

The Employment Innovations Fund: Grant Application Package

Ministry of Community and Social Services

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PART 1 – INTRODUCTION

1.1 Invitation to Proponents

Her Majesty the Queen in Right of Ontario as represented by the Minister of Community and Social Services (“the Ministry”) extends an invitation to prospective proponents to submit proposals to access funding under the Employment Innovations Fund (“EIF”), as further described in Part 2 – The Employment Innovations Fund.

1.2 Type of Agreement

The selected proponents will be required to enter into an agreement with the Ministry for the provision of grant funding under the EIF. The agreement will be comprised of the various documents provided to and exchanged between the Ministry and the selected proponents, including the proposal form, the professional references form, the project description and the Ministry’s letter approving the grant, a follow up letter from the Ministry containing further terms and conditions specific to the subject project and any other correspondence in the file.

PART 2 – THE EMPLOYMENT INNOVATIONS FUND

2.1 Context

Diversity in the workplace is a mainstream business issue. Valuing diversity and implementing initiatives to support inclusion and individual potential improves business success. Employees of all abilities understand, promote and enhance the public profile of their employer.

The \$4 million EIF, announced as part of the 2006 Ontario Budget, is targeted towards engaging Ontario’s employers in developing innovative ways to create and expand job opportunities for people on social assistance, including people with disabilities. The EIF will build upon the successes of Ontario Disability Support Program (ODSP) Employment Supports and Ontario Works Employment Assistance to maximize employment outcomes for social assistance recipients.

According to the Participation and Activity Limitation Survey (PALS) 2001 Report, released by Statistics Canada, the unemployment rate for people with disabilities (38%) is over six times higher than the unemployment rate for people without disabilities (6%). By recognizing that barriers exist for individuals with disabilities, and by working within the spirit of the *Accessibility for Ontarians with Disabilities Act* (AODA), the EIF will draw upon the unique strengths of businesses and social institutions to remove disincentives where they exist and to focus on building sustainable employment opportunities for individuals with disabilities.

2.2 Administration and Funding

The EIF will be funded 100% by the Province and administered annually by the Ministry through the Employer Outreach Secretariat, Ontario Disability Support Program Branch.

EIF funding will be administered through conditional grants for a period of one year. Projects that demonstrate success in achieving employment results for social assistance recipients may be considered for support beyond the initial one year grant period. These decisions will be made on a case-by-case basis and will be contingent on demonstrated, significant results and forecasted prospects for further improving employment outcomes.

For larger projects and projects that extend beyond a year, grant funding will be provided based on the completion of specific project stages. This staged approach for longer term projects will help to promote accurate measurement, increased accountability and the effective use of resources.

2.3 Eligibility

Those organizations with the capacity to engage employers in developing employment opportunities for social assistance recipients, expend funds in an effective and efficient manner and complete projects successfully may be eligible for funding under the EIF. This may include municipalities, not-for-profit organizations, as well as employer associations, chambers of commerce and boards of trade. Individuals and individual employers are not eligible in their own right, however may apply as part of a group. The onus is on the proponents to demonstrate the required capacity in their written proposal to the sole satisfaction of the Ministry.

PART 3 – PROPOSALS

3.1 Submission of Proposals

Written proposals are to be submitted to the Ministry for evaluation at:

Employer Outreach Secretariat
Ontario Disability Support Program Branch
Ministry of Community and Social Services
3rd Floor, Hepburn Block
80 Grosvenor Street
Toronto, ON M7A 1E9

Questions may be forwarded to: employeroutreachsecretariat@css.gov.on.ca

3.2 Timelines for Submission

Proposals received on or before **September 1, 2006** will be given priority consideration for the Ministry's current fiscal year (2006-07). Following an initial selection round, additional proposals will be considered as funding permits.

3.3 Stages of Proposal Evaluation

The Ministry will conduct the evaluation of proposals in the following two stages:

3.3.1 Stage 1

Stage 1 will consist of a review by the Ministry to determine if proposals comply with all of the Mandatory Requirements. Proposals that do not comply with all of the Mandatory Requirements may be disqualified and not evaluated further.

3.3.2 Stage 2

Stage 2 will consist of the scoring of each qualified proposal on the basis of the Criteria. The Ministry will lead this review through a review team consisting of senior representatives from a number of ministries.

3.4 Selection Notification

Selected proponents will receive and be required to sign a grant letter from the Ministry. The grant letter will outline the period for which the grant funding is in force, as well as the terms and conditions the selected proponents will be bound by. Proponents who are not selected will also receive written notification from the Ministry.

PART 4 – STAGE 1: MANDATORY REQUIREMENTS

4.1 Proposal Form (Appendix A)

Each proposal must include a completed Proposal Form that is signed by an Authorized Signing Authority. For group proposals, the Proposal Form must be signed by an Authorized Signing Authority from each employer/organization included in the proposal.

4.2 Professional References Form (Appendix B)

Each proposal must include a Professional Reference Form completed by the proponent(s) according to the instructions contained in the form.

4.3 Project Description and Proponent Capacity (Appendix C)

4.3.1 Project Description

Each proposal must include:

- (1) a description of how the project will demonstrate each of the criteria, as described in Part 5.1 of the EIF Grant Application Package;
- (2) identification of the targeted audience;
- (3) a description of the need for funding, other sources of funding (if any) and specific examples of how the funding will be used to support sustainable employment opportunities for social assistance recipients.

Please note that the Project Description template is not intended to be a fully comprehensive outline of all of the elements that may form part of a project. It is intended to be a basic framework for building the project description.

4.3.2 Proponent Capacity

Each proposal must include:

- (1) a description of the proponent;
- (2) a description of the goods and services the proponent has previously and/or is currently delivering, with an emphasis on experience relevant to the EIF;
- (3) a description of the roles and responsibilities of the proponent and any of its agents and employees.

In the case of group proposals, this information must be provided for each employer/organization on whose behalf the proposal is being submitted.

4.4 Sample Grant Letter (Appendix D)

Once the successful proponents have been identified, they will be asked to sign a grant letter. By signing the grant letter and submitting it to the Ministry, the proponent will be agreeing with the Ministry to be bound by the general terms and conditions outlined in the grant letter.

PART 5 – STAGE 2: CRITERIA AND WEIGHTING

5.1 Criteria

The project description should provide information that will demonstrate the following criteria:

	<u>Weighting</u>
(1) Sustainable Employment Focus	(25)
<ul style="list-style-type: none">• Demonstrates clear focus on longer-term, sustainable employment opportunities targeted to social assistance recipients (e.g., projects may target persons with disabilities currently receiving ODSP or Ontario Works participants).	
(2) Employer Sponsorship	(25)
<ul style="list-style-type: none">• Provides confirmation of employer sponsorship or co-sponsorship and clearly describes the level of employer involvement and/or investment;• Demonstrates an agreement to act as a spokesperson, in partnership with the Ministry, to actively market and promote the employment of individuals who may have restricted job opportunities.	
(3) Innovation and Diversity	(25)
<ul style="list-style-type: none">• Demonstrates how the proposed project is innovative in the context of current employment development approaches, from the perspective of the proponent or within a particular industry;• Demonstrates the economic diversity of Ontario (e.g., regional or sectoral);• Encompasses the diversity of social assistance recipients (e.g., focusing on employment for persons with a disability or sole support parents).	
(4) Measurable Employment Targets	(15)
<ul style="list-style-type: none">• Clearly identifies short-term and/or long-term employment targets based on established benchmarks;• Demonstrates ability to measure employment results and report on the achievement of targets.	
(5) Community Linkages and Partnerships	(10)
<ul style="list-style-type: none">• Demonstrates a focus on creating sustainable linkages within the community (e.g., with community groups or local organizations);	

- Demonstrates how linkages will be formed and how they will contribute to sustainable employment opportunities for social assistance recipients.

5.2 Summary of Weighting

Sustainable Employment Focus	25
Employer Sponsorship	25
Innovation and Diversity	25
Measurable Employment Targets	15
Community Linkages and Partnerships	10
Total	100

Part 6 – TERMS AND CONDITIONS

Each successful proponent must agree to the general terms and conditions, as outlined in the grant letter (Appendix D), which govern all grants awarded under the EIF.

APPENDIX A: PROPOSAL FORM

In the case of a group proposal, please proceed to Part 2: Group Proposals.

PART 1: Single Proposal

1.1 – Proponent Information

Full Legal Name:	
Any other relevant name under which the proponent carries on business:	
The jurisdiction under which the proponent is governed:	
Telephone Number:	Fax Number:

1.2 – Key Contact

Please provide a Key Contact who can provide clarification/respond to questions that may arise during the review process.

Name:	
Address:	
Telephone Number:	Fax Number:
E-mail address:	

1.3 – Authorized Signing Authority

The Proposal Form must be signed by an authorized signing authority.

Name:	Position:
Signature:	
Date:	

PART 2: Group Proposal

2.1 – Proponent Information

Please provide information for each employer/organization on whose behalf the proposal is being submitted. Please attach a separate page if additional space is needed.

Proponent 1	
Full Legal Name:	
Any other relevant name under which the proponent carries on business:	
The jurisdiction under which the proponent is governed:	
Telephone Number:	Fax Number:
Proponent 2	
Full Legal Name:	
Any other relevant name under which the proponent carries on business:	
The jurisdiction under which the proponent is governed:	
Telephone Number:	Fax Number:
Proponent 3	
Full Legal Name:	
Any other relevant name under which the proponent carries on business:	
The jurisdiction under which the proponent is governed:	
Telephone Number:	Fax Number:

2.2 – Key Contact

Please provide a Key Contact who can respond on behalf of the group to provide clarification/respond to questions that may arise during the review process.

Name:	
Address:	
Telephone Number:	Fax Number:
E-mail address:	

2.3 – Authorized Signing Authority

The Proposal Form must be signed by an authorized signing authority from each employer/organization on whose behalf the proposal is being submitted. Please attach a separate page if additional space is needed.

Proponent 1	
Name:	Position:
Signature:	
Date:	
Proponent 2	
Name:	Position:
Signature:	
Date:	
Proponent 3	
Name:	Position:
Signature:	
Date:	

APPENDIX B: PROFESSIONAL REFERENCES FORM

In the case of a group proposal, please proceed to Part 2: Group Proposals.

PART 1: Single Proposal

Please provide three (3) Professional References whom the Ministry may contact in order to verify the information relating to the proponent's experience and qualifications.

Referee 1	
Name:	
Address:	
Telephone Number:	Fax Number:
E-mail address:	
Referee 2	
Name:	
Address:	
Telephone Number:	Fax Number:
E-mail address:	
Referee 3	
Name:	
Address:	
Telephone Number:	Fax Number:
E-mail address:	

PART 2: Group Proposal

Please provide one (1) professional reference for each employer/organization on whose behalf the proposal is being submitted. This should be someone whom the Ministry may contact in order to verify the information relating to the proponent's experience and qualifications.

Please attach a separate page if additional space is needed.

Proponent 1 Referee	
Name:	
Address:	
Telephone Number:	Fax Number:
E-mail address:	
Proponent 2 Referee	
Name:	
Address:	
Telephone Number:	Fax Number:
E-mail address:	
Proponent 3 Referee	
Name:	
Address:	
Telephone Number:	Fax Number:
E-mail address:	

APPENDIX C: PROJECT DESCRIPTION AND PROPONENT CAPACITY

Please provide the information requested under Parts 1 and 2 of this section in a separate written document.

In the case of group proposals, information under Part 2: Proponent Capacity must be provided for each employer/organization on whose behalf the proposal is being submitted.

When making your submission, please attach Appendices A and B, as well as any additional pages to your Project Description.

Part 1: Project Description

(1) Please describe how your project will demonstrate each of the criteria, as described in Part 5.1 of the EIF Application Package.

(2) Please identify the targeted group.

(3) Please describe the need for funding, other sources of funding (if any) and specific examples of how the funding will be used to support sustainable employment opportunities for social assistance recipients.

Part 2: Proponent Capacity

(1) Please provide a brief description of the proponent.

(2) Please provide a description of the goods and services the proponent has previously and/or is currently delivering, with an emphasis on experience relevant to the EIF.

(3) Please explain the roles and responsibilities of the proponent and any of its agents and employees.

APPENDIX D: SAMPLE GRANT LETTER

DATE:

TO: (Name and Address of Organization)

Dear (Authorized Representative):

I am pleased to inform you that the Ministry of Community and Social Services ("Ministry") is willing to provide *{the Organization - insert name}* with funding in the amount of _____ *{insert amount}* with respect to:

Project Name:

Detail Code:

IFIS Line-Subline:

Funding Legislation:

Description of Services or Results Expected:

The funding in respect of the above named project is provided subject to the following standard terms:

1. This grant will be in force from _____ to _____ *{insert Date}*, or until it is terminated by either party by giving sixty (60) days' written notice. In the event of termination, *{the Organization}* will refund to the Ministry any monies advanced by the Ministry and not expended in accordance with the approved terms and conditions.
2. The Ministry will pay *{the Organization}* an amount not to exceed the amount stipulated in the Grant Letter. The Ministry reserves the right to determine the amounts, times and manner of payment.
3. It is agreed and understood that the provision of funding in no way commits the Ministry to provide other or additional funding now or in the future.
4. *{the Organization}* will indemnify and save harmless the Ministry from all legal claims including all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner made against the Ministry in respect of any negligent act or omission of *{the Organization}* related to the activity in respect of which the funding is provided.
5. *{the Organization}* will obtain and maintain in force such insurance as is necessary and reasonable to meet the obligation referred to in clause 4.
6. *{the Organization}* agrees to provide services or the results expected in

accordance with the project criteria, policies, guidelines and requirements of Ontario as communicated to it.

7. *{the Organization}* will maintain service records and submit, annually or at such intervals as requested by the Ministry, a report respecting this project, acceptable to Ministry staff, which shall include the results achieved, relevant financial information, and such other information as required. The Ministry reserves the right to discontinue funding where results are not achieved to the level indicated in the Grant Letter.
8. *{the Organization}* will maintain financial records and books of account respecting services provided or the results expected pursuant to the Grant Letter. *{the Organization}* will, unless the Ministry indicates otherwise, submit a reconciliation report with respect to this grant within four (4) months of the grant's end date, and any unspent grant funds shall be returned to the Ministry.
9. *{the Organization}* will allow Ministry staff or such other persons appointed by Ontario to inspect and audit such books and records at all reasonable times both during the term of this grant and subsequent to its expiration or termination.
10. *{the Organization}* agrees to ensure that both during and following the term of this agreement, it shall maintain confidential and secure against release, all material and information which is the property of the Ministry and in the possession or under the control of *{the Organization}* pursuant to this grant.
11. Any information collected by the Ministry pursuant to this agreement is subject to the rights and safeguards provided for in the *Freedom of Information and Protection of Privacy Act*.
12. Acceptance of funding binds *{the Organization}* to all the terms and conditions contained within this Grant Letter.

In addition, the proponent agrees to abide by the following special terms and conditions:

13. The proponent agrees that all information provided by or obtained from the Ministry in any form in connection with this agreement either before or after the issuance of this agreement:
 - (a) is the sole property of the Ministry and must be treated as confidential;
 - (b) is not to be used for any purpose other than for this agreement;
 - (c) must not be disclosed without prior written authorization from the Ministry;
 - (d) shall be returned by the proponents to the Ministry immediately upon the

request of the Ministry; and

- (e) shall not at any time be directly or indirectly communicated with the media without first obtaining the written permission of the Ministry.
- 14. The proponent agrees to participate in an Employer Champions Program as requested and carried out by the Ministry, including being identified publicly as an Employer Champion.
- 15. The proponent shall ensure that the Project is carried out in all its aspects without a conflict of interest by any person associated with the Project in whatever capacity.
- 16. The Ministry reserves the right to inspect any aspect of the Project at any time.
- 17. In addition to these general terms and conditions the Ministry may specify other terms and conditions which will be contained in subsequent correspondence from the Ministry.

Yours sincerely,

(Authorized Ministry Representative)

APPENDIX E: DEFINITIONS

Accessibility for Ontarians with Disabilities Act, 2005:

On June 13, 2005, the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005) received Royal Assent and is now law. The purpose of the AODA 2005 is to benefit all Ontarians by developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities by 2025.

Standards will be developed in cooperation with people with disabilities, the Government of Ontario, representatives of industries and of various sectors of the economy with respect to goods, services, facilities, accommodations, employment, buildings, structures and premises.

Employment Innovations Fund

The \$4 million EIF, announced as part of the 2006 Ontario Budget, is targeted towards engaging Ontario's employers in developing innovative ways to create and expand job opportunities for people on social assistance, including people with disabilities. Municipalities, not-for-profit organizations, as well as employer associations, chambers of commerce and boards of trade may be eligible for this fund.

Ontarians with Disabilities Act, 2001

Public sector organizations including government ministries, municipalities, hospitals, public transportation organizations, school boards, colleges and universities are required to continue to prepare and make public annual accessibility plans, as the legal obligations under the *Ontarians with Disabilities Act, 2001* remain in force until such time as the Act is repealed.

Ontario Disability Support Program (ODSP)

The Ontario Disability Support Program (ODSP) is intended to meet the needs of people with disabilities and help them to become more independent. The ODSP has two parts:

1. Income Supports provides financial assistance to people with disabilities.
2. Employment Supports provides supports to people with disabilities to help them to find and keep jobs.

Ontario Works

Ontario Works provides financial and employment assistance to people in temporary financial need. People receiving assistance through Ontario Works participate in a wide range of employment assistance activities, which help them prepare for, find and keep a job.