The Ontario Historical Society
& Multicultural History Society of Ontario
present

Navigating Grants Ontario

Part of the
Strengthening Ontario's Heritage Network
Webinar Series

1888 125 YEARS 2013

Multicultural History Society of Ontario

The Ontario Historical Society

The OHS is a non-profit corporation, publisher, and registered charity; a non-government group bringing together people of all ages, all walks of life and all cultural backgrounds interested in preserving some aspect of Ontario's history.



1888 125 YEARS 2013

2013 marked the 125th anniversary of The Ontario Historical Society, and the 100th anniversary of John McKenzie House in Willowdale, our office and home!

Strengthening Ontario's Heritage Network

This project, funded by the Ministry of Tourism, Culture & Sport's Museums & Technology Fund, will connect members and affiliates of The Ontario Historical Society and provide opportunities for interaction amongst heritage groups.

- Members' blog with "Your Local History" spotlight series.
- Interactive map, plotting heritage organisations across the province .
- Ongoing webinar series.
- Improved online experience for members, stakeholders and the public!

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Ontario

Post-Webinar Evaluation

In order to keep improving our webinar series, we'd like to hear from you!

You will receive an email tomorrow with a post-webinar evaluation survey – please take a few minutes to fill it out and provide valuable feedback.

Feel free to email us with comments,
questions and suggestions for future webinars!



Webinar Presenters



Kate Oxley
Heritage Outreach Consultant,
Ministry of Tourism, Culture & Sport
kate.oxley@ontario.ca
416-314-7155

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Webinar Presenters

Multicultural History Society of Ontario

Cathy Leekam
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Multicultural History Society of Ontario
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Webinar Presenters

Ryan Frigault
Grants Management & Public Affairs Coordinator,
Grants Ontario
GrantsOntarioCS@Ontario.ca
416-325-6691 or 1-855-216-3090 (Toll Free)

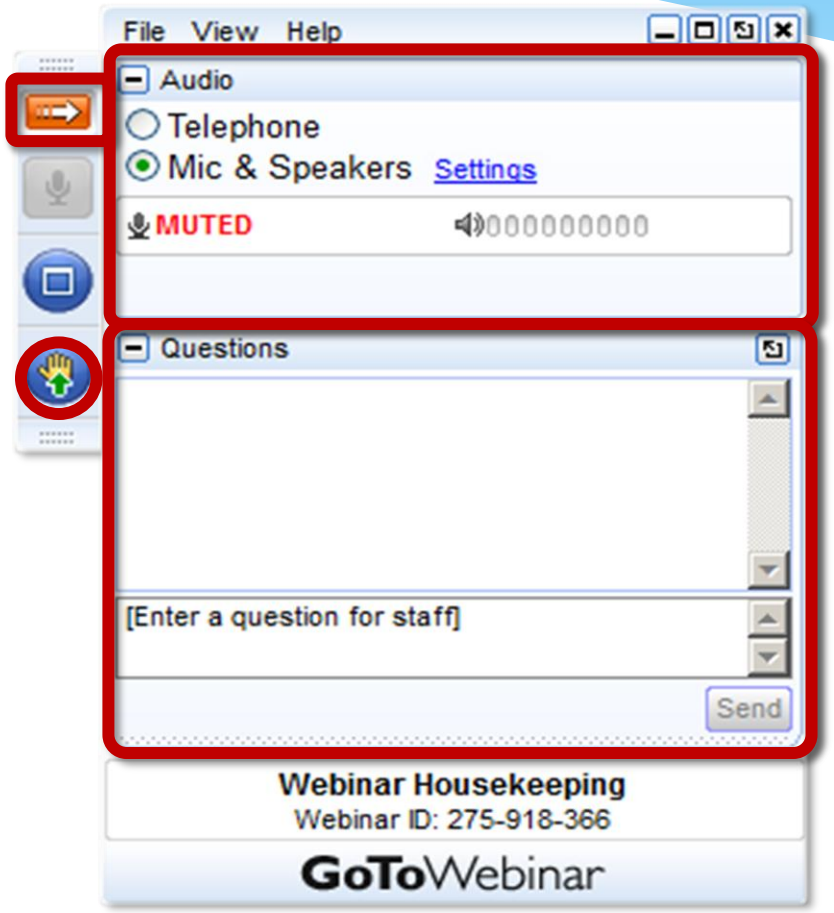


Webinar Presenters

Angelina French
Program Assistant,
Ministry of Tourism, Culture & Sport
angelina.french@ontario.ca
416-326-8536



Technical Support



Choose Your Audio Connection

Open the audio tab:

- Choose "Mic & Speakers" to use VoIP;
- Choose "Telephone" and dial using the information provided.

Submit questions and comments via the Questions panel.

Need help? Use the "raise hand" button.

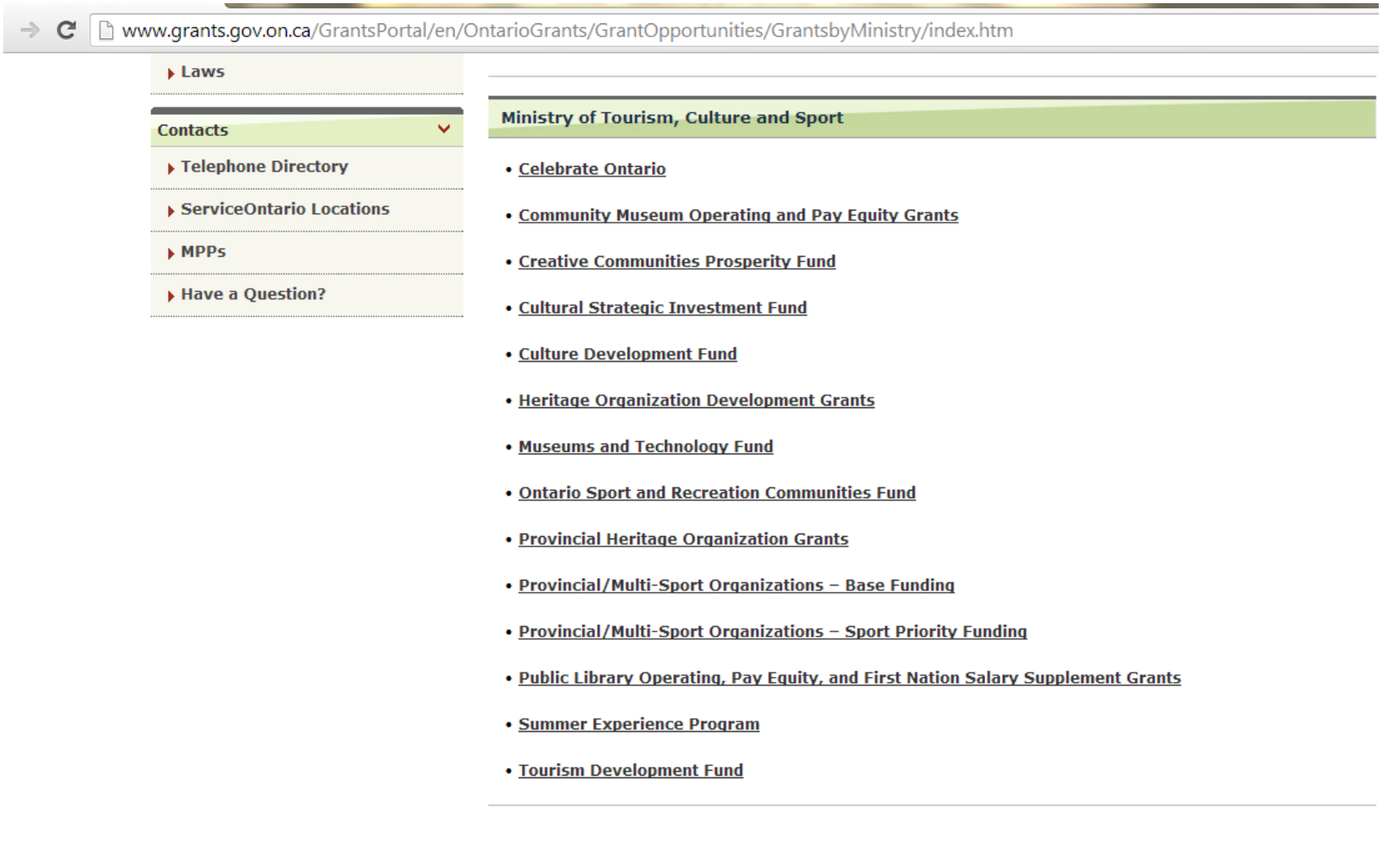
Kate Oxley,
Heritage Outreach Consultant
Ministry of Tourism, Culture and Sport

Ministry Grants

And How Grants are Evaluated

Ministry Funding Programs

(14) All at www.grants.gov.on.ca/



Just One Culture Project Fund:
The Culture Development Fund

* The Culture Development Fund seeks **to strengthen cultural organizations and their leadership,** helping them to increase their knowledge and skills.

The program priorities are to:

- Develop stronger boards and advisory committees
- Create more effective collaborations and partnerships
- Improve planning, financial and digital capabilities
- Make strategic use of emerging new media and social media

* 50% matching funds
* Deadline tbd
* Delivered through Regional Service Advisors

Evaluation

What are they looking for? *It's not a secret!*

* Every program has guidelines that outline the evaluation criteria.
* Read the guidelines and application – what is the point of the program?

General Principle:

* Consider your readers as investors, not benefactors (ask: "What would make them want to invest in this? How does funding me meet their needs?")
* Demonstrate potential return on THEIR INVESTMENT, not the benefit to your own organization

Other things to keep in mind

* Reader may or may not be an expert. **Layer levels of information** so that anyone from the average taxpayer to a subject area expert would have their basic questions answered. **Use appendices** to keep it tight.
* What happens when the grant is over? Transition to autonomy.
* Awareness of what others are doing – key partnerships and lack of duplication are vital to establishing a real need in the community.
* Use visuals and graphs to make it easy to read.

Current Funding Priorities/Trends

Vary depending on the program

* Our project grant priorities (CDF): *Strengthening Leadership*
  * **Governance & Management best practices**
  * **Strategic Planning**
  * **Business planning for sustainability**
* Operating grant – Current Trends I'm Following
  * **Succession planning, Next Gen/Young Professionals**
  * **Modernization & Relevance**
  * **Social Enterprise**

Ontario

Grants Ontario

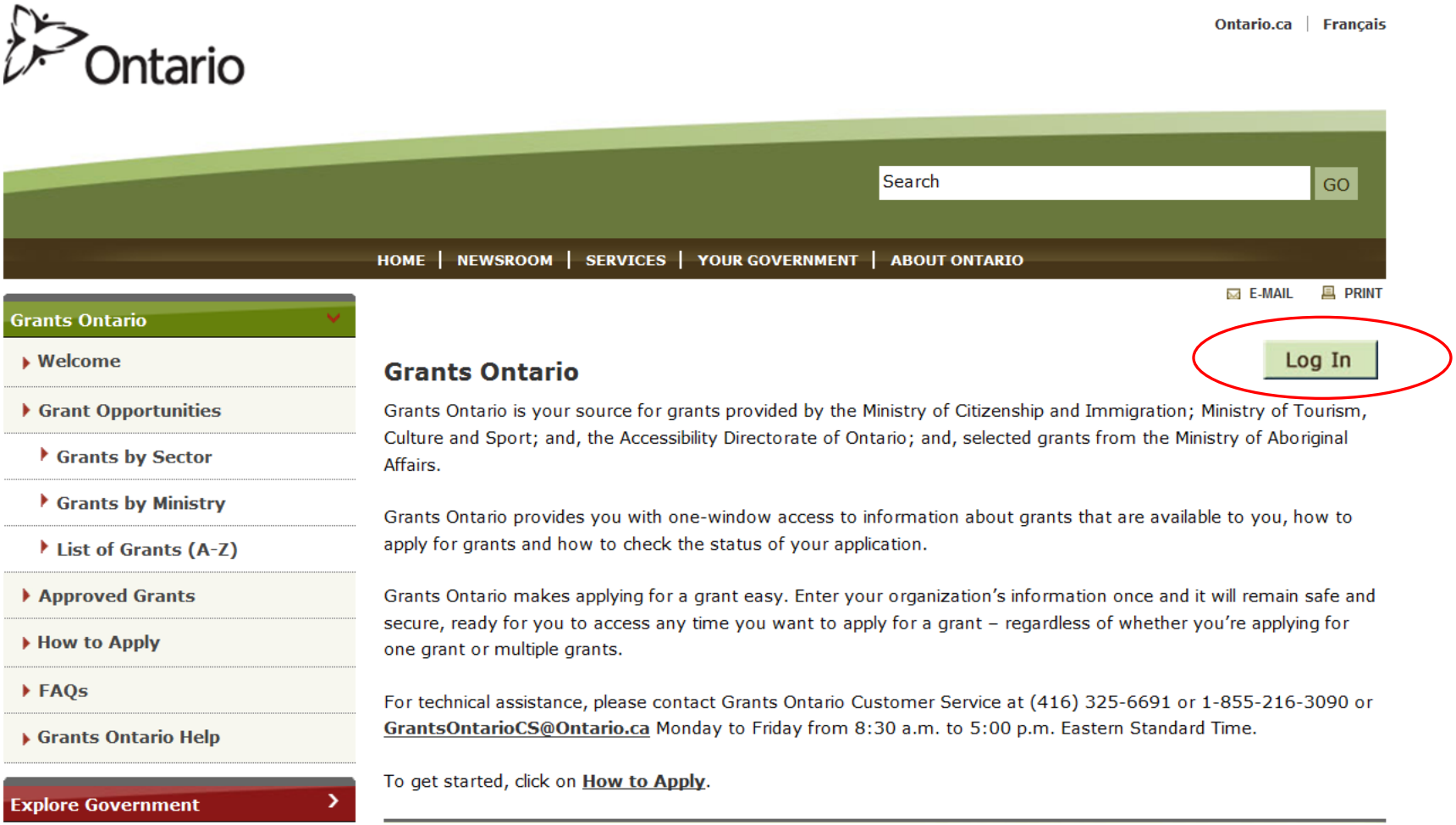
How to Get Access to Grants Ontario: Applicant Registration Presentation

Updated: March 14, 2014

Visit www.grants.gov.on.ca and click on your language of choice.



Click on the “Log In” button.



Review the system requirements on the next page. Scroll to the bottom and click “Click here to continue”.

The Grants Ontario System supports the following browsers:

- Internet Explorer version 6 to 9
- Firefox version 9 to 19

If you are using Internet Explorer 10, fix site display problems with Compatibility View

If you are using Internet Explorer 10, you may face compatibility problem between Internet Explorer and Grants Ontario. You'll see the Compatibility View button in the Address bar. Click on it to enable the compatibility. Below are the steps.

To turn on Compatibility View

1. See if the **Compatibility View** button appears in the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)

2. Tap or click the **Compatibility View** button to display the site in Compatibility View.

Once you turn on Compatibility View, Internet Explorer will automatically show that site in Compatibility View each time you visit. You can turn it off by tapping or clicking the button again. Or, you can clear the entire list of sites using Compatibility View by deleting your browsing history.

The Grants Ontario System supports the following Adobe Readers:

- Adobe Reader version 9.x and X (version 10) and version 11.

Please note, in order to use the Grants Ontario Application, your Adobe Acrobat must meet one of the following requirements.

- If you **only** have **Acrobat Reader** installed, then please ensure that it is **Adobe Reader version 9.x** or above.

- If you have the full version of Acrobat installed (Adobe Acrobat Pro), which includes PDF Creator and Adobe Reader, then please ensure that the **Adobe Reader** within this suite of application is **Adobe Reader Version X** and enable the following settings:

1. Launch **Adobe Reader X**

2. Click on Edit -> Preferences

3. Click on General in the left-pane

4. Click on "Select Default PDF Handler" in the right-pane (if you do not see this, this means you have an earlier version of Acrobat)

5. Select "Adobe Reader X". Important to select "Reader"

6. Click on "Apply"

7. Exit "Adobe Acrobat X" application

8. Retry Grants Ontario application

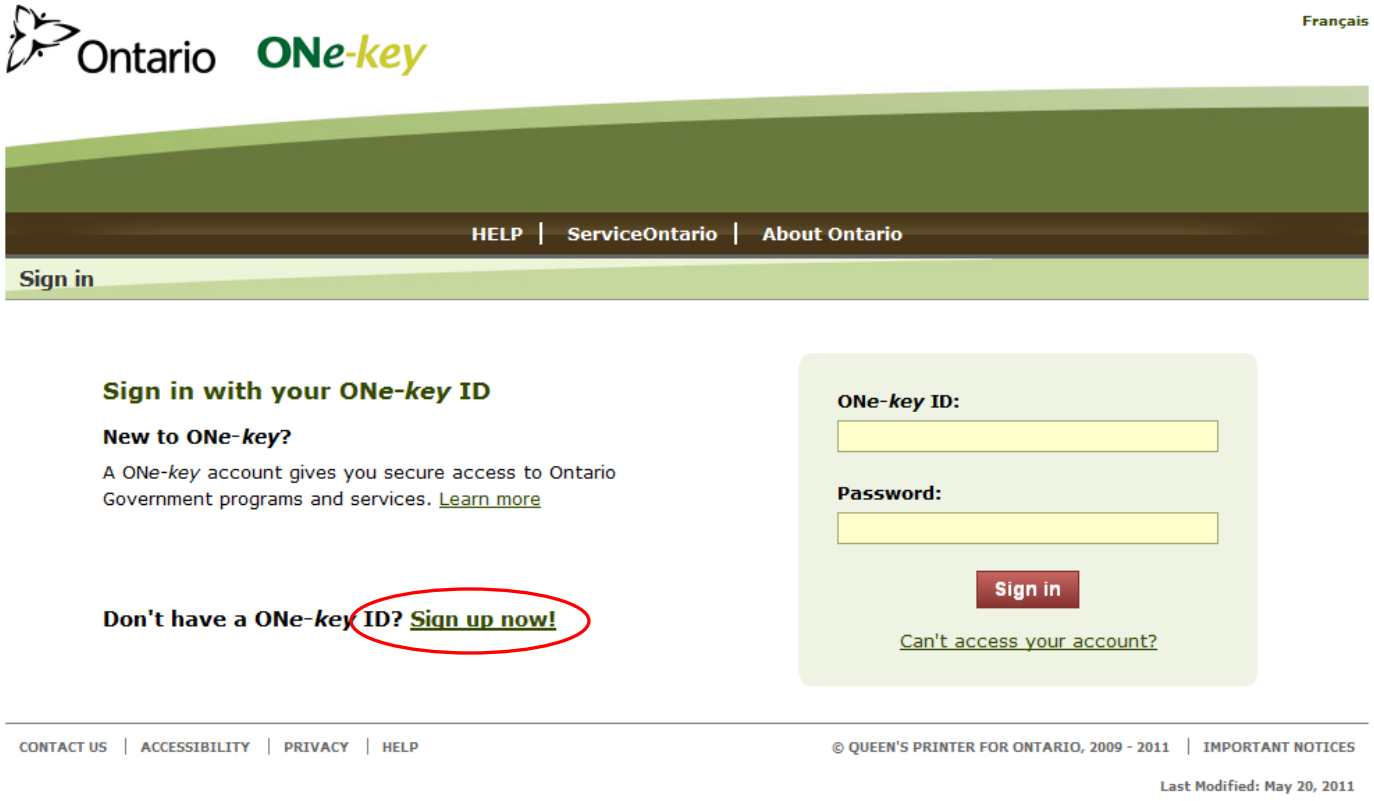
For technical assistance with other browsers, or for any other technical issues, please contact Grants Ontario Customer Service at (416) 325-6691 or 1-855-216-3090, or GrantsOntarioCS@Ontario.ca.

Click here to continue.

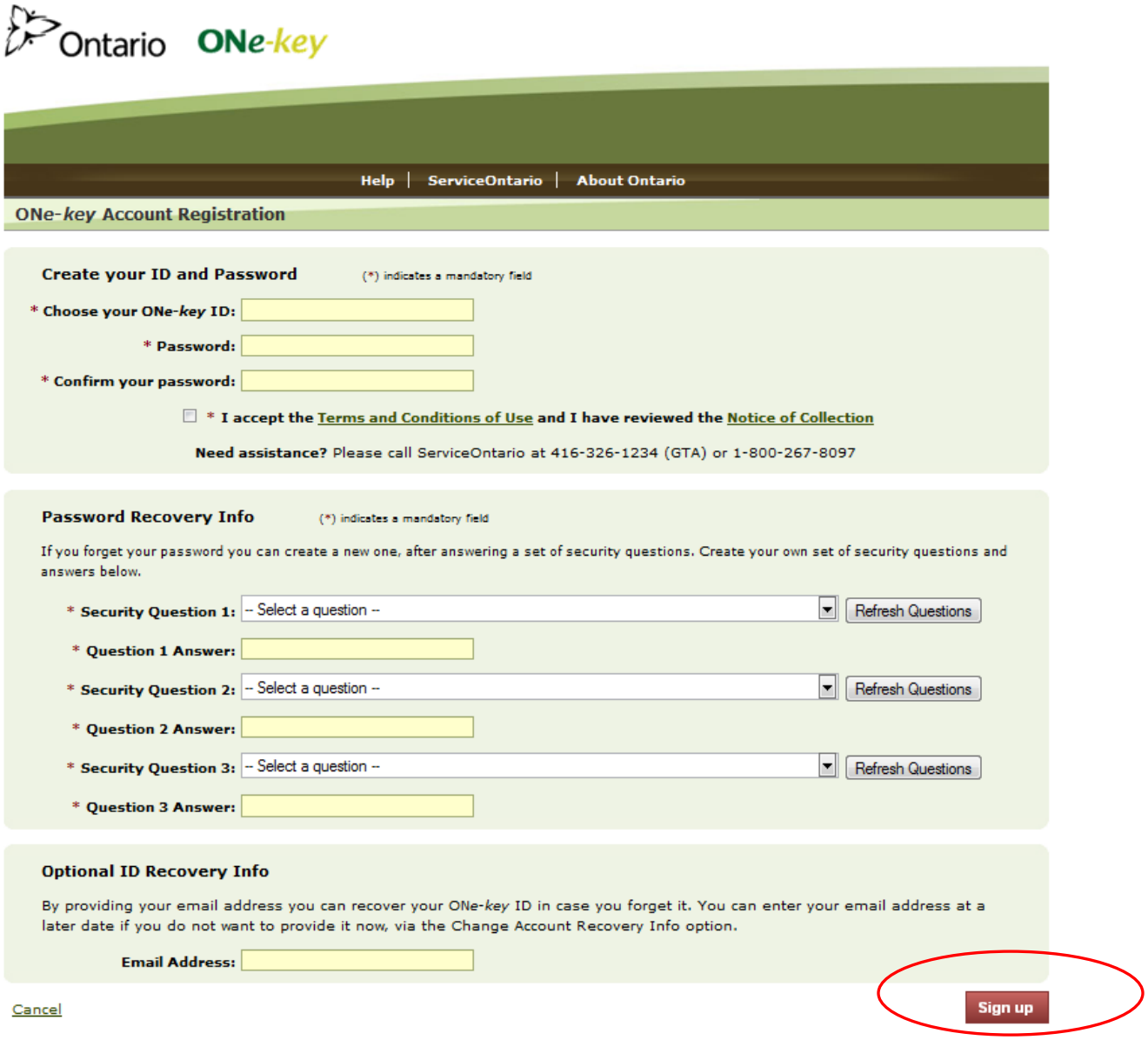
You will be taken to the ONe-Key log-in screen. A ONe-key account gives you secure access to Ontario Government programs and services. One of those services is Grants Ontario!

If you already have a ONe-Key account AND you have already registered for Grants Ontario, do not re-register. *Simply sign in to Grants Ontario using your ONe-Key account on this page. Your ONe-Key account does not expire but the Grants Ontario System ID and PIN expire after 30 days from being issued. If you used the system in the last year then you don't need to know your Grants Ontario ID and PIN, just your ONe-Key ID and Password.*

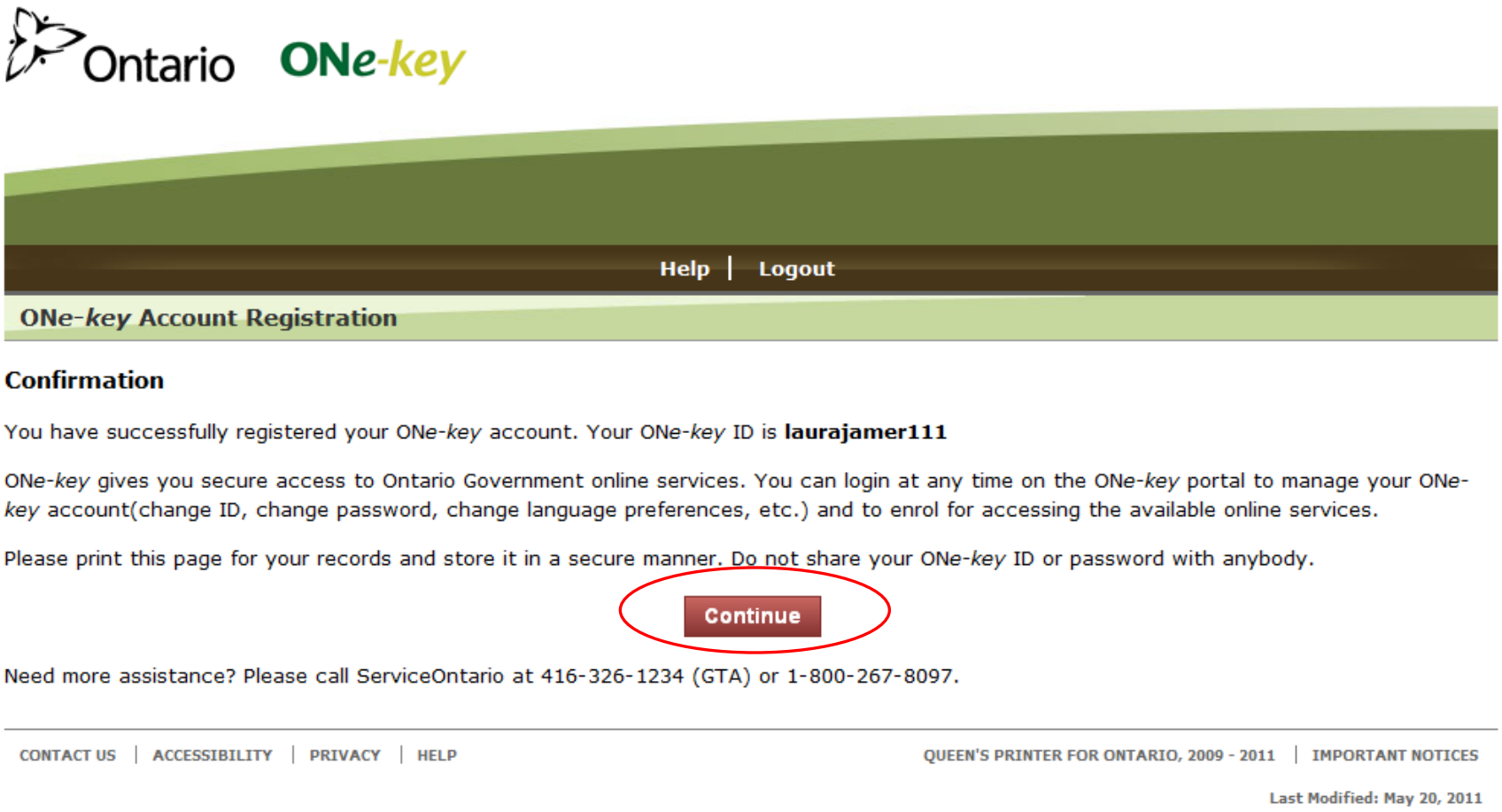
If you do not have a ONe-Key account, click "Sign up now!".



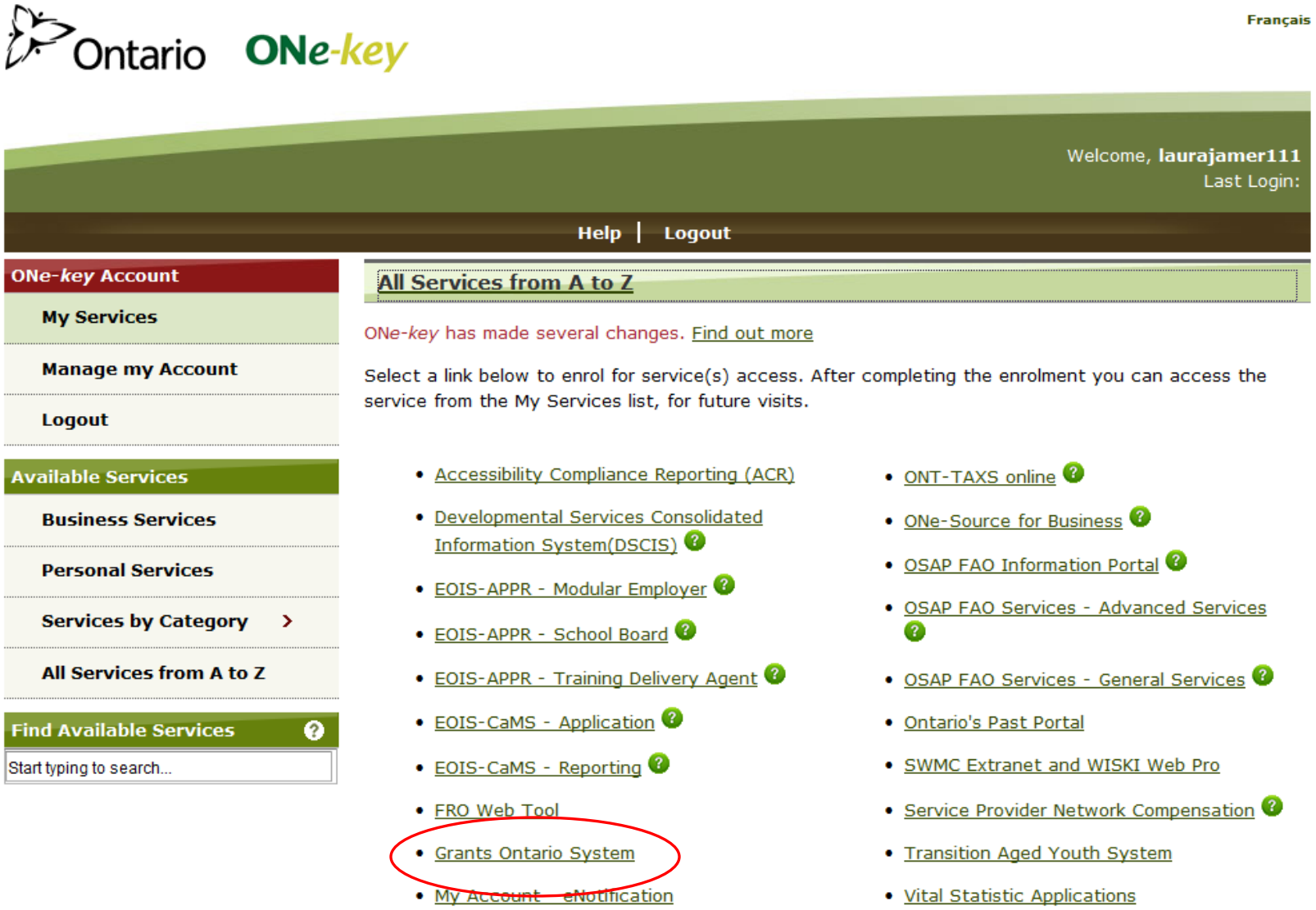
You will be asked to create your own ONe-Key ID and password. Then select and answer 3 password recovery questions. We also encourage you to enter your email address at the bottom. Then click the “Sign up” button.



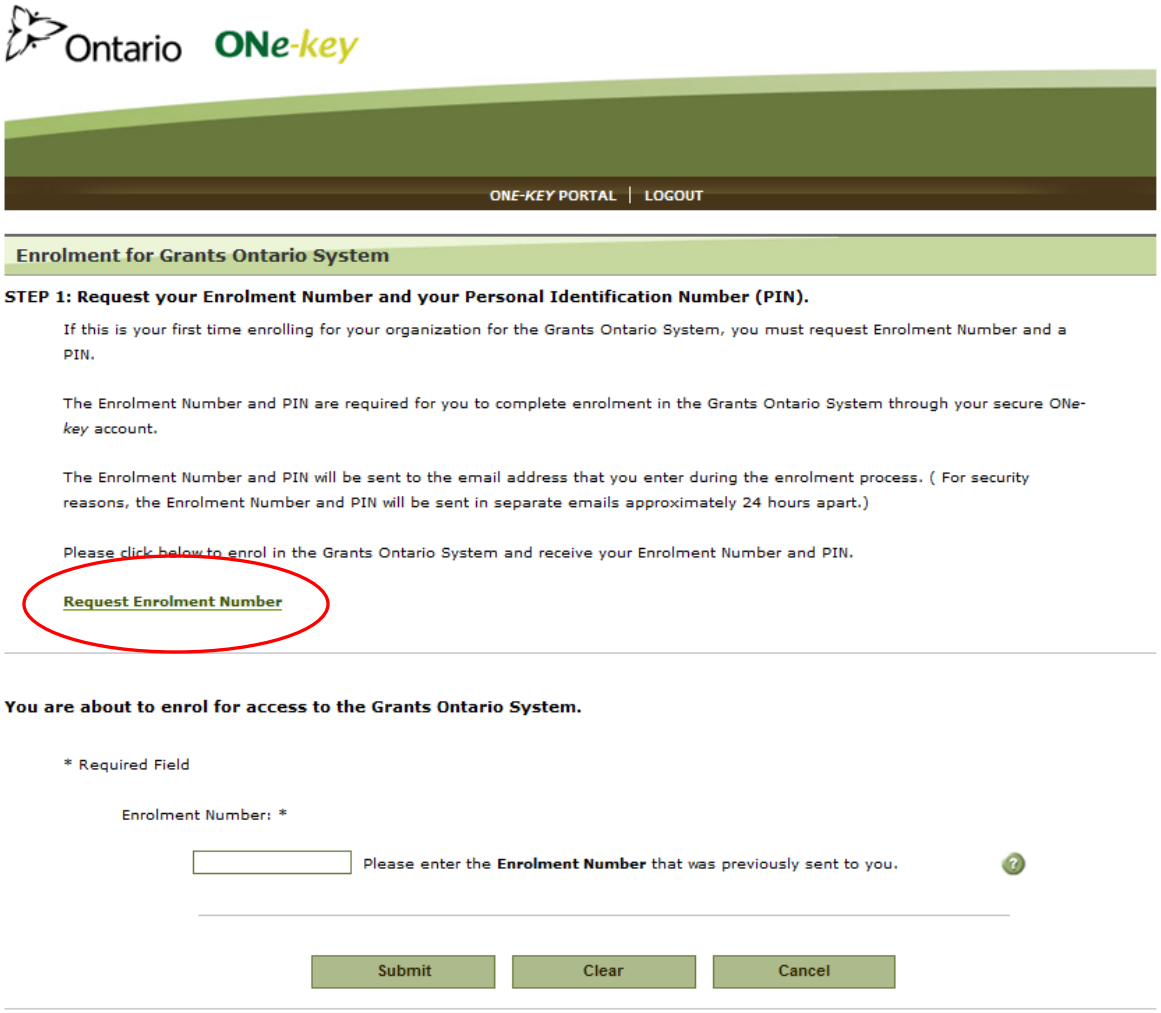
You will then see the confirmation page. If you entered an email address in the previous screen, you will receive an email confirmation with your account ID. Click the "Continue" button.



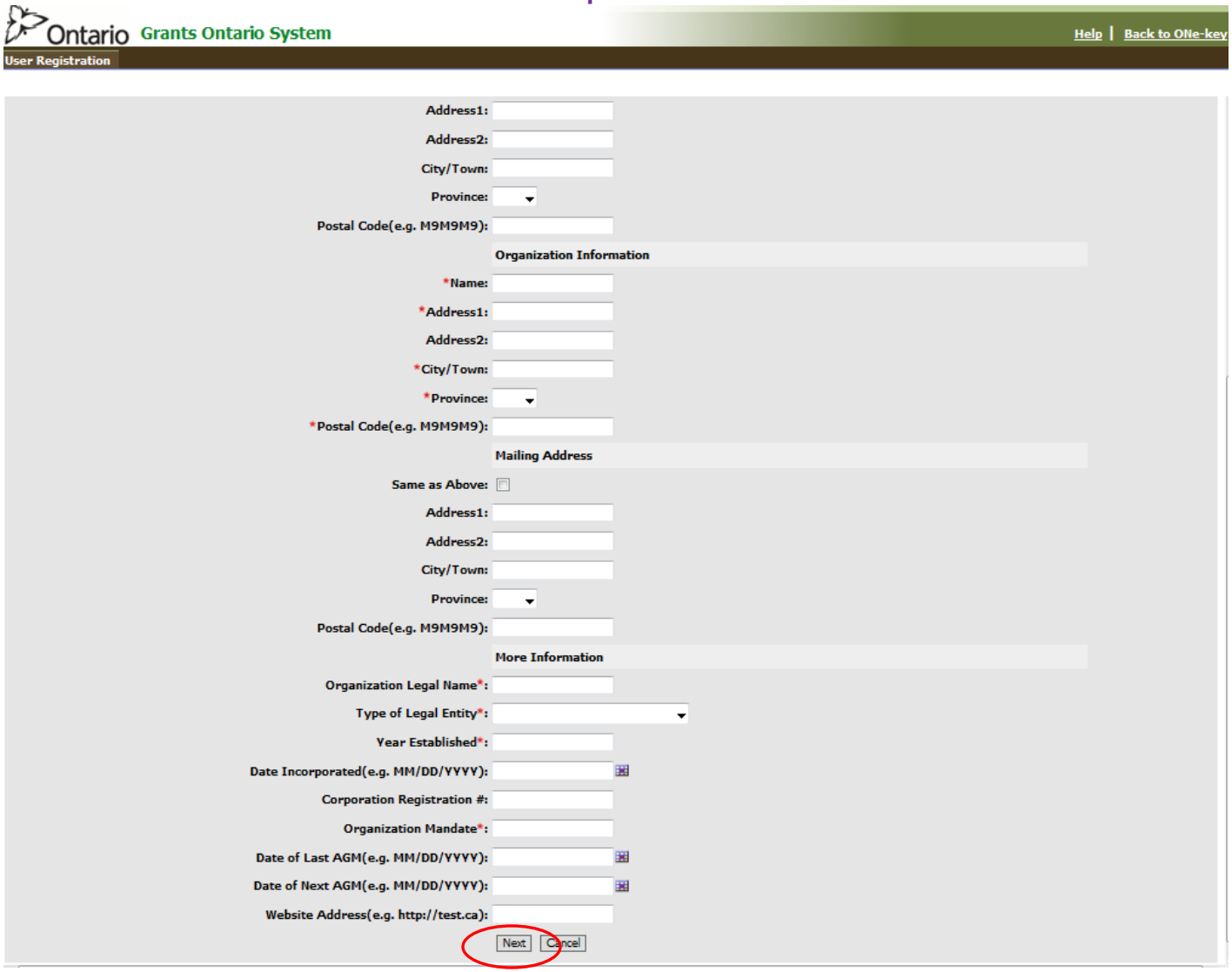
You will now see a list of services for which you can enrol.
Click on "Grants Ontario System".



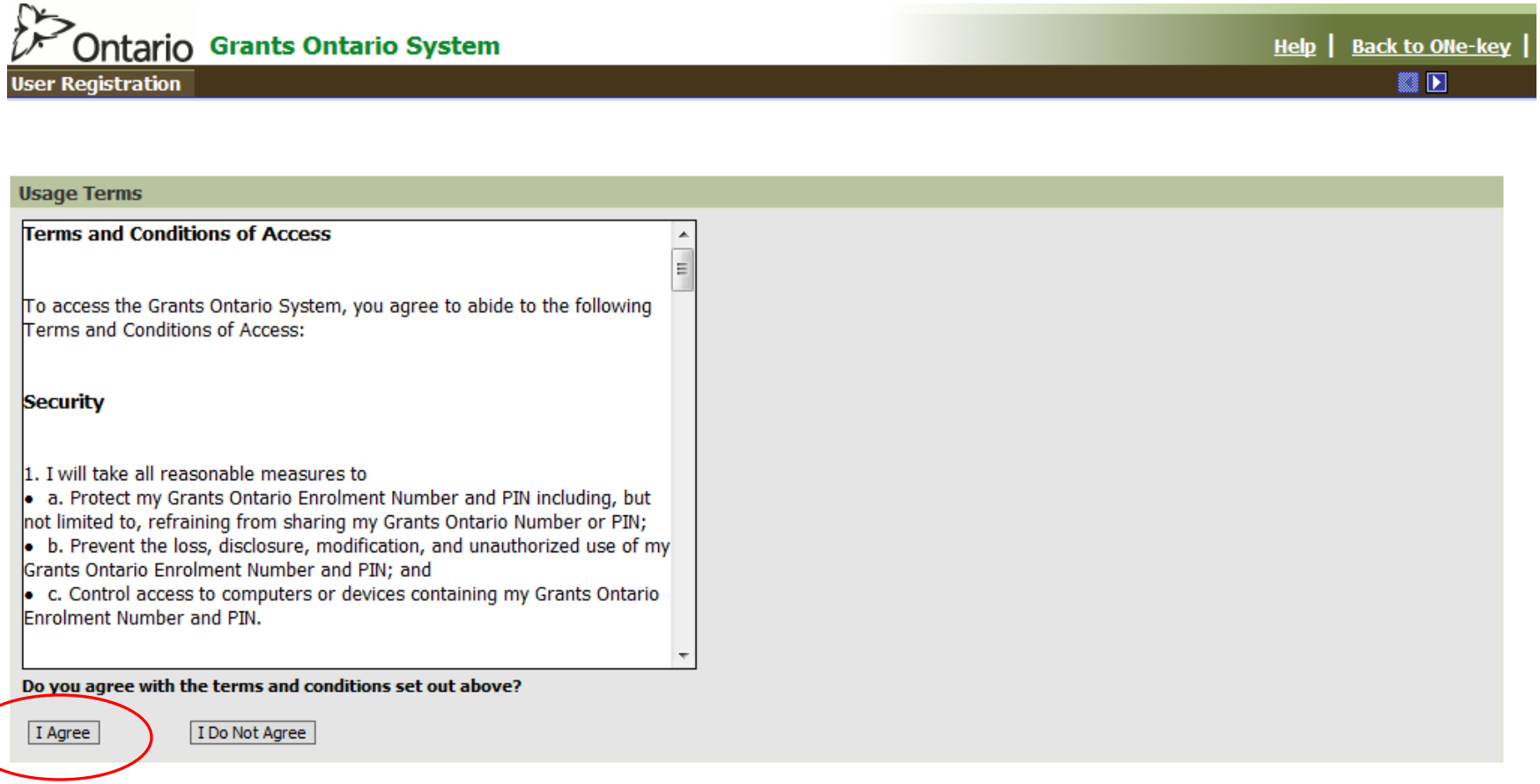
Click on “Request Enrolment Number”.



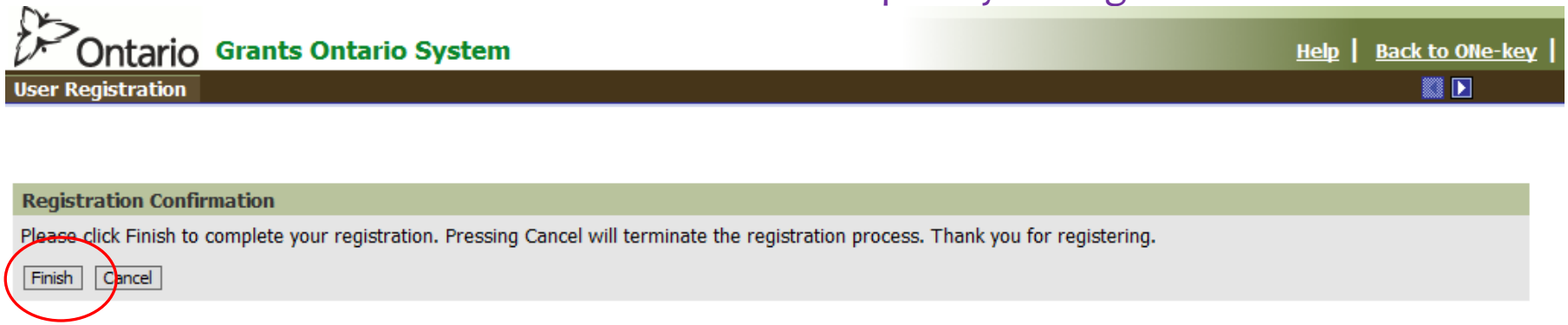
Fill out all mandatory fields and any other information you can provide about you and your organization. Click the "Next" button at the bottom when completed.



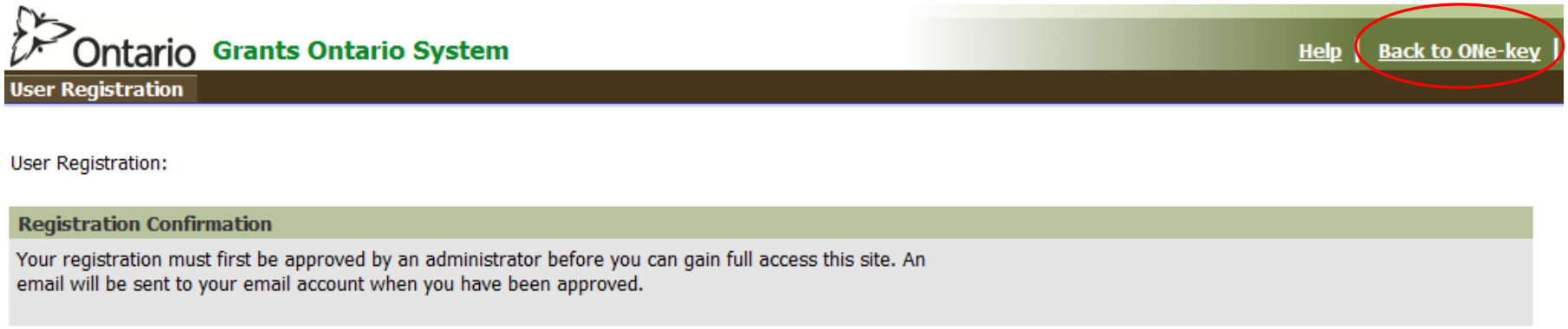
Review the Terms and Conditions and click the "I Agree" button if you agree.



Click the “Finish” button to complete your registration.



You will then see another message telling you to wait for registration approval.
Click on “Back to ONe-Key” or close the web browser window to log out.



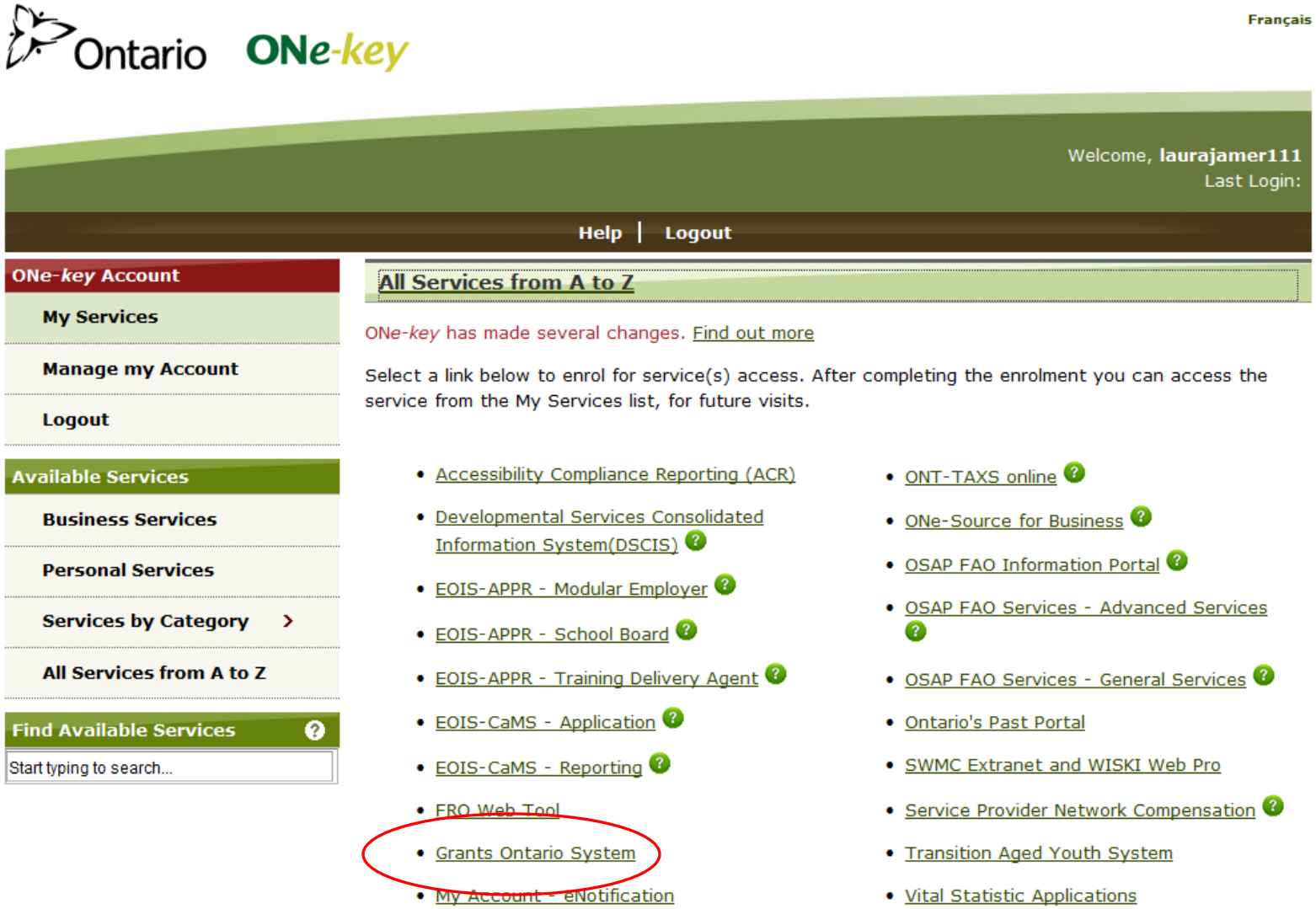
You must now wait to receive 2 emails from Grants Ontario. The first will be with your enrolment ID. The second will be with your Personal Identification Number (PIN). You should receive both emails within 5 business days.

If you do not receive them, do not register for another enrolment number. Check your junk mail, and if they are not there, contact Grants Ontario Customer Service at:

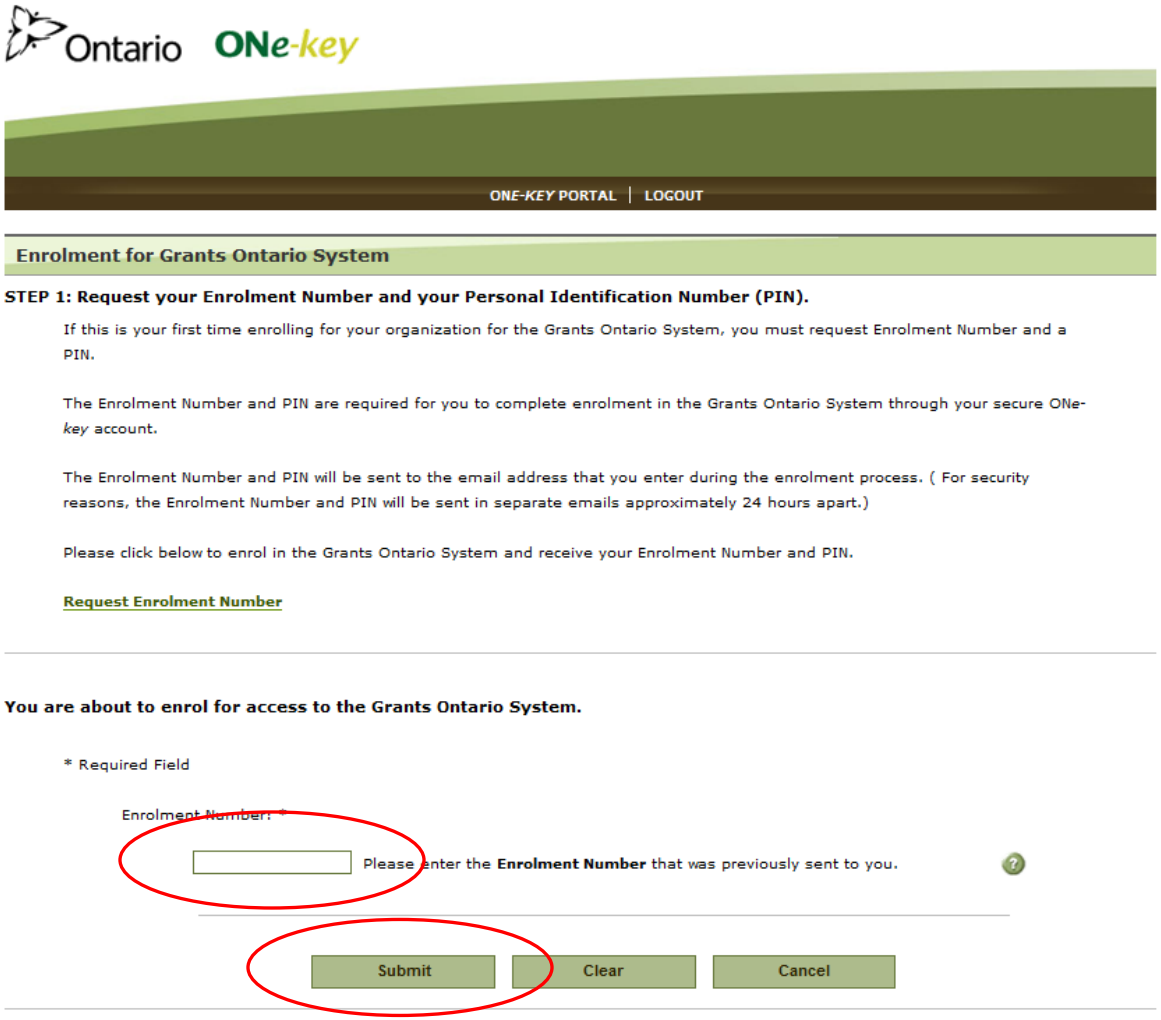
(416) 325-6691
or
1-855-216-3090
Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time

or email at:
GrantsOntarioCS@Ontario.ca

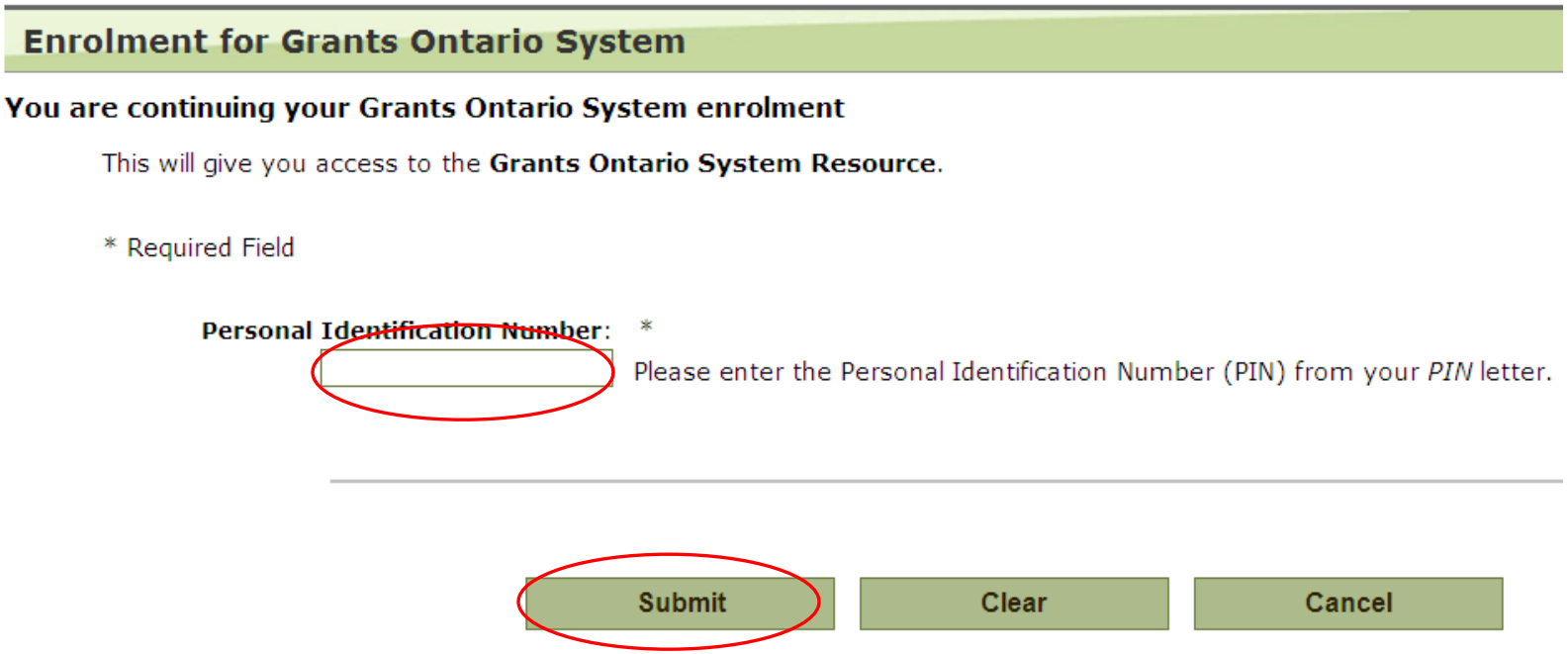
When you have received the two emails from Grants Ontario with your enrolment ID and password, log back into ONe-Key.
Click on “Grants Ontario System”.



Enter the enrolment number that was sent to you by email and click the “Submit” button.



Now enter the PIN that was sent to you by email and click the “Submit” button.



The Terms and Condition page appears. Review the information and click the "I agree" button if you agree.

Obligation to Provide Notice

5. I will notify Grants Ontario Customer Service immediately if:
   a. I have any reason to believe that my Grants Ontario account is or may have been compromised or considered insecure; or
   b. I have any reason to believe that there has been unauthorized collection, use, disclosure or disposal of personal information contained in the Grants Ontario System.
   c. Any of my identification and authentication information, or my contact information set out in the registration form, has changed or become otherwise incomplete or inaccurate; or
   d. My position with the applicant organization changes such that access to Grants Ontario System is no longer necessary and proper.

Monitoring and Auditing

6. The Government of Ontario may monitor and audit my use of the Grants Ontario System.

Breach of Terms and Conditions

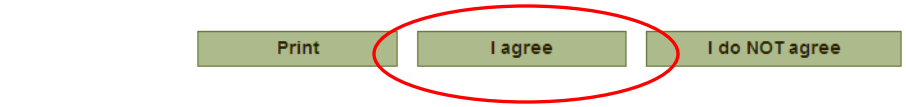
7. I will cooperate with the Government of Ontario and its contractors or auditors in any investigation into breach of these Terms and Conditions.

Revocation of Access to Grants Ontario

8. The Government of Ontario may revoke my access to the Grants Ontario System for any reason, including a breach of theses Terms and Conditions, without notice to me and without liability to me.

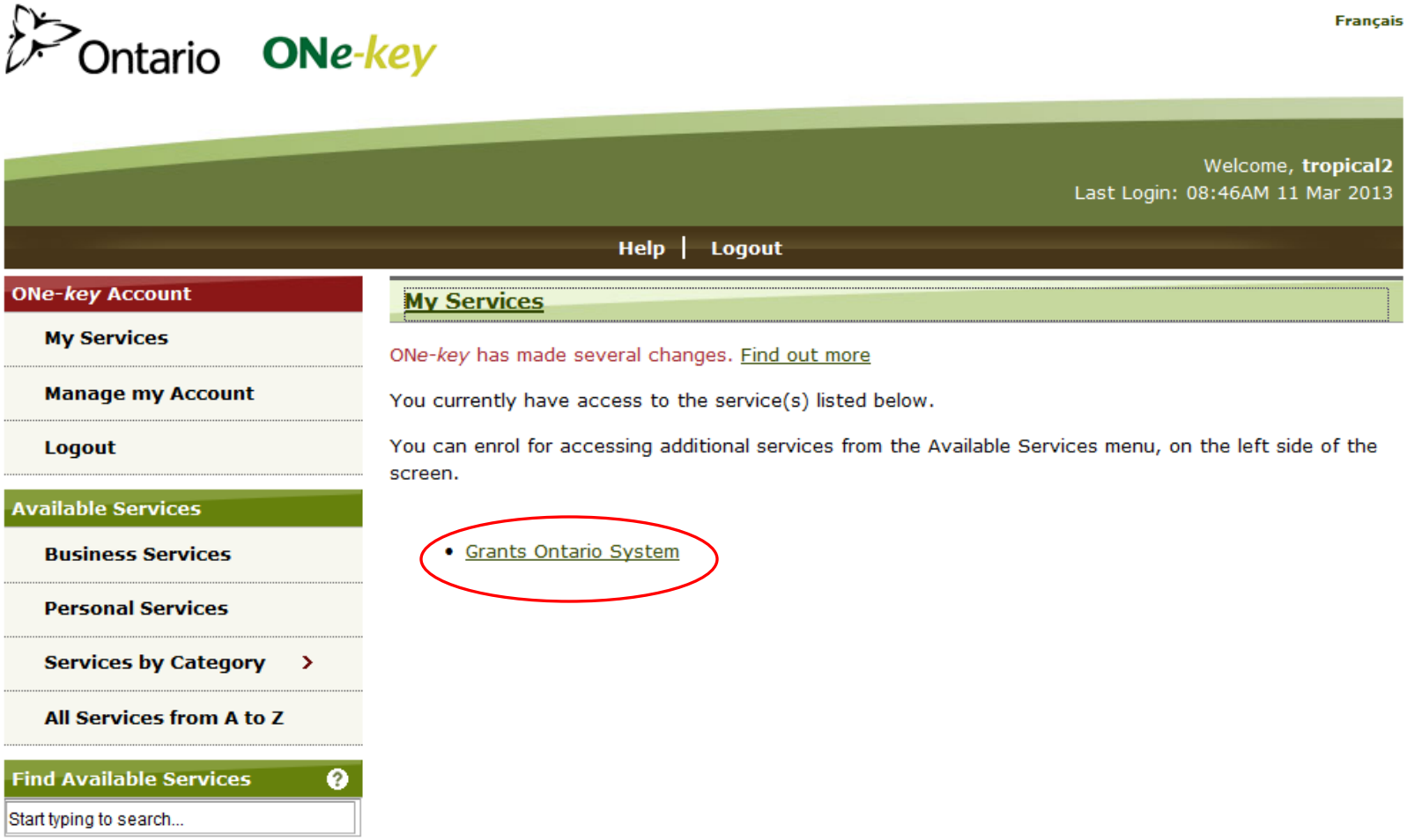
Modifications of Terms and Conditions

9. These terms and conditions may be amended from time to time by the Government of Ontario upon notice to me and such changes will be posted at **http://www.grants.gov.on.ca/**

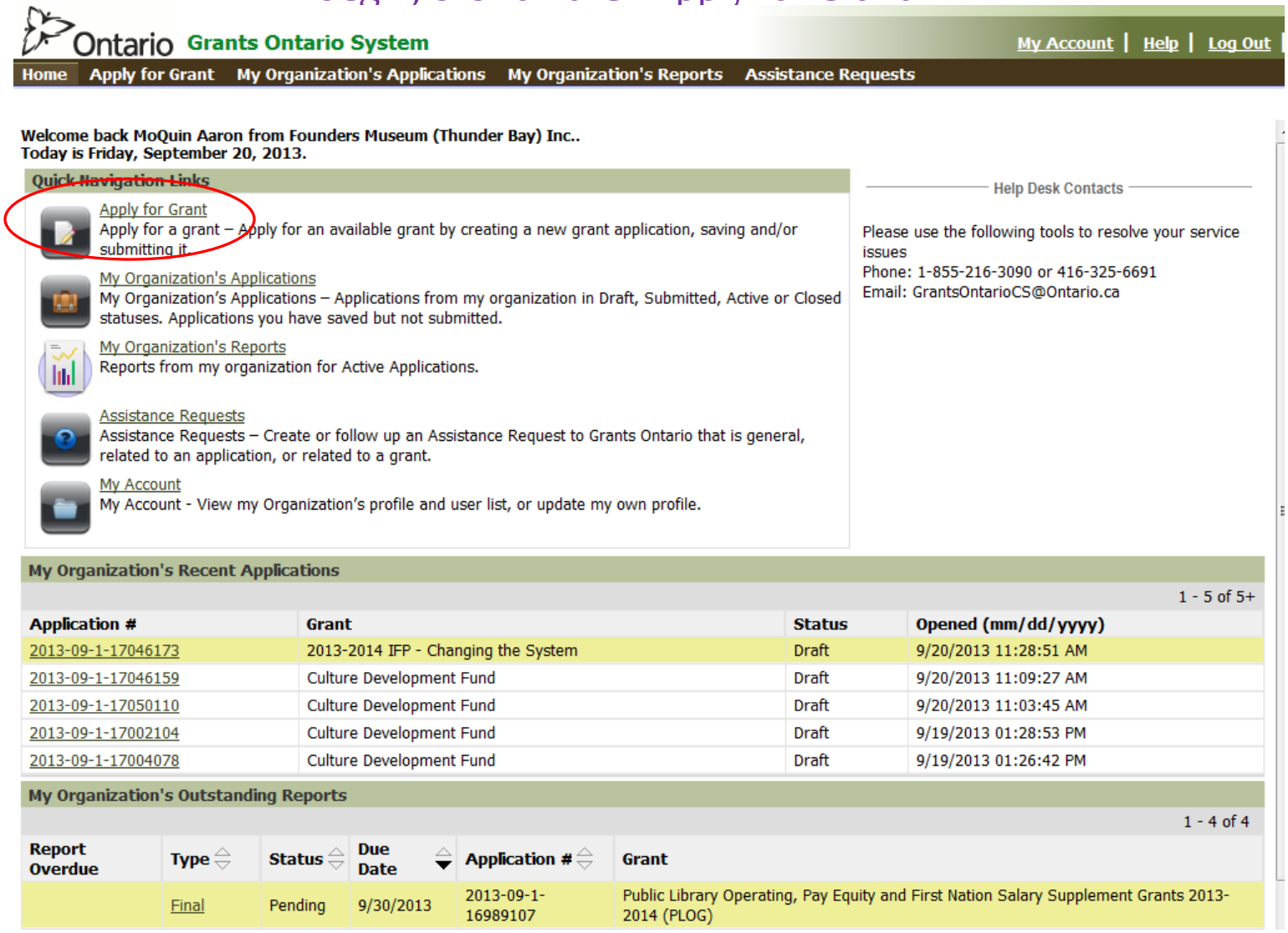


You will now be on the My Services screen and you will see that Grants Ontario appears as a link below. You will only need your ONe-Key ID and password to log in from now on and can discard the 2 emails that were sent with your Grants Ontario enrolment ID and password.

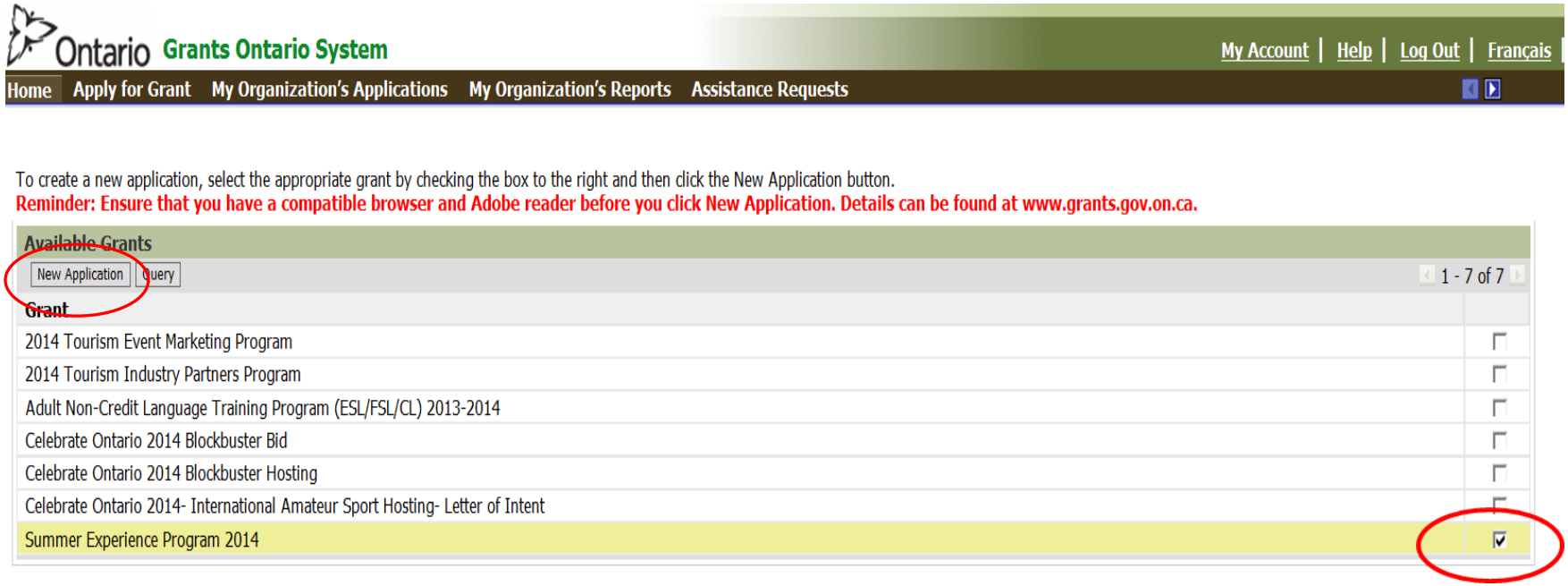
Click on the "Grants Ontario System" link.



Congratulations! You are now in Grants Ontario and can apply for grants, review your organization's applications or submit interim or final reports. To begin, click on the "Apply for Grant" link.



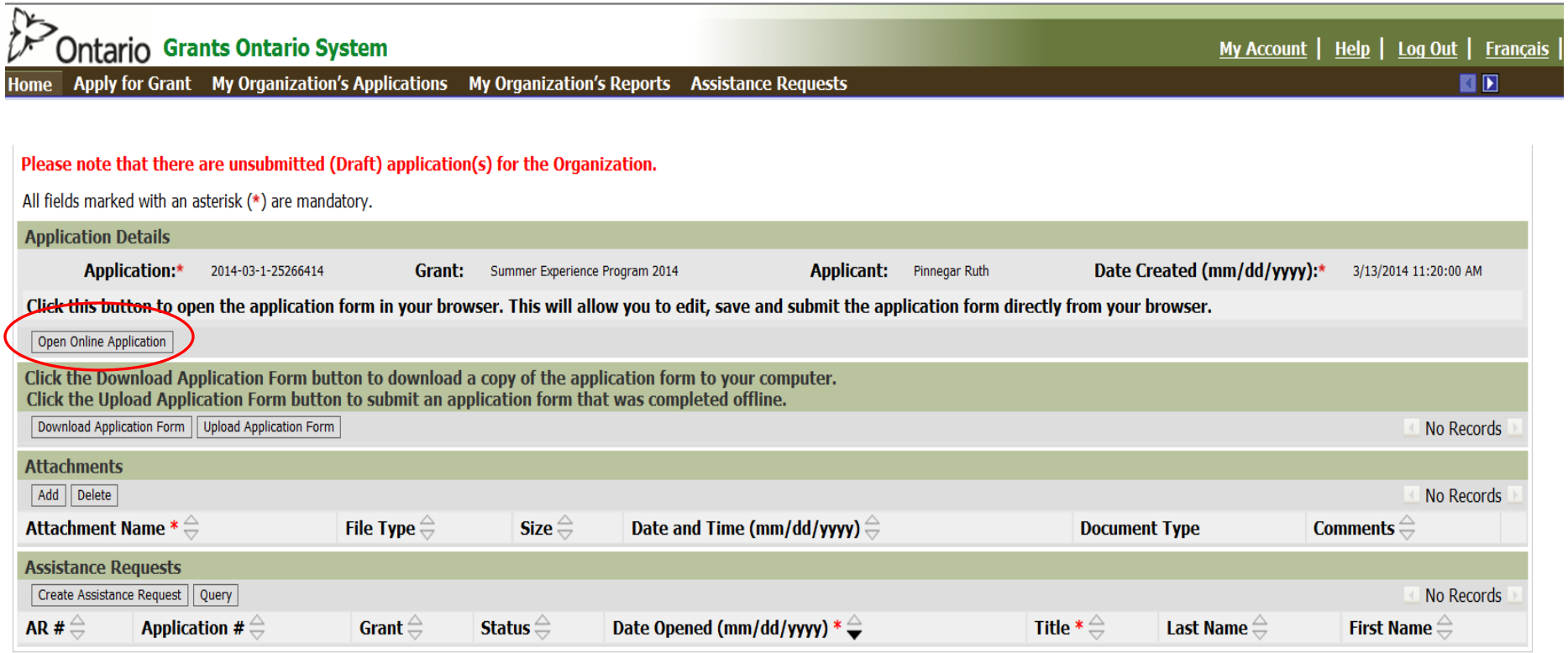
All of the programs that are currently accepting grant applications are listed. Check the grant you want to apply for, then click on "New Application".



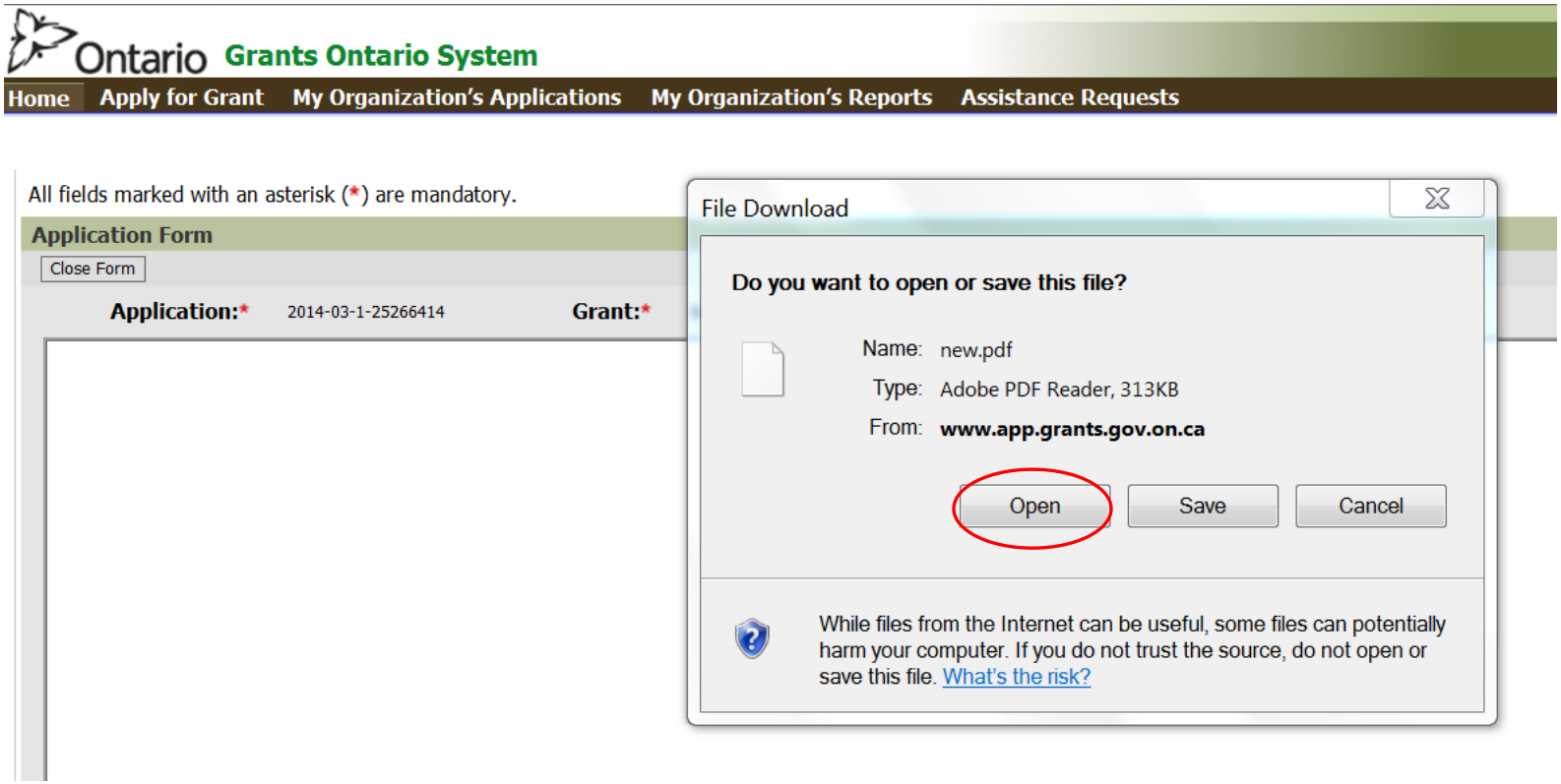
Each time you click on “Apply for Grant”, if you have an existing draft in the system you will receive a warning that one or more draft applications already exist. This is to ensure that you don’t accidently begin a new draft of the same application. If you are sure that you want to open a new application, click on “Yes”.



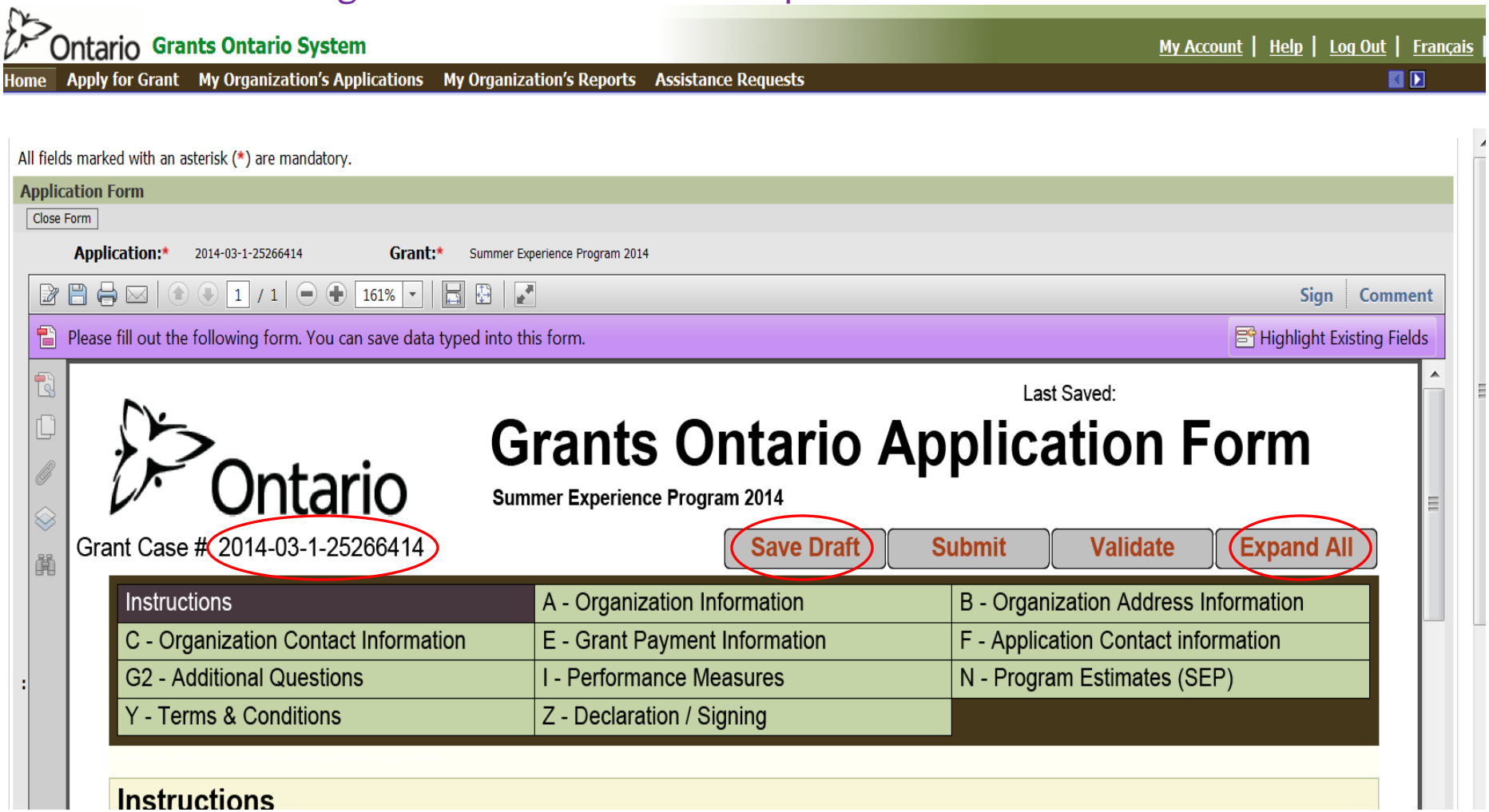
If you want to complete and submit an application online, click on “Open Online Application”.



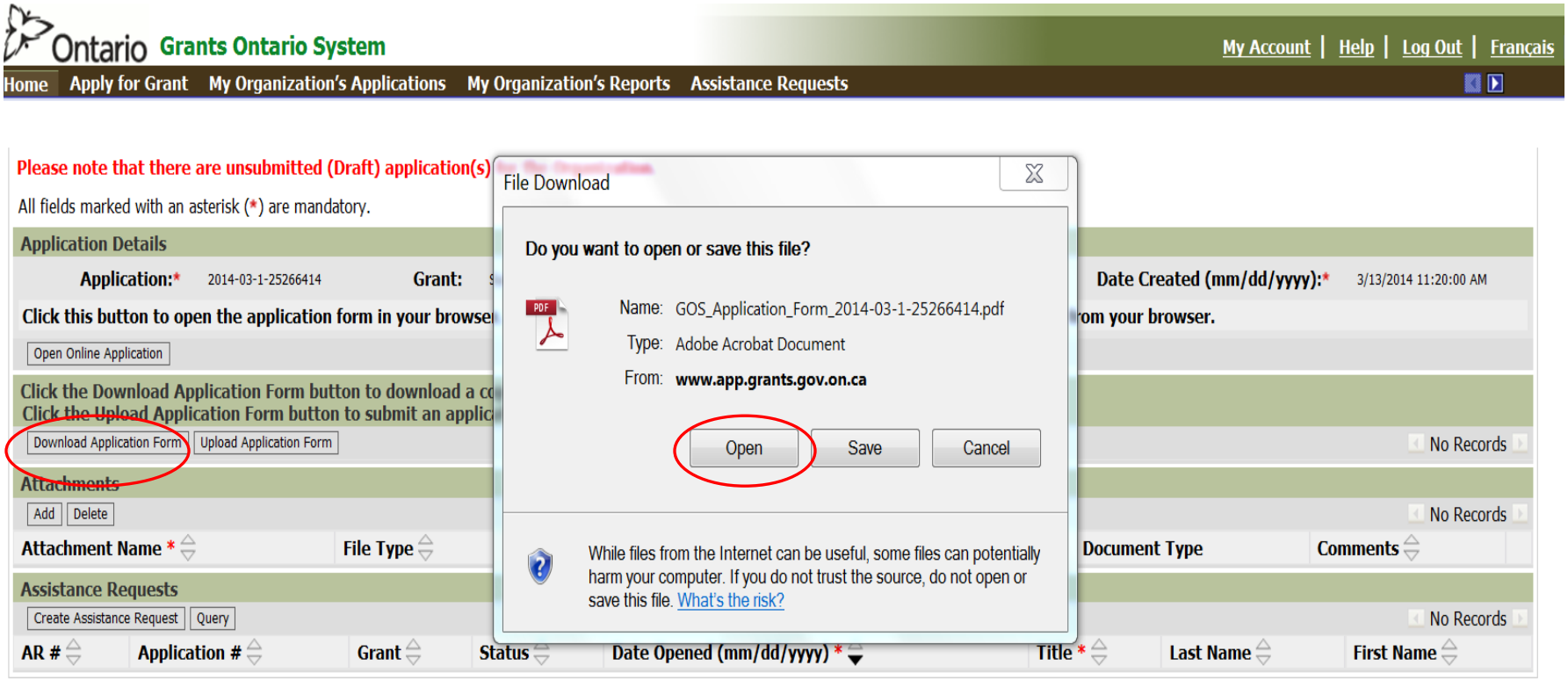
Click on “Open”.



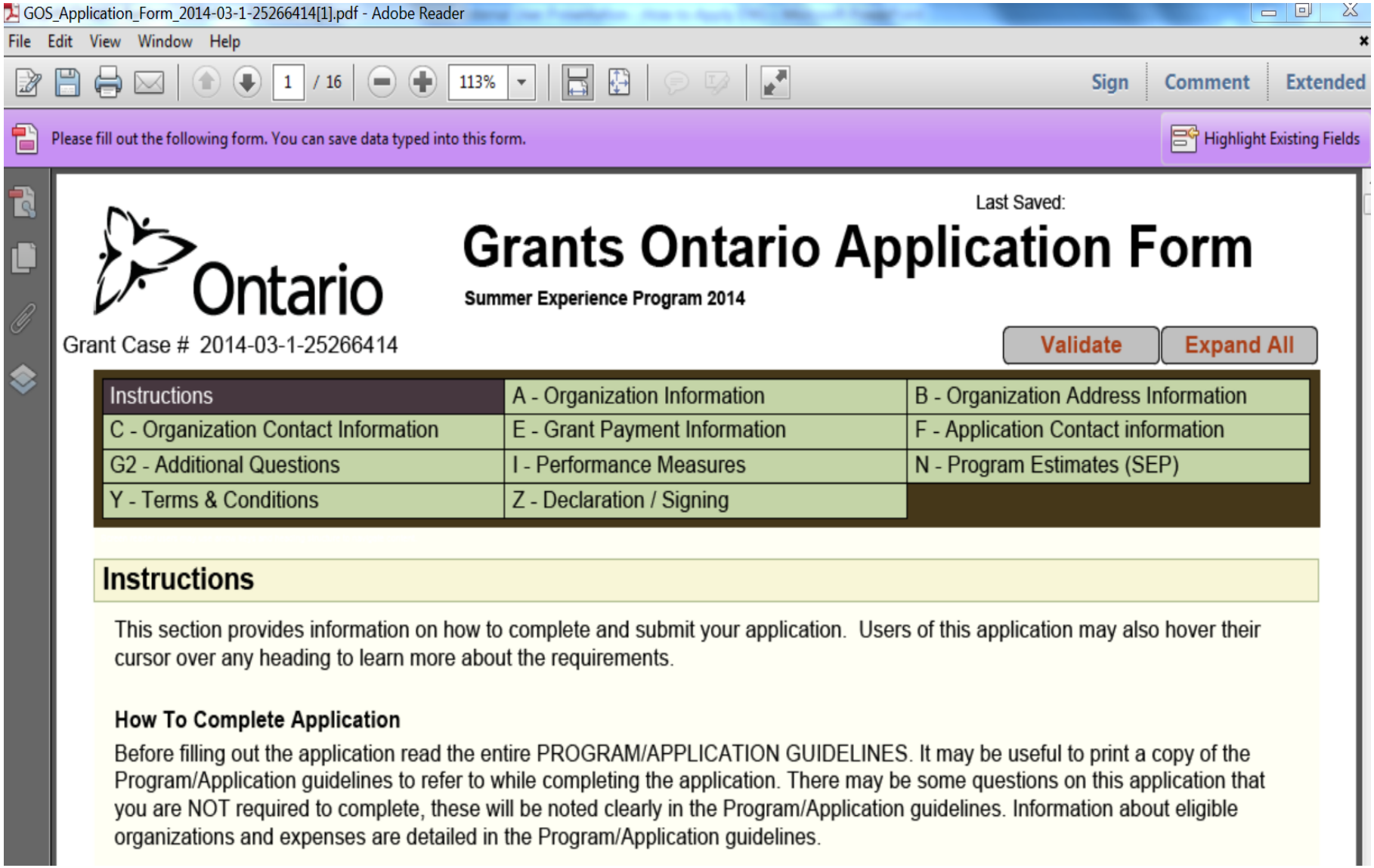
To see all sections in the application, click on “Expand All”. Be sure to click on “Save Draft” after each work session. To exit the application, click on “Close Form”. Note the grant case number in the top left corner of the screen.



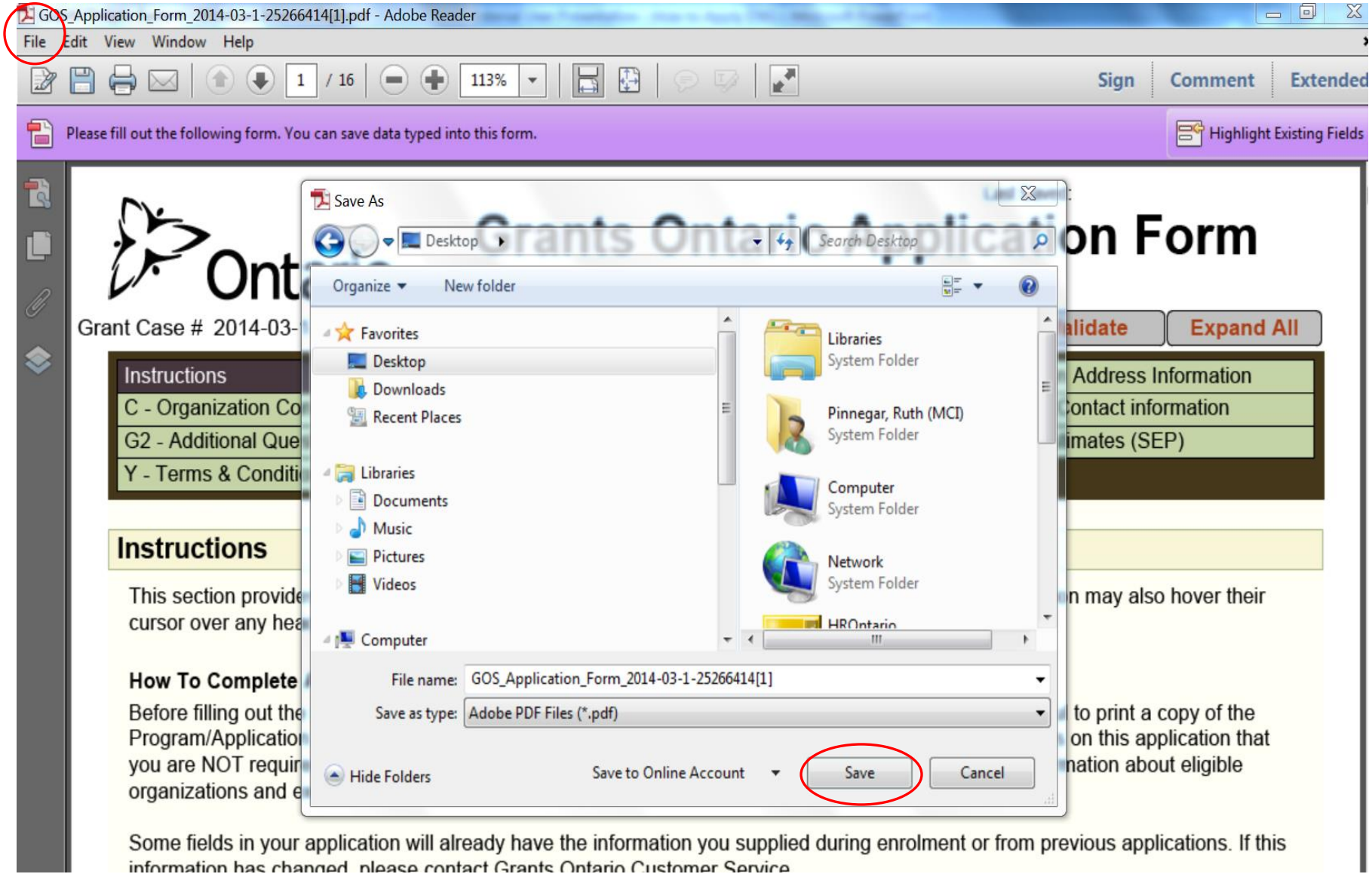
To download a copy of the blank application form so that you can work on it offline, click on “Download Application Form”, then click on “Open”.



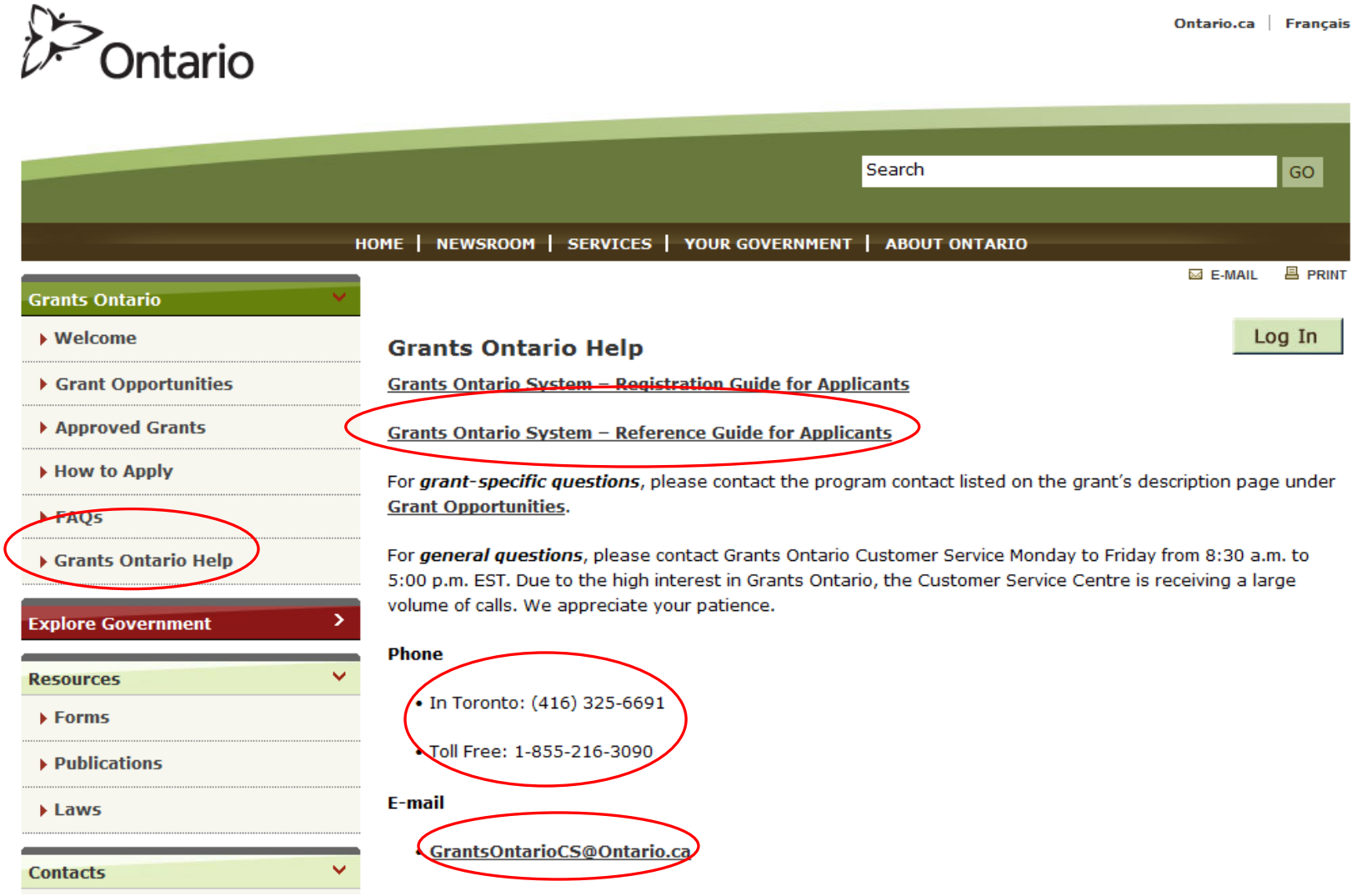
You can now input your data into the form and then save the contents.



To save the application to your computer, click on “File” then “Save As” and choose an appropriate folder for your file.



For details on how to use Grants Ontario, please refer to the "Reference Guide for Applicants" which can be seen after clicking the "Grants Ontario Help" link found on www.grants.gov.on.ca. For technical assistance, contact the Grants Ontario Customer Service Centre, or send an e-mail to the coordinates provided.



Multicultural History Society of Ontario

Navigating Grants Ontario: Grants in Practice

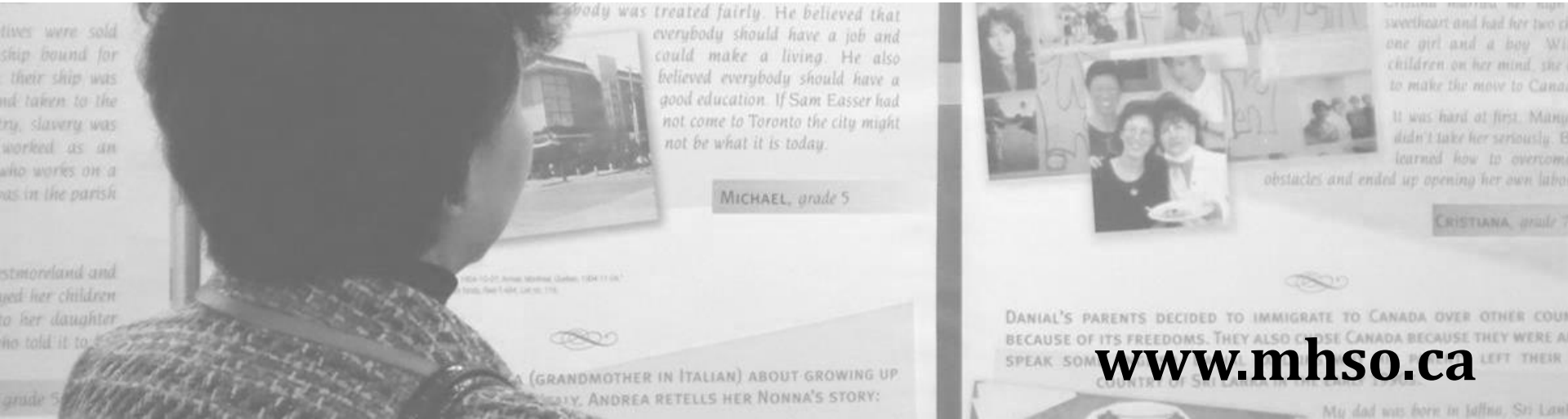
Cathy Leekam

Program Manager

Multicultural History Society of Ontario

Multicultural History Society of Ontario

- Not-for-profit educational institution and archive
- Goal to publicize, preserve and share heritage materials and learning resources relating to Canada's immigrant and ethnic history
- Provincial Heritage Organization, Museums and Technology Fund and Summer Experience Program



Grants Ontario:
An Applicant's Perspective

1. Eligibility
2. Project Planning
3. Know Your Audience
4. Review Process
5. Reporting

Eligibility

- Know your funding options - Does your organization/project fit the program?
- Review application guidelines
- Review successful grants
- Speak to a Regional Advisor
- Contact funded organizations

http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/PRDR007505

Project Planning

- Start early and build project planning into the application process
- Refer to planning and evaluation tools included in the program guidelines: CDF Guidelines: http://goo.gl/mWB4B
- Ensure your objectives fit the funding – beware of "because it's there!"



Calvin and Hobbes Search Engine: http://michaelyingling.com/random/calvin_and_hobbes/

Know your audience

- Review the application guidelines (again) and review assessment criteria
- SEP Assessment Process and Criteria: http://goo.gl/MEiWMx
- Target Grant Program objectives and strategic priorities, and the Ministry's wider vision
- Identify needs and benefits
- Be clear, concise and to the point
- Make it easy for the reviewers to approve your application

Review

- Recruit members of your project team and other colleagues to review the application
- Invite experienced contacts in outside organizations to provide feedback
- Contact a Regional Advisor if you have questions



"Agreed. We fund only those proposals we can understand."

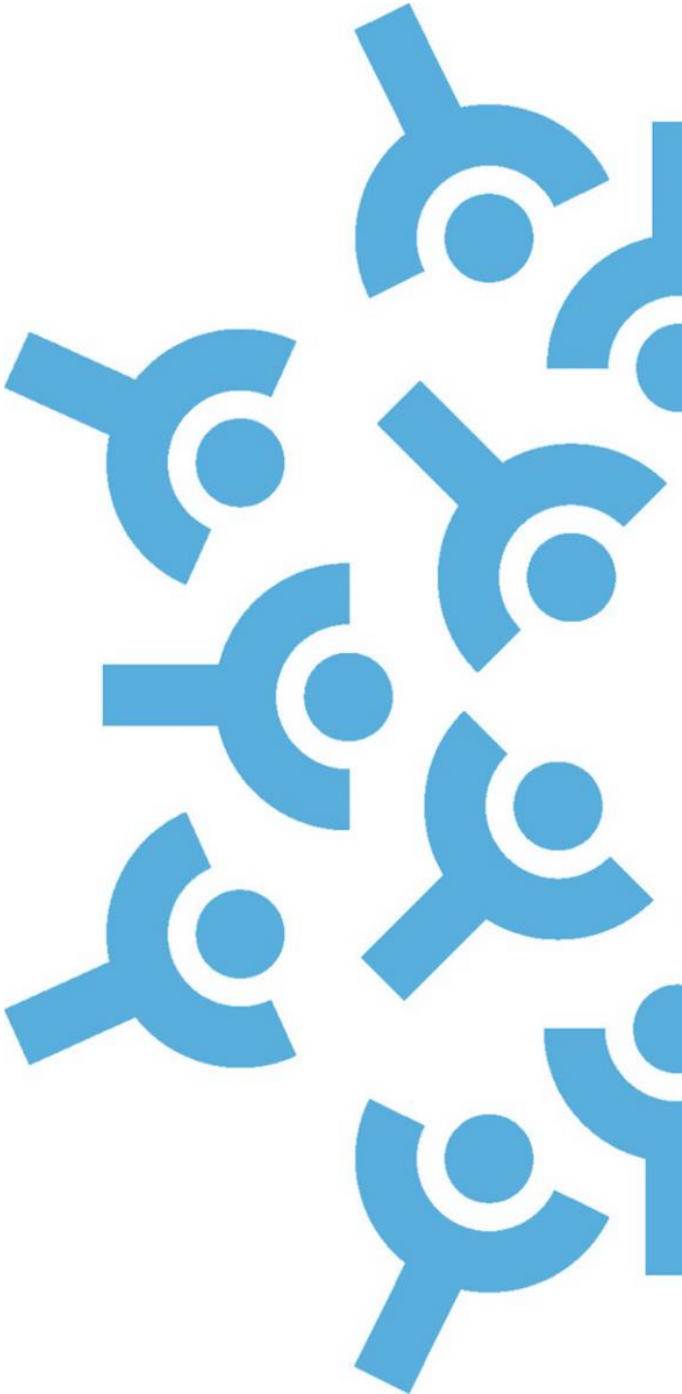
Reporting

Application approved. Time to start the report!

- Review the reporting template as soon as your funding agreement is signed
- **Start early.** Draft regular internal updates and documentation
- Refer back to language used in your application
- Be as clear and concise as possible
- Keep in touch with your Regional Advisor!

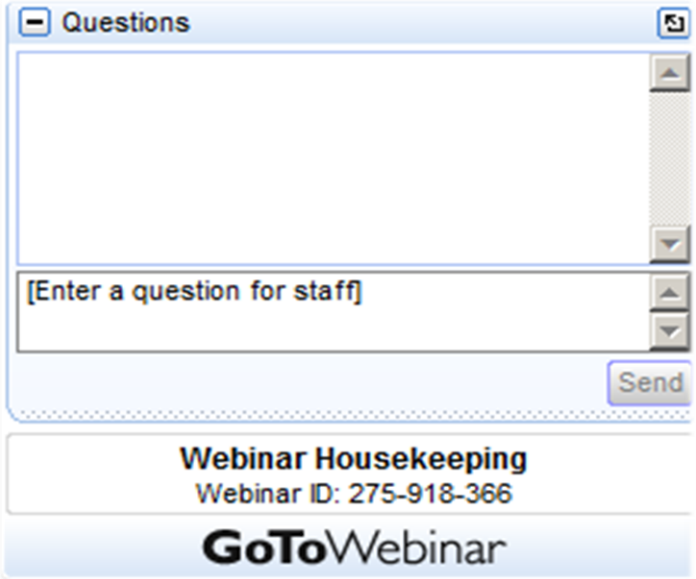
Good Luck!

Multicultural History Society of Ontario
901 Lawrence Avenue W., Toronto
info@mhso.ca | 416.979.2973



Questions?

Please type your questions into the chat window!



1888 125 YEARS 2013

The next webinar in our series:

Breathing Life Into Your Site:
Developing Educational Programming and Tours for your Heritage Group or Institution

May 2014

1888 125 YEARS 2013

Become a member of The Ontario Historical Society and enjoy access to publications, seminars, events and heritage news from across the province:

* A discounted subscription to the Society's journal, *Ontario History*;
* Receive five annual issues of our newsletter, *OHS Bulletin;*
* Invitations to Ontario Historical Society events and workshops;
* Access to our many programs and services.

Email members@ontariohistoricalsociety.ca

Or visit www.ontariohistoricalsociety.ca

for more information!

Thank you for attending!

Thank you to our speakers:

Angelina French, Ministry of Tourism, Culture & Sport
angelina.french@ontario.ca, 416-325-4561

Ryan Frigault, Grants Ontario
GrantsOntarioCS@Ontario.ca, 416-325-6691 or 1-855-216-3090

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Alison Little, Ontario Historical Society
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