

# Program Guidelines

A guide to the Ontario Trillium Foundation and its granting programs

All applicants should read these guidelines before completing a grant application form

Building  
healthy and  
vibrant  
communities

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**THE ONTARIO  
TRILLIUM  
FOUNDATION**



**LA FONDATION  
TRILLIUM  
DE L'ONTARIO**



The Ontario Trillium Foundation is an agency of the Government of Ontario.  
January 2010

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### **Compliance with Ontario's Human Rights Code**

The Ontario Trillium Foundation values diversity and the personal, cultural, social and economic benefits it brings. We support and adhere to Ontario's Human Rights Code. The Foundation expects all organizations that receive OTF grants to comply with the code, which prohibits discriminatory practices because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same sex partnership status, family status, receipt of public assistance or disability.

## About the Ontario Trillium Foundation

**The Ontario Trillium Foundation (OTF), one of Canada's leading grantmaking foundations, is an agency of the Government of Ontario.**

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### **Our vision**

The Ontario Trillium Foundation is a catalyst that enables Ontarians to work together to enhance the quality of life in their communities. We believe that communities across Ontario are rich in talent, creativity and drive and our grants stimulate communities to build on these assets.

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### **Our mission**

Building healthy and vibrant communities throughout Ontario by strengthening the capacity of the voluntary sector, through investments in community-based initiatives.

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### **Our granting principles**

The Ontario Trillium Foundation observes the following granting principles:

- The voluntary sector plays a critical role in building healthy and vibrant communities. OTF will work to achieve its mission by supporting the work and enhancing the long-term capacity of organizations in the sector.
- OTF grants will support organizations in the arts and culture, environment, human and social services and sports and recreation sectors.
- In small communities with a limited voluntary sector, OTF may support the work of municipalities or libraries in order to achieve its mission, specifically in the arts and culture and the sports and recreation sectors.
- Respect for diversity, inclusion and volunteerism are fundamental to the work of OTF.
- OTF offers time-limited operating/project and capital grants.

## Our granting priorities

**The Foundation will support the building of healthy and vibrant communities through community-based initiatives that strengthen the capacity of organizations in the arts and culture, environment, human and social services and sports and recreation sectors. In particular, the Foundation will place priority on supporting organizations that work in the following areas to help Ontarians achieve their potential.**

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### **Enhanced success for students and learners**

A healthy and vibrant community depends on the skills and knowledge of its members. Whether knowledge and skills are developed in the early years when children start school or much later in life, it is key that people of all ages and abilities are ready to learn. This is why the Ontario Trillium Foundation will place priority on initiatives that:

- Provide community-based learning opportunities and create conditions for achievement for people of all ages and abilities
- Help prepare children and youth for success

This includes, but is not limited to, broadening learning experiences for children and youth; helping children and youth remain and achieve in school; preparing young children to learn; providing opportunities for children and youth to experience positive personal growth; and improving adult literacy through resources and activities.

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### **Healthier and more physically active Ontarians**

Encouraging Ontarians to lead healthier lifestyles, as well as improving other determinants of health, such as air and water quality, and providing opportunities for people to enhance their health and well-being will lead to healthier and more physically active Ontarians. To this end, the Ontario Trillium Foundation will place priority on initiatives that:

- Promote physical activity for people of all ages and abilities
- Promote recreational activities for people of all ages and abilities
- Enhance and help protect human and ecosystem health
- Create conditions for people to reach their full health and well-being potential
- Promote cultural and artistic activities for people of all ages and abilities

This includes, but is not limited to, promoting and increasing physical activity; increasing or sustaining recreational and leisure opportunities; helping communities take responsibility to protect the natural environment; supporting systems that sustain health and well-being; sustaining a healthy arts community; and celebrating and preserving heritage.

## Our granting priorities (cont'd)

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### **Enhanced employment and economic potential for workers and their families**

The Ontario Trillium Foundation supports initiatives that are innovative and that stimulate economic growth. To this end, OTF will place priority on proposals that support organizations to build skills, create jobs and enhance economic potential for individuals and communities through initiatives that:

- Provide skill development or employment opportunities
- Sustain and promote a greener economy and community
- Strengthen the economic health of a community
- Help further a community's long-term vision and growth

This includes, but is not limited to, increasing opportunities for employment for those experiencing barriers including Aboriginal people, newcomers, people with disabilities and at-risk youth; strengthening organizations and supporting initiatives that promote a sustainable environment; sustaining the economic viability of the community; and encouraging community-planning processes.

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### **More effective volunteers and more people engaged in their communities**

Volunteers are the foundation of healthy and caring communities that are safe, clean, secure and vibrant. Providing people with opportunities to actively participate in activities or programs offered within their community also contributes to this. We support initiatives that:

- Create conditions to increase community engagement of people of all ages, abilities and cultures
- Strengthen volunteerism among people of all ages, abilities and cultures
- Strengthen the voluntary sector

This includes, but is not limited to, building community connections and awareness; promoting and increasing volunteerism, particularly among young people; enhancing the capacity of the volunteer sector and fostering strategic thinking and innovation; and building the capacity of charitable and not-for-profit organizations.

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**Applications that do not address these granting priorities may nevertheless be considered for an OTF grant provided they comply with our granting principles and program assessment criteria and respond to local or provincial needs.**

## Our eligible sectors

**We welcome applications in four broad sectors: arts and culture, environment, human and social services and sports and recreation. While we support applications from organizations that focus on only one of these sectors, we believe that collaboration between organizations and sectors helps each to grow stronger. For this reason, we encourage applications that link two or more of these sectors.**



### Arts and culture

We invest in arts, culture and heritage activities that expand community access and involvement, build community capacity to support activities in arts and culture and recognize the role this sector plays in stimulating economic activity. We support both amateur and professional organizations in their efforts to expand volunteerism and to be more effective and responsive within their community. We fund initiatives that celebrate community heritage and diversity, expand the availability of arts and cultural events and encourage tourism.



### Environment

We fund initiatives that protect and restore the environment or that increase awareness of our vital relationship with the ecosystem. We fund activities that help communities take a leadership role in protecting their natural environments and habitats and that promote healthy living. We support environmental organizations in their efforts to become more efficient and to use their volunteers more effectively.



### Human and social services

We invest in projects that help communities prevent social problems and respond to emerging community challenges. We encourage civic participation, recognize diversity and promote healthy and safe communities. We support projects where organizations work together in partnerships to create integrated community solutions that improve access to programs and services and stimulate economic activity.



### Sports and recreation

We fund a wide range of sports, leisure and recreation programs so that people of all ages and abilities can participate in community activities. We encourage initiatives that promote active living and enhance social and physical well-being. We help sports and recreation organizations in their efforts to be more effective and responsive to community needs and fund new equipment and the repair of community facilities to improve access to sports and recreation. We support communities in their efforts to attract and host special sports and recreation events that encourage economic activity.

## Our 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.**

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### **Organizational criteria**

**An organization's ability to carry out the proposal and to achieve the desired results is demonstrated by:**

- A relevant mandate, proven track record and good operating systems
- An elected, volunteer board of directors that is representative of the diversity in the community and accountable to it through public general meetings, newsletters, etc.
- An ability to manage and sustain growth that may result from the grant
- An appropriate organizational structure and set of skills, including responsiveness to changing community needs and opportunities
- A history of partnering with others (where appropriate)

**An organization's ability to manage the requested OTF grant and the resources needed to carry out the project is demonstrated by:**

- A realistic relationship between the requested grant amount and the organization's current annual budget
- Appropriate financial management policies and practices

#### **Note about Financial Statements:**

If gross annual revenues are \$250,000 and over for each of the two most recent fiscal years, you must submit financial statements that have been audited by a licensed public accountant.

If gross annual revenues are less than this amount, we prefer that you submit financial statements that have been audited or reviewed by a licensed public accountant. If these are not available, you may submit internally prepared financial statements that include both a statement of revenues and expenses and a balance sheet.

- No significant accumulated deficit\*
- No significant unrestricted or internally restricted reserve funds or accumulated surplus\*

\*See Frequently Asked Questions for further details.

## Our assessment criteria (cont'd)

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### Application criteria

#### Applications are assessed according to the following:

- 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
- Involvement of multiple partners in planning, doing or evaluating the work (where appropriate)
- Support from people who are knowledgeable about the sector, the community and/or the proposal
- Significant need for Ontario Trillium Foundation funding and evidence that the Foundation is the appropriate funder
- Greater accessibility to activities, programs or venues, including geographical, physical, cultural or economic accessibility
- Sustainability or lasting impact

#### Examples of sustainability or lasting impact could include:

- Added value to community life even after the grant is complete (for example, participants continue to share what they have learned, a permanent change has been achieved in the community or a model has been repeated in another community)
- A plan for ensuring resources are in place to continue the work after the grant ends (including maintenance for renovation and equipment grants)

## Our granting programs

OTF delivers two granting programs, the Community Program and the Province-Wide Program. The Community Program, which accounts for approximately 80% of OTF's granting budget, provides grants for proposals that have primarily a local impact. The Province-Wide Program provides grants for proposals that have an impact on a significant portion of the province.

**Please note: We have two different online application formats, our standard application and a Simplified Application for Small Capital Grants. Eligible organizations applying for capital funds only, up to a maximum of \$15,000, must use the simplified format. Please read the guidelines for the Simplified Application Process for more information.**

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### Eligibility – who can apply?

**The following organizations may apply for either the Community Program or the Province-Wide Program, 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
- A collaborative of two or more organizations that are working together to achieve a common goal. The collaborative must include at least one eligible member. The eligible member normally acts as the lead applicant and accepts responsibility for any approved grant

**The following organizations may apply for Community Program grants only:**

- Small municipalities (with populations of 20,000 or less based on the most recent census) and Local Services Boards for grants in the arts and culture and sports and recreation sectors only
- Small municipalities (with populations of 20,000 or less), Local Services Boards, First Nations and County Library Boards (serving small municipalities with populations of 20,000 or less) for grants to support specific library services

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### Who we will not fund

**OTF does not accept applications from:**

- Individuals
- Organizations whose purpose is related to political activity, as defined by the Canada Revenue Agency
- For-profit organizations
- Municipalities with populations over 20,000, universities/colleges, schools, hospitals and their agencies\*
- Agencies of provincial or federal governments\*
- Private foundations\*

*\*Unless they are part of a community collaborative that involves at least one eligible organization and has a clear benefit to the community.*

## Our granting programs (cont'd)

### Types of grants available

- **Operating grants** are for an organization's ongoing program costs. Operating grants may be for a single year or multi-year but may not exceed a maximum of five years
- **Project grants** are for one-time activities or activities with a defined time frame. Project grants may be for a single year or multi-year but may not exceed a maximum of five years
- **Capital grants** are for renovations and equipment purchases. OTF encourages applications that enhance community spaces, improve accessibility, increase energy efficiency to "green" the not-for-profit sector, or make use of innovative technology.

Applicants are eligible to apply for a combination of grant types. For example, an applicant may request a grant to deliver a program that includes an operating grant component for costs such as staff salaries and a capital grant component for renovations and equipment.

For applications that combine grant types, the capital component cannot exceed \$150,000 per project.

A single organization may ordinarily have one active OTF grant at a time. A new application will ordinarily be accepted only after the active grant has been completed and all reporting requirements have been met. However, an organization may have a grant and also participate in a collaborative grant at the same time provided the grants are for different activities.

*Please note:* To ensure equitable access for communities throughout the province, under certain circumstances, OTF does allow organizations to hold more than one grant at a time, subject to the approval of the local Grant Review Team. These include First Nations, Local Service Boards, Small municipalities, and eligible organizations serving rural and/or Northern areas. Please contact your local Program Manager for more information.

### 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
- Political and/or advocacy activities, such as partisan activities or activities that promote a biased viewpoint or a political position on issues of public concern
- 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

## The Community Program

### **The Community Program provides grants for proposals that have primarily a local impact.**

The Community Program is delivered by staff and volunteers located in 16 catchment areas across the province. Each catchment area has local staff supported by Grant Review Teams made up of between 18 and 25 local volunteers that help assess applications by examining how well proposed activities fit with OTF's granting priorities and assessment criteria and meet local needs.

Through the Community Program, the Foundation makes grants of up to \$375,000 over five years. This can include up to \$75,000 per year for operating or project expenses and up to \$150,000 over one or more years for capital initiatives such as building renovations and/or equipment purchases. The decision to fund all or part of a request depends on how well an application fits with OTF's granting priorities and assessment criteria as well as the overall demand and granting budget in the catchment area.

Examples of Community grants may be found on our website [www.trilliumfoundation.org](http://www.trilliumfoundation.org).

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### **Additional information for small municipalities and Local Services Boards**

Small municipalities (populations of 20,000 or less) and Local Services Boards may apply for Community grants in the arts and culture and sports and recreation sectors only. An application may include funding for more than one initiative in a sector as long as the initiatives have related goals and outcomes. Small municipalities and Local Services Boards may hold two grants at a time provided one of the grants is for a library.

Applications, on behalf of a library or any other municipal agency must be submitted by the municipality itself.

Operating costs that have been previously funded by the municipality are not eligible for OTF funding.

### **In addition to meeting the standard assessment criteria, applications from small municipalities and Local Services Boards must demonstrate:**

- Strong community partnerships and clear community support for the initiatives for which funding is being requested
- Volunteer involvement in the delivery of and decision-making for the initiative
- Clear rationale as to why the municipality, rather than another community organization, is the best choice to lead the initiative
- The ability of the municipality to attract contributions from other sources, including cash, in-kind contributions and volunteer hours

## The Community Program (cont'd)

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### Additional information for library applications

- Applications for grants for municipal libraries serving small communities (populations of 20,000 or less) must be submitted through the municipality
- Applications for grants for county libraries serving small municipalities (populations of 20,000 or less) must be submitted through the County Library Board
- Applications for grants for First Nation libraries must be submitted through the First Nation's Band Council
- Applications for grants for Local Services Boards providing library services must be submitted through the Local Services Board

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### Priorities for grants to libraries

The Ontario Trillium Foundation has identified priorities for grants for libraries and welcomes applications for the following:

#### Capital grants for:

- **Library access:** capital renovations and equipment to increase the use of the library for people of all abilities
- **Library furniture and fixtures:** small equipment purchases such as furniture, shelving, etc.
- **Collections:** purchases to increase the general permanent collections or collections in any medium for specialized populations
- **Library technology:** hardware, software and automation

#### Project grants for:

- Community programming to enhance literacy and learning
- Training library patrons, staff and volunteers to develop skills to better use technology and literacy and general skills development

Grants are not provided for ongoing library operating expenses.

## The Province-Wide Program

**The Province-Wide Program funds proposals that have an impact on a significant portion of the province.**

The Province-Wide Program is delivered by staff and a volunteer Grant Review Committee made up of members of the Ontario Trillium Foundation Board of Directors. Applications are reviewed to determine how well proposed activities fit with the Foundation's granting priorities and assessment criteria and how well they meet provincial needs.

**An application must meet one of the following eligibility criteria to qualify for the Province-Wide Program:**

- Work will take place in three catchment areas or two in Northern Ontario
- Work will be done by a group with a province-wide or national mandate
- Work will be done by a network of organizations from across the province that submits a collaborative request for a project that has a clear provincial impact
- Work will be done by a local group that has:
  - Demonstrated capacity and rationale to extend its reach beyond its home community
  - A model initiative that will be reproduced across the province

Through the Province-Wide Program the Foundation makes grants of up to \$1.25 million over five years. This can include up to \$250,000 per year for five years for operating and project expenses and up to \$150,000 over one or more years for capital initiatives such as building renovations and/or equipment purchases. The decision to fund all or part of a request depends on how well an application fits with OTF's granting priorities and assessment criteria as well as the overall demand and granting budget in the Province-Wide Program.

Examples of Province-Wide grants may be found on our website [www.trilliumfoundation.org](http://www.trilliumfoundation.org).

## Before you apply

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### Talk to us!

Contact staff at OTF to discuss your proposal before you begin to fill out an application form. We will be able to answer questions you may have about local and provincial granting priorities, budget limitations, the time frame for a decision, application tips, etc.

Unfortunately, due to the high volume of applications, staff are not able to review draft applications. See page 16 for a list of our office locations and telephone numbers, or call 1.800.263.2887 to be directed to the appropriate OTF staff.

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### Complete your application

- Tools for applicants are available on the *Tools and Tips* section of our website or by calling us.
- Applications can be submitted in either English or French using the current Ontario Trillium Foundation Application Form. Applications can now be submitted online.

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### Deadlines

The Ontario Trillium Foundation's grant application deadlines are March 1, July 1 and November 1. Applications must be received by 5:00 p.m. on the deadline date.

If the deadline falls on a statutory holiday or weekend, your request must be received by 5:00 p.m. the next business day.

Applications received after the deadline date will not be accepted.

## Application review process

**What happens after an application is submitted? When an application is received, it goes through an extensive review process. The time frame for a decision on an application is 120 days or less from the deadline date.**

The people and steps involved in the review of an application are:

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### **Step 1 – Receipt by a Coordinator of Program Administration who:**

- Checks to see that the organization and application meet the basic eligibility requirements
- Checks to make sure the application is complete and includes all the necessary attachments
- Notifies the applicant if the application is incomplete or does not include all the necessary attachments
- Closes the file if, within seven working days after notification, all missing information is not submitted as requested

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### **Step 2 – Assessment by a Program Manager who:**

- May contact the applicant to ask for more information or to discuss ways of refining the proposal
- May contact external advisors, experts or other organizations involved in the field, other funders and other people or groups who might be affected by the project. The Foundation considers the application to be confidential but may share information about it with external advisors or other funders
- Will work with an OTF volunteer assigned as Lead Reviewer to assess the application
- May arrange a site visit to discuss the application with staff, board members, clients and/or members

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### **Step 3 – Review by Volunteer Community Grant Review Teams or Province-Wide Grant Review Committee**

Grant Review Teams set local funding priorities for the Community Program in their catchment areas; the Grant Review Committee sets funding priorities for the Province-Wide Program. Both are guided by the Ontario Trillium Foundation's policies, granting priorities and assessment criteria. When they receive an application, they will:

- Decide if the proposed activity is the best use of Foundation funds and whether the applicant is the best group to do the work
- Recommend approval of either the full or a reduced grant amount or decline the application

## Application review process (cont'd)

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### **Step 4 – Decision by OTF volunteer Board of Directors**

OTF's Board of Directors reviews recommendations made by Community Grant Review Teams and the Province-Wide Grant Review Committee and ratifies grants.

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### **Step 5 – Communication of decision to applicant**

After the meeting of the Board of Directors, if an application is approved, the applicant receives a Letter of Agreement.

If an application is declined, the organization will receive written notification. Applicants are encouraged to discuss the reasons for the decline with their contact at OTF, who will be able to provide guidance with respect to any future applications.

The Foundation makes every effort to contact applicants as soon as possible after a decision is made.

## Recognition and reporting requirements

**What happens after an application is approved? Organizations that benefit from public funds through Ontario Trillium Foundation grants are accountable for the use of those funds.**

### 1. Letter of Agreement

After the Ontario Trillium Foundation Board has approved a grant, a Letter of Agreement is sent to the applicant listing the conditions and expected results of the grant. The Letter of Agreement is a legally binding contract. After it has been signed by someone with the legal authority to bind the organization and returned to OTF, the first grant installment will be paid provided any special conditions have been satisfied.

### 2. Recognition requirements

Public recognition of the grant and the activities it supports is an important way for the organization receiving the grant and the Ontario Trillium Foundation to tell other people about the work being done with OTF funding while demonstrating openness and accountability about how public funds are spent.

Information about organizations that receive OTF grants including the name, address, telephone/fax numbers or e-mail addresses may be made public by OTF. The Foundation reserves the right to make a public announcement about any approved grant.

All grant recipients receive a recognition plaque that they are required to display in an appropriate high-traffic location. In addition, grant recipients are expected to acknowledge the Foundation's support in public announcements and media releases, at special events and on websites. Annual reports, newsletters, event programs and exhibits should also include appropriate recognition of OTF funding.

Some grants may present additional opportunities for public recognition (e.g. festivals, access ramps, heritage buildings, parks and trails). In such cases, the Letter of Agreement will include information on the recognition requirements.

### 3. Reporting requirements

All grant recipients are required to report on the work for which they receive funding. The Letter of Agreement will specify when reports are due. Applicants who receive grants with a duration of one year or less must submit a Final Report at the end of the grant. For multi-year grants, a Progress Report must be submitted at the end of each year with a Final Report due at the end of the grant. Progress and Final Reports must be submitted using the current OTF reporting forms. Failure to submit a Progress Report on time will delay release of the next installment of a grant. Failure to submit a Final Report may have an impact on the ability of an organization to receive future OTF funding. OTF staff review all reports and may request further information if they have questions or concerns.

### 4. Keeping in touch

The primary contact person at OTF will be identified in the Letter of Agreement. This OTF contact will be able to provide grant recipients with support and guidance throughout the duration of a grant. Organizations that receive OTF grants are expected to keep their OTF contact informed of changes that affect their projects.

## Office contact numbers

Community Program staff serving the 16 catchment areas may be reached at the following office locations. Province-Wide Program staff are located in the Toronto office and may be reached at 416.963.4927\* or toll-free at 1.800.263.2887\*. Service is available in French at numbers identified with an \*.

Catchment area	Office location	Local telephone	Toll-free
<b>Algoma, Cochrane, Manitoulin, Sudbury</b>	Sault Ste. Marie	705.254.6804* 705.254.6830	1.866.454.6804* 1.866.454.6830
<b>Champlain</b>	Ottawa	613.239.0680* 613.239.0681* 613.239.0682* 613.239.0683*	1.866.939.0680* 1.866.939.0681* 1.866.649.0683* 1.866.239.0683*
<b>Durham, Haliburton, Kawartha, Pine Ridge</b>	Peterborough	705.743.1520 705.743.3808	1.866.443.1520 1.866.443.3808
<b>Essex, Kent, Lambton</b>	Windsor	519.736.1600	1.866.336.1600 1.800.263.2887*
<b>Grand River</b>	Brantford	519.752.3862	1.866.752.3862 1.800.263.2887*
<b>Grey, Bruce, Huron, Perth</b>	Waterloo	519.880.0770	1.866.880.0770 1.800.263.2887*
<b>Halton-Peel</b>	Mississauga	905.855.7032 905.855.1365 905.855.1816 905.627.7161*	1.866.655.7032 1.866.855.1365 1.866.666.1816 1.866.458.7513*
<b>Hamilton</b>	Hamilton	905.628.4934 905.627.7161*	1.866.628.4934 1.866.458.7513*
<b>Muskoka, Nipissing, Parry Sound, Timiskaming</b>	North Bay	705.474.0707*	1.866.474.0707*
<b>Niagara</b>	Niagara Falls	905.704.1829 905.627.7161*	1.866.704.1829 1.866.458.7513*
<b>Northwestern</b>	Thunder Bay	807.623.3822	1.866.623.3822 1.866.454.6804*
<b>Quinte, Kingston, Rideau</b>	Kingston	613.530.3857 613.530.3863	1.866.530.3857 1.866.530.3863 1.866.239.0683*
<b>Simcoe-York</b>	Barrie	705.734.1040 705.734.2030 416.963.7941*	1.866.734.1040 1.866.734.2030 1.800.263.2887*
<b>Thames Valley</b>	London	519.439.7160	1.877.439.7160 1.800.263.2887*
<b>Toronto</b>	Toronto	416.963.4927 416.963.7941*	1.800.263.2887 1.800.263.2887*
<b>Waterloo, Wellington, Dufferin</b>	Waterloo	519.880.0660	1.866.880.0660 1.800.263.2887*