

# **Transportation Initiatives Fund (TIF)**

## 2021-2022 Application Guide

Ministry of Transportation

## Table of Contents

<b>1.0 Background</b>	<b>3</b>
- 1.1 Purpose of the Application Guide	3
- 1.2 Program Overview	3
- 1.3 Program Eligibility Criteria	4
<b>2.0 The TIF Application</b>	<b>6</b>
- 2.1 Key Dates	6
- 2.2 Project Information	6
- 2.3 Project Details/Work Plan	7
- 2.4 Performance Measures	7
- 2.5 Required Endorsement and Letters of Support	8
<b>3.0 Funding Requirements</b>	<b>8</b>
- 3.1 Claim Amounts	8
- 3.2 Budget	8
- 3.3 Funding from Other Sources	9
- 3.4 Payment Details	9
<b>4.0 General Submission Information</b>	<b>9</b>
- 4.1 Transfer Payment Ontario	9
- 4.2 Creating an Account	10
- 4.3 Alternative Option	10
<b>5.0 Evaluation</b>	<b>10</b>
- 5.1 The Evaluation Process	10
<b>6.0 Reporting Requirements</b>	<b>12</b>
- 6.1 Report Details	12
<b>7.0 Disclaimer</b>	<b>13</b>
<b>8.0 Contact Information</b>	<b>13</b>
<b>Appendix A: 2021-2022 Application Form Template</b>	<b>14</b>
<b>Appendix B: 2021-2022 Interim Report Template</b>	<b>21</b>
<b>Appendix C: 2021-2022 Final Report Template</b>	<b>22</b>
<b>Appendix D: Definitions</b>	<b>24</b>

## 1.0 Background

### 1.1 Purpose of the Application Guide

This application guide provides information on the Ministry of Transportation's Transportation Initiatives Fund (TIF), including the application process, eligibility criteria, reporting requirements, payment details, and application evaluation stage. The guide applies to the 2021-2022 fiscal year (April 1<sup>st</sup>, 2021 - March 31<sup>st</sup>, 2022) and may be updated or modified in subsequent years. The guide should be reviewed before applying to TIF in order to ensure that all requirements are understood and fulfilled.

### 1.2 Program Overview

TIF is a competitive, application-based funding program managed by the Indigenous Relations Branch (IRB) of the Ministry of Transportation (the Ministry). It is open to both Indigenous communities and organizations in Ontario interested in pursuing transportation-related projects, programs, initiatives, or activities (projects).

The main intent of TIF is to enable Indigenous communities and organizations to advance transportation-related initiatives, and it is also expected to support capacity-building and strengthen relationships/partnerships.

The table below provides a summary of some outcomes that TIF hopes to achieve through the funded projects, along with some performance measures that the Ministry may use to assess fulfillment of these outcomes. The success of the TIF-funded projects will be evaluated by analyzing the achievements documented in the Interim and Final Reports noted in Section 6.0, and by applying performance measures and outcomes such as those below to the projects, if/as applicable.

Example Outcome	Example Performance Measure
Economic and regional development for Indigenous communities/organizations	<ul style="list-style-type: none"> <li>• Increase in employment or training opportunities for Indigenous community members</li> <li>• Increase in revenues for Indigenous organizations/communities</li> <li>• Increase in growth or profit-generating opportunities for Indigenous organizations/communities</li> </ul>
Increased Indigenous leadership/participation in transportation-related activities	<ul style="list-style-type: none"> <li>• Increase in employment within the transportation sector among Indigenous community members</li> <li>• Increase in the use of/engagement with the transportation system among Indigenous community members</li> </ul>

	<ul style="list-style-type: none"> <li>• Increase in Indigenous community members pursuing transportation-related training or educational opportunities</li> </ul>
Greater capacity for transportation-related initiatives among Indigenous communities/organizations	<ul style="list-style-type: none"> <li>• Increase in transportation development/project management skills among Indigenous communities/organizations</li> <li>• Increase in understanding of community transportation gaps and opportunities among Indigenous communities/organizations</li> <li>• Increase in resources/readiness among Indigenous communities/organizations for new transportation-related projects to be pursued</li> </ul>
Enhanced quality of life for Indigenous communities	<ul style="list-style-type: none"> <li>• Number of Indigenous community members engaging with the project</li> <li>• Number of Indigenous community members satisfied with the project</li> <li>• Increase in Indigenous community members experiencing improved mobility/access</li> <li>• Increase in Indigenous community members experiencing improved sense of safety</li> </ul>

### 1.3 Program Eligibility Criteria

#### A. Applicant Eligibility

The following Indigenous communities and organizations may apply for TIF funding:

- First Nations communities in Ontario
- Métis communities in Ontario
- Indigenous organizations in Ontario

To be eligible to receive funding, the Applicant must meet all four of the following criteria:

1. Be a legal entity (e.g. established by or under legislation; federally or provincially incorporated; First Nation in the province of Ontario).
2. Be an Indigenous community in Ontario, a regional or provincial organization, representing First Nation, Métis, Inuit or urban Indigenous peoples or an Indigenous service provider.

3. Hold governance structures and accountability processes to properly administer and manage public funds and to carry out the projects for which transfer payments are made. The following may be considered as part of the eligibility criteria:

- Expertise and experience necessary to conduct/carry out its responsibilities in compliance with Ministry requirements, which will be assessed through evaluation of the application;
- Appropriate governance and control structures in place (e.g. Board of Directors, Chief and Council, Membership Processes, Annual Report, etc.);
- Reliable and up-to-date financial reporting;
- Establishment of a Canadian bank account; and
- Use funds for activities taking place in Ontario and benefiting Indigenous peoples.

4. Not in default of the terms and conditions of any grant or loan agreement (i.e., reports due or surplus) with any ministry or agency of the Government of Ontario.

### *B. Project Eligibility*

To be considered and evaluated for funding, the project must be related to the transportation sector and connected to one or more of the priority themes noted in Section 2.2 below.

**NOTE:** Projects may be completed on or off reserve.

For illustrative purposes, some examples of types of projects may include, but are not limited to:

- Activities to prepare Indigenous communities for participation in transportation activities (e.g. gap analysis, business planning, skills training, education initiatives)
- Transportation infrastructure planning and research, including active transportation plans and asset management plans (e.g. community asset inventories, transportation asset climate change planning)
- Provision of transportation support for low-income/vulnerable community members (e.g. monthly bus passes; driver's licensing support such as test fees and the costs associated with holding driver's licensing ID clinics, including hourly wages for a coordinator, travel and hospitality costs for the coordinator, logistics fees, marketing costs, etc.)
- Streetscape developments or improvements, including lighting at transit stops, signage, street furniture, sidewalks, bike paths and racks
- Transportation-related information and awareness campaigns, such as driver/pedestrian safety, safety of vulnerable transit riders, anti-human trafficking, initiatives to combat racism or harassment, and road construction/maintenance safety

## 2.0 The TIF Application

### 2.1 Key Dates

The application period opens on April 20<sup>th</sup>. Application forms must be submitted online through Transfer Payment Ontario at <https://www.ontario.ca/page/get-funding-ontario-government> by May 20<sup>th</sup> at 5:00pm.

Date	Activity
April 20 <sup>th</sup>	Application period opens
May 20 <sup>th</sup>	Application period closes
May 21 <sup>st</sup> to 31 <sup>st</sup>	MTO reviews and evaluates applications
June 1 <sup>st</sup> to 4 <sup>th</sup>	Successful applicants notified

**NOTE:** Applications submitted after the deadline will not be eligible for TIF funding in the 2021-2022 intake period. Late, incomplete, or ineligible applications will be invited to apply in the next TIF intake period.

### 2.2 Project Information

#### *Project Description*

In the application form, a detailed **description of the project** that addresses the following questions will need to be provided (maximum 2,000 characters):

- Where is the project located, if applicable?
- What is the scope of the project?
- What is the need or issue the project is trying to address?
- Who will benefit from the project, and how?
- What are the intended outcomes of the project?

#### *Priority Themes*

In addition, an **explanation of how the project is connected to at least one of the three MTO priority themes** outlined in the application form will need to be provided (maximum 1,000 characters). For the 2021-2022 competition, the following themes have been selected:

#### **1. Economic Development/Recovery**

- This could include: asset inventories, education initiatives, skills training, transportation planning, financial/technical assessments, COVID-19 recovery strategies, research/implementation of new transportation technologies, investments in transportation infrastructure

#### **2. Transportation Mobility**

- This could include: campaigns and programs, adoption of/upgrades to micro-mobility

platforms, accessibility considerations, streetscape improvements, initiatives to increase transit ridership

### **3. Community Well-Being & Transportation Safety** (including Missing and Murdered Indigenous Women and Girls (MMIWG)/Anti-Human Trafficking)

- This could include: awareness campaigns, safety improvements for transit users, needs assessments, transportation financial assistance/support for low-income and vulnerable community members (such as Indigenous women and girls, 2SLGBTQQIA+, elderly, etc.), equity-focused activities, building partnerships

#### *Risks/Challenges*

In addition, the Applicant will need to outline some potential **risks/challenges** of the project and how will they be mitigated (maximum 1,000 characters). These can include, but are not limited to, economic risks/challenges, social risks/challenges, technical risks/challenges, logistic or schedule risks/challenges, operational risks/challenges, performance risks/challenges, etc.

#### *Partnerships/Collaborations*

The Applicant will also need to list any **other communities, organizations, and/or businesses** involved in the project (maximum 1,000 characters).

### **2.3 Project Details/Work Plan**

In the application form, the Applicant will need to provide a work plan that lists the anticipated milestones that will be achieved as part of the project and their descriptions and tentative timelines.

### **2.4 Performance Measures**

Performance measures can help track project results, ensure TIF is meeting its objectives, and inform changes to improve program delivery and administration.

A common approach to help with the development of good performance measures is to ensure they are “SMART,” meaning:

- Strategic/Specific: target a specific area for improvement;
- Measurable: quantify/show progress in some way;
- Attainable: within reach or achievable;
- Relevant/Realistic: appropriate and related to the program; and
- Time-frame specific: specify when the result(s) can be achieved.

In the application form, the Applicant will need to list some performance measures that will be used to measure the intended outcomes/goals of the project. Please refer to the table in Section 1.2 for examples to assist with the development of project performance

measures, but please note that the Applicant is not required to include the performance measures in this table in their application. Performance measures will vary and be tailored to each project, depending on its nature.

## **2.5 Required Endorsement and Letters of Support**

In order for the TIF application to be submitted successfully and evaluated for funding, at least **one (1)** of the following documents must be uploaded as a PDF attachment to the application:

1. Band Council Resolution, Tribal Council Resolution, Métis Community Council Resolution, the Provincial Council of the Métis Nation of Ontario (PCMNO) Resolution

### **AND/OR**

2. Letter of Support from Chief, Band Council, Tribal Council, or Leader from an Indigenous Organization that speaks to the Applicant's project management experience, the skills they possess that would help them to successfully complete the project, and the importance of the project to address community transportation needs

## **3.0 Funding Requirements**

### **3.1 Claim Amounts**

In the application form, one of the following two project funding streams must be selected:

1. Small Projects Stream
  - Projects worth a maximum of \$30,000
2. Large Projects Stream
  - Projects worth a maximum of \$75,000

After selecting one of these two funding streams, the Applicant will be asked to provide a specific amount of funding requested for their project that cannot exceed the maximum amount of funding available for that particular stream. This means that Applicants who select the Small Projects Stream cannot request more than \$30,000, while Applicants who select the Large Projects Stream cannot request more than \$75,000.

**NOTE:** \$75,000 is the maximum amount of funding available for a TIF project. The Ministry reserves the right to set limits on the amount of funding an Applicant will receive, including funding a project for less than the amount requested.

### **3.2 Budget**



In the application form, the Applicant will be asked to outline a tentative budget for their project. Based on the amount of TIF funding requested, the Applicant will need to demonstrate how this funding will be used, including descriptions of the types of project activities that will be pursued and the anticipated amount of money that will be allocated towards each activity.

### **3.3 Funding from Other Sources**

The Applicant must disclose all confirmed sources of funding for the project, in addition to the funding requested under TIF.

### **3.4 Payment Details**

Successful Applicants will be notified by the Ministry through email and/or subsequent correspondence regarding the amount of TIF funding awarded to the project and details about the next steps. A funding agreement will confirm the amount of funding for which the Applicant is eligible and will also outline the payment schedule and the terms and conditions for receiving TIF funding, including reporting requirements. Funds will only be provided to successful Applicants once a signed agreement is in place.

A Recipient receiving TIF funds must use such funds, and any interest earned on such funds, exclusively towards the implementation of the TIF project. The Recipient will not be allowed to use funds to offset any other expenditure.

The Recipient of TIF funding is responsible for ensuring that the project is carried out in compliance with all federal and provincial laws and regulations, all municipal by-laws and any other orders, rules, and by-laws applicable to any aspect of the project.

All funds must be spent on or before March 31<sup>st</sup> of the fiscal year; however, some flexibility to extend may be possible depending on the nature of the project. Unless the Ministry otherwise agrees, any unused portion of the funds and related interest will be repaid to the Ministry at its request.

## **4.0 General Submission Information**

### **4.1 Transfer Payment Ontario**

Transfer Payment Ontario is the Province of Ontario's online application system for grant funding. It is important that you understand the steps for registering with Transfer Payment Ontario and validating the community/organization information prior to submitting your application.

Since Applicants must register with Transfer Payment Ontario to access application forms, most of the information requested in the first few sections of the application form

(such as address, contact information, etc.) should be automatically filled in using data from the registration process.

Once an application has been started it may be saved or downloaded at any point and returned to later. Please refer to the Transfer Payment Ontario System Reference Guide for Applicants to access instructions on how to save and submit the application.

If you have any technical questions about Transfer Payment Ontario, please contact the Transfer Payment Ontario Customer Service Line 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 by email at [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca).

## **4.2 Creating an Account**

Applicants using Transfer Payment Ontario for the first time must create a “One-key” account and be enrolled in the Transfer Payment Common Registration system. If an Applicant has previously applied for funding from other programs through Transfer Payment Ontario, a new One-key account is not required, but you may be still be required to enroll in the Transfer Payment Common Registration system.

Please visit Transfer Payment Ontario at <https://www.ontario.ca/page/available-funding-opportunities-ontario-government> for information on how to set up an account.

Please note that the One-key account is registered at the individual level and not at the organization level. If someone in your organization has an account that is used for a different grant application, an individual account is still required if you are the one submitting the application.

## **4.3 Alternative Option**

TIF applications must be submitted and uploaded using Transfer Payment Ontario, the Province’s online application system for grant funding.

However, if the Applicant is unable to access Transfer Payment Ontario due to a lack of high-speed internet connectivity or other technical issues that cannot be resolved by Transfer Payment Ontario, the Applicant can email the Indigenous Relations Branch at [IRB@ontario.ca](mailto:IRB@ontario.ca) to receive a Word document version of the application form. This document will need to be completed and emailed back to the Indigenous Relations Branch by the application deadline using the same email address provided above.

## **5.0 Evaluation**

### **5.1 The Evaluation Process**

The Ministry will review and evaluate all TIF applications received by the application deadline based on an application score card (see table below for rated criteria). High scoring applications will be considered for funding.

<b>Application Component</b>	<b>Scored Criteria</b>	<b>Yes (Strong Evidence)</b>	<b>Somewhat (Good Evidence)</b>	<b>No (Minimal/No Evidence)</b>
Project Information (total points available: <b>20</b> )	Is the scope of the project clearly outlined? (e.g. objectives, tasks, resources, timelines)	4-5 points	2-3 points	1 point
	Does the Applicant identify the need/issue to be addressed and who benefits from the project, with detailed explanations of how they will benefit?	4-5 points	2-3 points	1 point
	Does the Applicant provide specific qualitative and/or quantitative outcomes that articulate the expected impacts of the project?	4-5 points	2-3 points	1 point
	Does the Applicant identify effective strategies to mitigate project risks/challenges?	4-5 points	2-3 points	1 point
Project connection to at least one of the three MTO priority themes (total points available: <b>5</b> )	Is the link between the project and priority theme(s) clearly explained with supporting examples?	4-5 points	2-3 points	1 point
Project Details/Work Plan (total points available: <b>5</b> )	Does the work plan describe in detail the project milestones, activities, and their timelines?	4-5 points	2-3 points	1 point

Budget (total points available: 5)	Does the budget describe in detail the project expenditures and their associated costs?	4-5 points	2-3 points	1 point
Performance Measures (total points available: 5)	Does the Applicant provide strong performance metrics that will effectively track progress toward fulfilling the project goals/outcomes?	4-5 points	2-3 points	1 point
<b>Total (40 points)</b>				

During the application review process, the Ministry may seek clarification and supplementary information from the Applicant. The clarification and additional information received from the Applicant will form an integral part of the TIF application.

After the applications have been reviewed, the Ministry will notify all Applicants of their standing. Each successful Applicant will be informed of the maximum amount of funding the Ministry may provide to the successful Applicant for the project and details regarding the next steps. In the case of an unsuccessful application, the Ministry will inform the Applicant and provide a brief rationale as to why the project will not be funded. It is therefore important to provide accurate and up-to-date contact information and to regularly monitor the Applicant's phone and email to enable timely communication regarding the status of the application.

## 6.0 Reporting Requirements

If the project is awarded funding through TIF, the Recipient will need to submit two reports using templates provided by the Ministry. The contact with the Applicant role will receive both reporting templates by email which must be returned fully completed to the Indigenous Relations Branch at [IRB@ontario.ca](mailto:IRB@ontario.ca) by the respective deadlines provided below.

### 6.1 Report Details

#### 1. Interim Report

The Recipient will be required to submit an Interim Report (see Appendix for template) that details the progress on the TIF project on or before **November 30<sup>th</sup> of the fiscal year**.

## 2. Final Report

The Recipient will be required to submit a Final Report (see Appendix for template) that includes a brief evaluation of the TIF project within **sixty (60) days** after the end of the fiscal year (from March 31<sup>st</sup> to May 30<sup>th</sup>, 2022).

The reports must be completed and submitted to the Ministry's satisfaction if the Applicant is to be considered for future funding under TIF.

### **7.0 Disclaimer**

All applications submitted to the Ministry are subject to the access to information provisions of the Freedom of Information and Protection of Privacy Act (the "Act"). The Act provides all persons with a legal right of access to information in the custody or control, or both, of the Ministry, subject to a limited set of exemptions.

All projects must comply with relevant Canadian and Ontario laws, regulations, standards and policies.

### **8.0 Contact Information**

**Enquiries about program details and guidelines may be directed to:**

Indigenous Relations Branch, Ministry of Transportation: [IRB@ontario.ca](mailto:IRB@ontario.ca)

**Technical questions regarding applying for this program via Transfer Payment Ontario may be directed to:**

The Transfer Payment Ontario Customer Service Line at:

Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

Telephone: (416) 325-6691 or 1-855-216-3090,

Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time

## Appendix A: Transportation Initiatives Fund, 2021-2022 Application Form Template

**NOTE:** This template is for reference only. You must submit your application through Transfer Payment Ontario at <https://www.ontario.ca/page/get-funding-ontario-government>.

Transportation Initiatives Fund 2021-2022

Expand | Validate

<b>Instructions</b>	<b>A – Community/Organization Information</b>	<b>B – Payment Information</b>
<b>C – Application Contact Information</b>	<b>D – Project Information</b>	<b>E – Project Details/Work Plan</b>
<b>F – Budget</b>	<b>G – Performance Measures</b>	<b>H – Declaration/Signing</b>

### Instructions

APPLICATION DEADLINE: May 20<sup>th</sup>, 2021 at 5:00pm

### Program Background

The Transportation Initiatives Fund is an application-based funding program delivered by the Indigenous Relations Branch at the Ministry of Transportation. It is open to Indigenous communities and organizations in Ontario interested in pursuing transportation-related projects.

Please note that in order to be eligible for funding:

- The Applicant must be an eligible Indigenous community or Indigenous organization in Ontario
- The proposed project must be related to the transportation sector and connected to one or more of the priority themes identified (Economic Development/Recovery; Transportation Mobility; Community Well-Being & Transportation Safety)
- The required documentation (letter of support/endorsement) must be attached to the application
- The application must be submitted by the deadline of May 20<sup>th</sup>, 2021 at 5:00pm

Before filling out the application, please read the entire 2021-2022 Transportation Initiatives Fund Application Guide. It may be useful to print a copy of the Guide to refer to while completing the application to ensure that you understand the application process as well as the eligibility, reporting, and payment details.

Please complete all of the sections in the application form. Note that Ministry consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the Applicant within the completed application forms and for their ability to achieve the objectives of the program.

The Ministry cannot guarantee funding to all Applicants, nor can the Ministry ensure that the total amount requested by successful Applicants will be granted. The Ministry reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The decision to fund all or part of an Applicant request will depend on its fit to the program priorities, assessment criteria and the overall demand of funds in the program.

### **A - Community/Organization Information**

This section is not editable and displays, when applicable, general information about your community or organization submitted during the registration process. To make a change to this information, please send an email with the relevant changes to [grantsontariocs@ontario.ca](mailto:grantsontariocs@ontario.ca). Once the change has been made, all future downloaded forms will include the updated information.

Community/Organization Name:

Community/Organization Legal Name:

Canada Revenue Agency (CRA) Business Number:

Community/Organization Type (Federal/Provincial):

- Federal
- Provincial

Date Incorporated:

Corporation Registration Number:

### **B - Payment Information**

Should your application be successful, this information will be used to make payments.

New applicants: All new applicants must complete and send the Electronic Funds Transfer form to Ontario Shared Services for their banking information to be setup.

Existing applicants: If you have completed and submitted an Electronic Funds Transfer to Ontario Shared Services, please ensure your banking and business information is up-to-date for direct deposit payments and notifications.

For assistance, please call the Ontario Shared Services Contact Centre at 416-212-2345 or toll-free at 1-866-320-1756.

**Payment Address**

Payment Community/Organization Name (max 100 characters):

Street Address 1:

Street Address 2:

City/Town:

Province:

- ON
- AB
- MB
- NB
- NS
- NT
- NU
- PE
- QC
- SK
- YT

Postal Code:

Fax Number:

Phone Number:

Method of Payment:

- Electronic Fund Transfer

**C - Application Contact Information**

Please provide contacts for this application. Contacts with the Applicant role will receive email notifications regarding case submission, reports due, and payments. Contacts with the Payee role will receive notifications regarding payments. Contacts with signing authority will be prompted to digitally sign this form in Section J.

Please provide at least one contact with the Applicant role and one contact with Signing Authority. The same individual may assume both positions. If more than one contact is provided, please indicate the Primary contact.

**Add | Remove**



Salutation:

- Chief
- Dr.
- Miss
- Mr.
- Mrs.
- Ms.
- Mx

First Name:

Last Name:

Primary:

Role:

- Applicant
- Payee
- Other

Email Address:

Title:

Department:

Phone Number (Work):

Phone Number (Mobile):

Fax Number:

Signing Authority:

### **D - Project Information**

1. Project Name (maximum 250 characters)

2. Please select the funding stream to which you are applying: A. Small Projects Stream (Projects worth a maximum of \$30,000) B. Large Projects Stream (Projects worth a maximum of \$75,000).

- Small Projects Stream
- Large Projects Stream

3. Please input the amount of funding you are requesting for your project. NOTE: If you selected the Small Projects Stream, you cannot request more than \$30,000. If you selected the Large Projects Stream, you cannot request more than \$75,000.

4. Please provide a description of your proposed project in the text box below that addresses the following questions: • Where is the project located, if applicable? • What is the scope of the project? • What is the need or issue the project is trying to address? • Who will benefit from the project, and how? • What are the intended outcomes of the project? (max. 2,000 characters)

5. Please explain how your project ties into one or more of the following three themes in the text box below: A. Economic Development/Recovery; B. Transportation Mobility; C. Community Well-Being & Transportation Safety (max. 1,000 characters)

6. Project Start Date (mm/dd/yyyy)

7. Project End Date (mm/dd/yyyy)

8. What are some potential risks/challenges of the project and how will they be mitigated? (max. 1,000 characters)

9. Please list all communities, organizations, and/or businesses involved in the project. (max. 1,000 characters)

10. Please disclose all confirmed sources of funding for the project, in addition to the funding requested under TIF. (max. 1,000 characters)

--

### E - Project Details/Work Plan

Remove | Add

Project Detail {Key Milestones}	Description {Activities}	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)

### F - Budget

Item	Description	Amount
Project Expenditures		
<Enter item if applicable>		
<Enter item if applicable>		
<Enter item if applicable>		
<Enter item if applicable>		
<Enter item if applicable>		
<Enter item if applicable>		
<Enter item if applicable>		
<Enter item if applicable>		
Total Expenditure		\$0.00

### G - Performance Measures

Applicant-Provided Performance Metrics

Remove | Add

Metric	Description	Goal

### H - Declaration/Signing

Applicants are expected to comply with the Ontario Human Rights Code (the “Code”) and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant

awards, and the purpose for which grants are awarded is information made available to the public.

### **Declaration**

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the Applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

Declaration/Signing:

## Appendix B: Transportation Initiatives Fund, 2021-2022 Interim Report Template

The Recipient is responsible for submitting an Interim Report to the Indigenous Relations Branch on or before **November 30<sup>th</sup>, 2021** at [IRB@ontario.ca](mailto:IRB@ontario.ca).

**NOTE:** *This template is for reference only and may be subject to change.*

- 1.a) Full name of the contact submitting the Interim Report:
  - b) Telephone number of the contact:
  - c) Email Address of the contact:
2. Full name of the Indigenous community or organization receiving funding:
3. Please identify the start date and expected end date of the TIF project:
4. Please describe the activities that were developed or implemented, or both, as part of the TIF project so far:
5. Please state how much funding has currently been spent and describe how it was divided among the project activities:
6. Using the performance measures and intended outcomes/goals provided in the application, please provide an update on the progress toward fulfilling these outcomes/goals (you may also add new outcomes/goals and performance measures not provided in the application):
7. Please comment on any challenges you are experiencing and any concerns you may have about the completion of the project:

## Appendix C: Transportation Initiatives Fund, 2021-2022 Final Report Template

The Recipient is responsible for submitting a Final Report to the Indigenous Relations Branch within **sixty (60) days** after the end of the fiscal year (**March 31<sup>st</sup> to May 30<sup>th</sup>, 2022**) at [IRB@ontario.ca](mailto:IRB@ontario.ca).

**NOTE:** *This template is for reference only and may be subject to change.*

1.a) Full name of the contact submitting the Final Report:

b) Telephone number of the contact:

c) Email Address of the contact:

2. Full name of the Indigenous community or organization receiving funding:

3. Please confirm the start date and end date of the TIF project:

**NOTE:** If the project is still being completed, please input the expected end date.

4. Please describe the activities that were developed or implemented, or both, as part of the TIF project:

5. Please explain how funding for the project was spent by outlining the amount of money that was allocated towards each activity:

6. Using the performance measures and outcomes/goals provided in the application, please explain how the project is meeting or not meeting these outcomes/goals (you may also add new outcomes/goals and performance measures not provided in the application):

7. The following performance measures and outcomes have been identified by the Ministry as important for tracking how TIF is fulfilling its intended objectives. Please explain how the project is meeting or not meeting these outcomes:

Example Outcome	Example Performance Measure
Economic and regional development for Indigenous communities/organizations	<ul style="list-style-type: none"> <li>• Increase in employment or training opportunities for Indigenous community members</li> <li>• Increase in revenues for Indigenous organizations/communities</li> <li>• Increase in growth or profit-generating opportunities for Indigenous organizations/communities</li> </ul>
Increased Indigenous leadership/participation in transportation-related activities	<ul style="list-style-type: none"> <li>• Increase in employment within the transportation sector among Indigenous community members</li> <li>• Increase in the use of/engagement with</li> </ul>

	<p>the transportation system among Indigenous community members</p> <ul style="list-style-type: none"> <li>• Increase in Indigenous community members pursuing transportation-related training or educational opportunities</li> </ul>
<p>Greater capacity for transportation-related initiatives among Indigenous communities/organizations</p>	<ul style="list-style-type: none"> <li>• Increase in transportation development/project management skills among Indigenous communities/organizations</li> <li>• Increase in understanding of community transportation gaps and opportunities among Indigenous communities/organizations</li> <li>• Increase in resources/readiness among Indigenous communities/organizations for new transportation-related projects to be pursued</li> </ul>
<p>Enhanced quality of life for Indigenous communities</p>	<ul style="list-style-type: none"> <li>• Number of Indigenous community members engaging with the project</li> <li>• Number of Indigenous community members satisfied with the project</li> <li>• Increase in Indigenous community members experiencing improved mobility/access</li> <li>• Increase in Indigenous community members experiencing improved sense of safety</li> </ul>

8. Please comment on any project challenges you experienced and what resources would have helped you to better overcome these challenges:

## **Appendix D: Definitions**

“agreement” means an agreement entered into between the Ministry and a Recipient, and any amendments executed in accordance with the terms of the agreement, that sets out the terms and conditions under which the Ministry agrees to provide TIF funding to the Recipient for a TIF project.

“Applicant” means the entity that is requesting funds from the Province through the Transportation Initiatives Fund.

“application form” means the Transfer Payment Ontario Application Form, including all required supporting documentation, submitted by the Applicant for funding under the Transportation Initiatives Fund, and includes all information contained therein.

“Final Report” means the form that outlines the project information and outcomes. See Appendix C.

“funds” means the money the Province provides to the Recipient pursuant to an agreement; “funding” has the same meaning.

“Interim Report” means the form that outlines the project information and status. See Appendix B.

“Ministry” means the Ministry of Transportation responsible for the administration of the Transportation Initiatives Fund.

“output” means what an activity produces in terms of specific goods, services or products.

“performance measure” means quantifiable information that provides a reliable basis for directly assessing achievement, change or performance over time.

“project” means a program, project, initiative, campaign, or activity described in a Transportation Initiatives Fund application for Transportation Initiatives Fund funding.

“Recipient” means an Applicant the Ministry has selected as eligible for funding under the Transportation Initiatives Fund.

“TIF” means Transportation Initiatives Fund.

“TIF project” means an Applicant’s program, project, initiative, campaign, or activity described in the Applicant’s Transportation Initiatives Fund application and which the Ministry has approved, either as is or with any necessary modifications.