



GREENBELT FOUNDATION 2024 FUNDING GUIDELINES



TABLE OF CONTENTS

| | |
|---------------------------------------------------------------------------------|----|
| Ontario's Greenbelt and the Greenbelt Foundation | 3 |
| 2024 Funding Program | 4 |
| Funding Stream 1: Resilient Greenbelt | 4 |
| Funding Stream 2: Sustainable Greenbelt | 6 |
| Funding Stream 3: Accessible Greenbelt | 7 |
| The Greenbelt Foundation's Approach to Grantmaking | 9 |
| Who Should Apply | 9 |
| Important Considerations (Collaboration, Geographic Distribution and Inclusion) | 10 |
| How to Apply | 11 |
| Eligibility and Registration | 11 |
| Application Process | 11 |
| Applicable Financial Policies | 13 |
| Reporting Requirements | 14 |
| Timelines and Deadlines: 2024 Spring Grant Round | 14 |
| Links to Helpful Information on Website, Grant Portal, and Foundation Staff | 14 |
| Appendix A: Eligible and Ineligible Activities and Costs | 15 |
| Eligible and Ineligible Budgetary Expenditure Definitions and Detail | 16 |



ONTARIO'S GREENBELT AND THE GREENBELT FOUNDATION

Since the Greenbelt's creation in 2005, its over two million acres of prime farmland, natural landscapes and urban river valleys have provided clean air, fresh water, climate resilience and a reliable local food source for Ontario. For 19 years, the Greenbelt has been stewarded by the Greenbelt Foundation, the only charitable organization solely dedicated to the health and prosperity of this unique resource.



The Foundation has focused on strengthening and protecting the Greenbelt's natural and agricultural systems through the delivery of strategic grants and programs, research and policy initiatives, as well as education and outreach activities that encourage engagement in the Greenbelt's natural spaces, tourism and recreation opportunities, and vibrant agri-food system.

The Greenbelt is more than land; its rivers and wetlands, forests and farmland yield a multitude of benefits – social, ecological and economic – that are critical to providing a high quality of life in Ontario. Contributing \$9.6 billion to Ontario's annual GDP, supporting 177,700 jobs, and providing \$3.2 billion annually in ecosystem services, such as flood prevention and clean water, the Greenbelt provides what sustains us.

While these numbers illustrate the great success of the Greenbelt, our ongoing efforts along with those of our partners and grantees are essential to sustain these benefits and realize the Greenbelt's full potential.

Our work must continue to focus on strengthening the systems within the Greenbelt that make it such an irreplaceable resource. From the Niagara region's tender fruit crop areas to the unique growing conditions in the Holland Marsh to the critical hydrological systems in the Oak Ridges Moraine, to the natural habitats and recreational opportunities provided by Niagara Escarpment



and the 21 protected urban river valleys, the Foundation will continue to work to strengthen and safeguard these vital resources and beautiful landscapes that the Greenbelt provides.

We strive to support Indigenous led initiatives, projects that strengthen our collective understanding of the Greenbelt's rich cultural heritage, and programs that ensure communities have accessible greenspace to explore.

Below you will find information about our three funding streams that support the Foundation's areas of work; Resilient Greenbelt, Sustainable Greenbelt and Accessible Greenbelt. In addition to these three funding streams, the Foundation may support projects that respond to or inform immediate or emerging opportunities to enhance awareness or contributions made by the Greenbelt to support provincial goals.

All proposals will be reviewed in the context of their contributions towards the Foundation's commitments to Truth and Reconciliation and addressing the challenges and solutions in managing Ontario's growing population and the region's climate resiliency.

2024 GRANT FUNDING PROGRAM

Funding Stream 1: Resilient Greenbelt

The Greenbelt's iconic landscapes—Niagara Escarpment, Oak Ridges Moraine, protected countryside, and urban river valleys—include an abundance of important aquifers, coastal wetlands, old-growth forests, marshlands, grasslands, and savannahs that provide irreplaceable ecosystem services to rural and urban residents in the country's largest population centre, the Greater Golden Horseshoe.

With the region's population projected to grow to 15 million residents by 2051, the Greenbelt's ecosystem services will only become more critical in the creation of climate-resilient communities. In the summer of 2023, insurable losses related to flooding in Ontario were over \$340 million, demonstrating the necessity for sustainable growth principles to address climate change through natural infrastructure. Intact, connected Greenbelt natural heritage and river systems and surrounding landscapes are essential to maintain the benefits derived from biodiversity, natural features, and freshwater sources that Southern Ontario relies on.

Benefits derived from the Greenbelt's ecosystem services including flood attenuation; storage and filtration of fresh water, clean air, and nutrients; pollination and sources of energy that support local economies; temperature moderation; and carbon sequestration. The region's ecosystem services offset more than 71 million tonnes of carbon each year. Investments in protection, restoration, and natural infrastructure projects will maintain ecological connectivity and biodiversity across the region and build climate resilience.

This funding stream invests in projects that leverage the Greenbelt's natural systems to build cost-effective, climate-resilient infrastructure, bolster community stewardship initiatives to increase natural cover, improve species-at-risk habitat, restore damaged habitats, protect critical water resources, apply Indigenous knowledge systems, and enhance ecological connectivity across the region.



Resilient Greenbelt Purpose

- 1.1 Protect, maintain, and improve biodiversity, connectivity, and climate resilience of the Greenbelt's ecological systems through:
 - a. native plantings
 - b. creation and maintenance of healthy natural cover
 - c. improvements to species-at-risk habitat
 - d. enhancement of protected areas
 - e. ecological restoration
- 1.2 Promote uptake and scale the use of natural infrastructure as cost-effective and sustainable solutions to climate change with a focus on natural asset management planning in Greenbelt communities
- 1.3 Protect, steward, and restore critical water resources of the Oak Ridges Moraine and other significant hydrological systems in the Greenbelt
- 1.4 Support Indigenous knowledge systems and Indigenous-led initiatives to conserve the Greenbelt's ecological system, including restoring areas, plants, and harvesting rights important to Indigenous Peoples

Examples of Resilient Greenbelt Projects and Outcomes

- Increase natural cover in the Greenbelt with native plantings to restore forests, riparian areas, wetlands, or grassland habitats
- Conserve protected areas and species-at-risk habitat by using policy-based strategies to preserve Greenbelt biodiversity
- Develop natural asset inventories and promote policies to support the use of municipal natural infrastructure
- Engage communities and develop stewardship models that monitor groundwater sources in the Oak Ridges Moraine
- Establish region-wide standards to guide cultivation of native seeds and culturally important Indigenous plants



Funding Stream 2: Sustainable Greenbelt

Local farm and agri-food businesses benefit from the Greenbelt's natural features and locational advantages: a temperate climate, fertile soils, and proximity to Ontario's largest consumer market and food manufacturing industries. Fruits and vegetables have significant growth potential as prime agricultural soils are protected by the Greenbelt. Sustainable agriculture and healthy soil practices help farmers adapt to climate variability, remain resilient in the face of droughts and erosion, ensure the longevity of their businesses, and increase yields.

As a working landscape, the Greenbelt plays a distinct role in Ontario's food system and is vital to Ontario's long-term sustainability and prosperity—supporting \$4.1 billion in agri-food economic activity and 59,000 jobs in 2020. The landscape is home to the province's only two specialty crop areas—the Holland Marsh and the Niagara Tender Fruit and Grape Area—whose fertile soils and unique climate conditions allow Greenbelt farmers to grow high-value specialty crops and provide residents of the Greater Golden Horseshoe with reliable and diverse local food and drink.

With farmland disappearing at an alarming rate—more than 450,000 acres of farmland have been lost since 1991—the Greenbelt provides permanent protection within its boundaries, which is essential for the success of many food and farm-related businesses across the region. Farmers need the confidence that their land is secure in order to continue to innovate and invest in their businesses.

This funding stream invests in projects that generate economic activity and promote thriving rural communities that support sustainable agriculture, good soil health practices, and increases knowledge of the benefits that communities derive from the Greenbelt's reliable local food system, its protection of farmland, and rural resilience. These activities support the long-term prosperity of the region.





Sustainable Greenbelt Purpose

- 2.1 Sustain the Greenbelt's agricultural and rural economic systems through approaches that protect, maintain, and enhance sustainable agricultural and soil health, creating healthy Greenbelt communities
- 2.2 Support the Greenbelt's rural economy by creating opportunities to grow the local food sector with a focus on Specialty Crop Areas
- 2.3 Improve awareness and understanding of the opportunities and challenges in the Greenbelt associated with local agriculture, sustainable growth, and climate-resilient agricultural practices

Examples of Sustainable Greenbelt Projects and Outcomes

- Engage farmers to promote the use of best management practices for improving and maintaining healthy soils in the Greenbelt and support agricultural productivity
- Restore beneficial natural infrastructure and systems on farmlands to increase climate resilience and stewardship
- Support the regional local food system by promoting increased production of fruits and vegetables grown in the Greenbelt
- Build on approaches that protect sustainable agricultural and increase access to growing opportunities and mentorship

Funding Stream 3: Accessible Greenbelt

The unique character of the Greenbelt's natural landscapes and water features attract over 76 million people to the Greenbelt each year, contributing \$3 billion and supporting 75,000 local jobs in the tourism and recreation sector. With population expected to grow to around 15 million residents by 2051 and a deficit in large parks being planned across the region, the Greenbelt is needed to support the well-being of Ontarians.

The natural landscape features found in the Greenbelt, such as river valleys, farms, forests, and parks, are abundant and support rural tourism and enhance access to nature through local food experiences, outdoor recreational activities, and cultural tourism experiences. The Greenbelt has a rich cultural heritage and is the historic and current home of a diversity of Indigenous communities and cultures.

The Greenbelt supports healthy communities and a strong rural economy, while addressing challenges associated with growth management and climate resilience. As the province grows at an unprecedented rate, the Greenbelt will continue to improve quality of life in this region—contributing clean air and water, outdoor spaces, local food, social well-being, and climate resilience.

This funding stream invests in projects that leverage the Greenbelt's natural and cultural heritage systems for social benefit through education, public and stakeholder engagement, enhancement of recreational spaces, and promotion of the Greenbelt as a significant recreational and tourism destination. This stream increases understanding of the many benefits communities obtain from the Greenbelt, celebrates those benefits through engagement, and magnifies interest in sustaining those benefits.



Accessible Greenbelt Purpose

- 3.1 Increase public awareness and appreciation of the Greenbelt's natural and cultural heritage systems that support the region's rural economy, social well-being, and climate resilience
- 3.2 Create and enhance experiences that encourage public learning about and access to the Greenbelt through recreational and sustainable tourism activities, with a focus on enhancing trails, creating signage, and inspiring park visits
- 3.3 Engage local governments and community leaders to improve knowledge, understanding, and awareness of the Greenbelt and its contributions to sustainable growth and provincial-federal priorities
- 3.4 Lower barriers and increase the public's ability to enjoy the Greenbelt's benefits by creating and enhancing programs that encourage protection of and access to the Greenbelt

Examples of Accessible Greenbelt Projects and Outcomes

- Create public awareness tools to communicate the benefits of the Greenbelt, including ecosystem services, community benefits, and sustainable growth
- Develop and promote sustainable tourism experiences through recreational and agri-tourism experiences, opportunities to learn about Indigenous cultural sites, and visits to the Niagara Escarpment and Oak Ridges Moraine
- Plan and enhance Greenbelt trails and sites used for outdoor recreation and opportunities to learn and discover cultural heritage
- Provide day trips to newcomers, underserved communities, and young people, with opportunities to explore the Greenbelt and learn about the importance of protecting and enhancing the landscape
- Install signage at trailheads, parks, and areas of high visibility to engage the public and inform visitors about local Greenbelt sites



THE GREENBELT FOUNDATION'S APPROACH TO GRANTMAKING

The Greenbelt Foundation's Open Grant Rounds solicit large intakes and a wide range of proposals from diverse organizations across the region. These rounds are an opportunity for community groups and stakeholders to provide solutions that will enable the Foundation to meet stated goals and purposes under each funding stream.

The Greenbelt Foundation is a non-partisan independent registered charity. The Foundation's grant program receives funding from the Government of Ontario. Such support does not indicate endorsement by the Government of Ontario of the contents of the program.

Who Should Apply

The Grant Funding Program is open to a broad range of stakeholders and community partners who can be effective agents to advance efforts to enhance Ontario's Greenbelt. Applicants can include registered charities or other qualified recipients such as incorporated non-profit organizations with audited financial statements, municipalities, First Nations and Indigenous communities, conservation authorities with projects aligned to the funding streams.

Organizations can apply individually or in collaboration with others. Lead applicants must be a registered charity or non-profit organization.

Important Considerations (Collaboration, Geographic Distribution and Inclusion)

Across the Greenbelt geography, collaboration and inclusion is encouraged to increase the impact and reach of projects in communities within and adjacent to the Greenbelt.

Given their responsibility for implementing land-use plans at the local level, collaborations with municipalities could be particularly productive. Conservation and environmental organizations with relevant ecological expertise could be instrumental in helping deliver impactful protection, restoration, and natural infrastructure projects across the region that build climate resilience.

Collaborations in implementing sustainable agriculture practices to help farmers and agri-food operators adapt to climate variability, improve soil health, and support rural economies are welcome. Reaching organizations dedicated to increasing awareness of and engagement with the Greenbelt through education, outdoor recreation, and sustainable tourism are key to supporting the Greenbelt's longevity.

Through the Foundation's commitment to strengthening relationships with local Indigenous Peoples and acknowledging the cultural ties to the Greenbelt's natural landscapes, the Grant Funding Program will prioritize the capacity to honour Indigenous Knowledge Systems and the building of relationships between Indigenous and non-Indigenous organizations to protect and maintain the Greenbelt and its rural economies.



Support will be provided for principles and practices that strengthen collaboration and contribute to creating more equitable communities in the Greenbelt. Specifically, supporting the interests and engagement of Indigenous, Black, and other racialized communities is encouraged, including collaborative frameworks and strategies that advance efforts to create meaningful equity.



HOW TO APPLY

Please read this portion of the guide in its entirety before registering to apply.

The Foundation's Grant Program staff can be reached at grants@greenbelt.ca or 416-960-0001 ext. 310 / 341 to schedule a call if you have any questions about eligibility, registration, Letters of Intent, Full Proposals, or any other aspect of the application process.

Eligibility and Registration

In order to be considered for funding, applicants must register by completing an eligibility quiz and providing the information requested via the Foundation's grant portal.

Registrations on the grant portal will be reviewed by Foundation staff and applicants will be notified of their eligibility to submit a Letter of Intent.



Application Process

Stage 1: Submit a Letter of Intent on the grant portal (using the provided Fluxx software and upon invitation from the Foundation)

Eligible, registered applicants must submit a Letter of Intent (LOI) through the Foundation's grant portal that makes a case for support and includes:

- **Executive Summary** (max. 300 words): Summarize the overarching goal(s), measurable objectives, and expected outcomes of the project, i.e., tell the Foundation what change(s) the project will bring about and how they will benefit the Greenbelt and its communities.
- **Project Description and Activities** (bulleted list): Describe how the project will achieve its goal(s) and expected outcomes. List a clear set of activities and related outcomes.
- **Project Need and Benefits** (max. 300 words): Outline the need for your project, why your activity plan is sound, and how its objectives benefit the Greenbelt and its communities. Describe how the project aligns with the funding stream's purpose(s).
- **Key Applicant Project Personnel**: Identify the project personnel involved in the project and describe their roles, skills, and expertise in relation to the project.
- **Project Partners**: Cross-sector collaborations are encouraged. Identify any project partner(s) and describe their roles, skills, and expertise in the relation to the project.
- **Project Funders**: Identify all current and prospective project funders.
- **Project Budget**: Itemize the budget using the template provided. Include project totals for each budget item and indicate the amount requested from the Foundation. For additional expenditures, *please indicate other sources of funding, including in-kind*, and whether these amounts have been confirmed. Overhead costs of up to 10% of the total requested project budget will be supported. Refer to the Appendix A for the list of eligible and ineligible expenses.
- **Organization and Financial Information** (max. 200 words): Please provide a brief outline of your organization's history, vision, and mission. List your organization's Board of Directors, identifying each person's affiliations, and list of any committees or advisory groups relevant to the project. Include any of your organization's equity, inclusion, and diversity goals and submit a copy of your organization's most recent audited financial statements or other acceptable documentation of financial health.

LOIs are assessed for alignment with the Foundation's goals and funding stream purposes, and the project's expected outcomes and benefit to the Greenbelt. The Foundation's grant rounds are highly competitive, and this will influence whether applicants are invited to submit a full proposal.

Stage 2: Submit a Full Proposal (upon invitation from the Foundation)

After reviewing the LOIs, the Foundation will contact selected applicants to request a full proposal.

Full Proposals must include:

- **LOI** with amendments or additional material as requested.
- **Workplan**: Please use the template supplied. List the project deliverables, timeframes, performance measures, and targets.



- **Assumptions and Risk Assessment** (bulleted list): Please describe the main assumptions that the success of your project is based on. Also, provide a risk assessment and mitigation strategy in case project expectations change.
- **Communication Plan:** Communication needs and opportunities vary with each project.
Project Communication - Outline main communication messages; identify your target audience(s) and method(s) of communication; provide a timeline; and explain what you aim to accomplish.
Ontario's Greenbelt – Outline how your project will communicate information about Ontario's Greenbelt; describe how the project will broaden and deepen awareness and increase support for the Greenbelt; identify how the project will communicate the Greenbelt's benefits to the region; and integrate the Foundation's logo and branding.
Resources - The Foundation will provide all grantees with annual key messaging, logo and branding guidelines and share additional resources upon request.
- **Evaluation Plan:** List each of your project objectives and explain its associated activities, timeline, outputs, outcomes, and expected impacts.
Evaluation terms, for guidance purposes only:
 - Activities are actions associated with delivering project objectives: activities lead to services or products delivered (which are the outputs)
 - Timeline indicates when the activity is set to take place or launch, Day / Month / Year (or Month and Year)
 - Outputs are the services or products delivered by the activities that may have short-term results achieved immediately after implementing an activity; quantify the project activities by using measurable results and metrics
 - Outcomes are medium-term consequences of the project; these usually relate to the project goal(s)
 - Impacts are the long-term consequences of a project
- **Background Materials and Additional Information:** Please limit the number of additional materials (reports, audio, video, PDF booklets etc.) submitted with your application. Upload only background materials that are highly relevant to the project. Inquire with Foundation staff what, if any, additional materials may be useful or necessary.

Full Proposal Review Process

The Funding Program is managed by internal staff, led by the Director of Grants and the Senior Grants Officer. Each application will be reviewed and assessed by the Greenbelt Foundation staff and an advisory committee. External peer reviewers may also be used to assess individual proposals as needed. The Greenbelt Foundation Board of Directors makes funding decisions.

The following criteria guide the review and decision-making process for each full proposal:

- **Feasibility:** Likelihood of success is clearly evaluated, and project need is well documented.
- **Demonstrate Need:** Projects need is well documented and its contribution to achievement of the funding stream purpose(s) is clear and timely.
- **Demonstrate Impact:** Projects must provide an evaluation plan that clearly identifies planned outcomes, anticipated results and how progress will be measured.
- **Communicate the Greenbelt's Benefits:** Applicants must have a clear plan on how they intend to integrate messaging about the Greenbelt's benefits.
- **Leadership and Expertise:** Project leaders will be experienced and ensure the expertise and capacity required to achieve project results.



- **Budget and Financial Health:** Budget expenditures must be reasonable, comply with financial policies, and applicants must submit their latest audited financial statements or other acceptable documentation of financial health.
- **Assess and Mitigate Risk:** Proposals will identify potential risks or challenges faced in meeting stated goals and acceptable mitigation strategies.
- **Demonstrate Longevity:** If applicable, projects must demonstrate how the activities conducted during this project will be carried on without continued financial contribution.

Applicable Financial Policies

- The Greenbelt Foundation expects all Grantees/Funding Recipients to use Foundation funds to carry out the Project as outlined in their proposal in accordance with the Budgetary Expenditure Restrictions in Appendix A: Eligible and Ineligible Activities and Costs.
- All funding will be subject to a 10 percent holdback payable upon successful completion of the project and the approval of a final report. Materials and/or services purchased by the grant recipient with funding supplied by the Foundation must be subject to a process that promotes the best value for the funds spent.
- Non-profit organizations that are not registered charities must submit paid invoices and proof of payment with Interim and/or Final Project Reports.
- Charities are required to retain invoices and proof of expenditures and provide them to the Foundation upon request. With adequate notice, the Foundation may inspect the work carried out by all funding recipients, including accounts, records, and physical assets whose acquisition was financed by the Foundation.

Reporting Requirements

To report on project results and track progress in meeting the goals and objectives of the Foundation's funding streams, every recipient is required to submit Interim and/or Final Project Reports. The specific requirements for these reports are outlined on the grants portal and involve three main project reporting components: a narrative section, including questions on the status of the project; an updated budget; and a workplan report.

Timelines and Deadlines for the 2024 Spring Grant Round

The Foundation will begin receiving Letters of Intent for this funding program starting **Wednesday February 22, 2024 until Friday March 22, 2024**. Upon invitation, full proposals will be requested of select applicants between April 11– 15, 2024.

- Call for Proposal Announcement: February 22, 2024
- Letter of Intent Due Date: March 22, 2024
- Decision on Request for Full Proposals: April 11–15, 2024
- Full Proposal Due Date: April 26, 2024
- Advisory Committee Review: May 2024
- Final Approval: Between June 27–July 2, 2024



Please note that 2024 Spring Grant Round **project activities and deliverables must be completed between the months of July 2024–December 2026.**

For future announcements and information on the Foundation's Grant Funding Program activities, please visit the website for details [Apply For A Grant](#) .

Links to Helpful Information on Website, Grant Portal, and Foundation Staff

Grant Funding Program and frequently asked questions [Apply For A Grant](#)
Eligibility Quiz – <https://greenbelt.fluxx.io/apply/foundation>
Register on the Grants Portal – <https://greenbelt.fluxx.io/dashboard/index>
Eligible and Ineligible Expenditures Appendix A – [Appendix A](#)

The Foundation's Grant Program staff can be reached at grants@greenbelt.ca or [416-960-0001 ext. 310](tel:416-960-0001) / 341 to schedule a call if you have any questions about eligibility, registration, Letters of Intent, Full Proposals, or any other aspect of the application process.



APPENDIX A: ELIGIBLE AND INELIGIBLE ACTIVITIES AND COSTS

| Eligible | Ineligible |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">▪ Overhead up to 10% of the project▪ Travel in Ontario▪ Education and Event related expenses, including hospitality▪ Materials, supplies equipment rental▪ Contract and professional service costs related to the Project▪ Human resource costs, including salary and benefits related to Project personnel▪ Translation, printing production and distribution costs related to the Project | <ul style="list-style-type: none">▪ HST rebate, credit or refund▪ Overhead exceeding 10% of the project▪ Postage/Courier and photocopying charges▪ General office supplies▪ Volunteer Appreciation and Non-Indigenous honoraria▪ Financial Institution service fees▪ Legal costs not necessary for the Project▪ Travel costs outside Ontario▪ Hospitality, per-diems, gifts for non-public facing meetings or events▪ Major capital purchases, including land acquisition, buildings, and infrastructure▪ Projects occurring outside the Greater Golden Horseshoe▪ Board of Director's costs▪ Sponsorships▪ Costs of alcohol▪ Costs associated with preparing and submitting grant proposals and letters of intent, unless funding is given for a planning grant or feasibility study▪ Fundraising and lobbying▪ Non-Project costs, pre-Project costs▪ Refundable or reimbursed expenses▪ Third-party services with ineligible expenses or beyond limits (e.g., mileage) |



Eligible and Ineligible Budgetary Expenditure Definitions and Detail

1. HST

The portion of the HST for which funding recipients have received, will receive, or are eligible to receive, a rebate, credit, or refund is not an eligible Project expense.

2. Overhead

Eligible overhead expenses up to 10% of the project's total include rent and occupancy costs, telephone, technology and internet, legal fees and audit costs incurred with the Project; disbursements such as computer equipment and equipment leases; and support services including as human resources, finance, information technology, and communications departments providing administrative support that can be reasonably attributable to the Project.

Ineligible overhead costs include postage/courier charges, photocopying charges, general office supplies, volunteer appreciation, and financial institution service fees incurred in carrying out the Project. Funds may not be used for avoidable financial institution service fees (e.g., NSF charges), or legal fees that are not connected to the Project.

3. Travel in Ontario

Eligible travel costs are limited to Ontario.

Transportation refers to the provision of transportation for meetings or events including Project staff, contractors, or meeting event attendees *if specified in the budget*. Transportation will be by the most practical and economical method; tickets (e.g., train, airplane) purchased must be for economy/coach class and when renting a vehicle, the Funds may only be used for a compact model or its equivalent unless approval for a different model is obtained prior to rental.

- *Mileage Allowances*
 - 40 cents/km in Southern Ontario; 41 cents/km in Northern Ontario; more than 200 kms a rental car recommended
- *Car rentals*
 - A compact model is required
 - Any exception must be documented and guided by the principle that the rental vehicle is the most economical and practical size taking into account the business purpose, number of occupants and safety

4. Accommodation

Accommodation refers to the provision of accommodation for meetings or events by Project staff or contractors or other meeting/event attendees if specified in the budget.

- Accommodation will be in a standard room
- Funds *may not be used* for hotel suites, executive floors, or concierge levels. Funds *may not be used* for:
 - Accommodation for Project staff or contractors when the distance to the meeting or event venue is less than 24 km



- Accommodation for meeting/workshop/event attendees when the distance to the meeting, workshop or event venue is less than 24 km
- Penalties incurred for non-cancellation of guaranteed hotel reservations

5. Food and Beverage—Project Staff and Contractors

Funds can be used by Project staff or contractors for the provision of food or beverages when traveling for Project-related work. The Funds may only be used for meals during such travel periods, subject to the limitations below:

- *Meal Allowances*
 - Breakfast: \$10
 - Lunch: \$12.50
 - Dinner: \$22.50

Itemized receipts must be retained to verify the expenditure and to be eligible for reimbursement.

The Funds under this budget line *may not be used for*:

- Non-meal food and beverages
- Alcohol
- Meals when the travel period is less than 5 hours, calculated from the time the staff or contractor leaves their normal place of business (or reasonable alternative origin) to the time the staff or contractor returns
- Meals during travels when travel is part of the staff's contractor's regular job duties

6. Hospitality – Workshop/Public Meetings/Events

Project staff or contractors may use the Funds for hospitality, defined as the provision of food and beverages during Project meetings/workshops/events held with groups, organizations, and the public.

Itemized receipts must be retained to verify the expenditure and to be eligible for reimbursement.

- Funds used to pay for meals during Project-related meetings/workshops/events can be up to the following maximums:
 - *Meal Allowances*
 - Breakfast: \$10
 - Lunch: \$12.50
 - Dinner: \$22.50
- If the Funds are being used to pay for non-meal food and beverages (e.g., coffee, water, snacks) during Project-related meetings/workshops/events, the amount from the Funds used for these non-meal expenses can be up to the following maximums:
 - \$5/day per person for a half-day public Project meeting/event
 - \$10/day per person for a full day public Project meeting/event



7. Equipment/Capital Item Rental

The Foundation can approve the purchase instead of the rental of equipment or capital items that fulfil the following criteria:

- The equipment or capital item is being used on multiple occasions throughout the Project
- Total rental costs are greater than the one-time purchase cost
- Without the Project, it is unlikely the funding recipient would purchase the equipment or capital item

Approval from the Foundation is needed prior to the acquisition of the equipment or capital item.

8. Honoraria to Indigenous Elders or Community Knowledge Holders

Honoraria can be paid to Indigenous Elders or community knowledge holders for their attendance and participation at a Project meeting or event. The Elders or community knowledge holders may provide appropriate advice, guidance, information, and insights based on their specialized knowledge of traditional ceremonies and/or the Indigenous community. Honoraria rates may be up to:

- \$250 for a partial day (3 hours or less)
- \$500 for a whole day (more than 3 hours)

Honoraria are to be paid in addition to travel and meal expenses (if any) or compensation to Elders or community knowledge holders for their time.

9. Ineligible Expenditures

The following expenditures are *not* for reimbursement (for clarity some content is repeated):

- Cost for services not directly related to the Project
- Costs of alcohol
- Costs of travel outside of Ontario
- Costs of hospitality, per diems, or gifts for non-public facing meetings or events
- Corporate costs, including:
 - General management costs including board and committee meetings that are not specific to Project issues
 - Board of Director's expenses
 - Legal costs not related the Project
 - Costs for debt restructuring or financing
 - Major capital expenditures including the acquisition of land, construction or additions to buildings, teardowns or rebuilds, leasing, powerlines, telecommunications lines or equipment, water lines, etc.
- Purchase of equipment or capital items that has a lifespan longer than one year or the length of the Project, whichever is less, but does not include consumables or items with a value less than \$500
- Honoraria for services or other contribution to the Project, except Indigenous Elders and community knowledge holders as described above



- Costs incurred by Grantee/Funding Recipient associated with preparing and submitting grant proposals and letters of intent to the Recipient for funding under the Project
- Any costs that will be refunded or reimbursed through any other agreement or by any third party, including other provincial ministries, agencies, and organizations of the Government of Ontario
- Any costs associated with Fundraising, Lobbying, Non-Project costs, Pre-Project costs, Refundable expenses
- Any costs incurred by third parties (e.g., professional services expenses charged back to the Project) that would otherwise be ineligible or beyond the limits set by this Agreement (e.g., mileage limits)
- Any costs that are inappropriate uses of public funds as reasonably determined in the opinion of the Province

