120 days of the deadline.
- Organizations may ordinarily hold one grant at a time, and may only hold one small capital grant per year.
- All other OTF policies and criteria apply to this process. Please see our Program Guidelines for a full description.