

Application Form

Ontario Human Capital Research and Innovation Fund 2019-20

Instructions

Information about eligible organizations, themes, funding information and projects are detailed in the Program Guidelines.

Answer each question fully or indicate “not-applicable” if the question is not relevant and does not apply to your project. Answers may vary in length depending on the nature of your project.

Demonstrate how your project addresses the grant program priorities and provide supporting documents where applicable to your application.

Ministry consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided within the completed application, the supporting documentation provided and assessed against the evaluation criteria articulated in the Program Guidelines.

Questions and completed applications can be submitted to OHCRIF@ontario.ca by **11:59pm on February 17, 2020**.

Late submissions will not be accepted.

Lead Organizational Information

Organization Name:	
Organization Legal Name:	
Website URL:	
Type of Legal Entity:	
Year Established:	
Date Incorporated:	
Organizational Mandate:	

Lead Organizational Capacity

Number of Full-Time Staff:	
Number of Part-Time Staff:	
Number of Volunteers:	
Describe your organizations core business or field of activities (maximum 400 words):	
Describe your organizations history of managing similar projects and include recent past achievements (maximum 400 words):	
Describe your organizations ability to successfully undertake this project (maximum 400 words):	
Provide details on your staff and relevant staff experience for those involved in this project (name, title, institution and role in the project) (maximum 400 words):	
Describe successful research strategies used to ensure achievement of program outcomes (maximum 400 words):	
Describe your organization's experience complying with necessary reporting and monitoring processes (maximum 400 words):	

Grant Payment Information

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

Payment Organization Name:	
Street Address:	
City/Town:	
Province:	
Postal Code:	

Lead Applicant Contact

Please provide a lead contact for this application, including whether or not they have signing authority. Should your application be successful, the lead contact will receive email notifications regarding submissions, reports due and payments.

First Name:			
Last Name:			
Organization:			
Position/Title:			
Address (work):			
Phone: (work)		Email: (work)	

Project Information

Project Name:	
Research Theme:	
Project Type (Inquiry or Impact):	
Requested Amount:	

Project Start Date (mm/dd/yy):	
Project End Date (mm/dd/yy):	
Total Cost of the Project (including other contributions or government funding):	
Location(s)/ communities where research will take place (if applicable):	
Project Summary: Provide a brief description of your project. If your application is successful, this wording may be used on the Ministry website (maximum 1,000 words):	
<p>Project Description: Describe your project in detail, including clearly defined objectives, the proposed research, its scope, the expected beneficiaries and the expected outcome. Be sure to describe how your project aligns with the objectives of the Ontario Human Capital Research and Innovation Fund and project requirements as indicated in the Program Guidelines (maximum 2,500 words):</p> <p><i>Tip:</i> Proposals should also include how risks will be assessed and managed as well as provide a clear</p>	

understanding of the steps for implementation.	
<p><u>Project Plan:</u> Describe and attach a Project Plan and provide a detailed breakdown of all key Project activities, timelines, and steps required to complete the project (maximum 2,500 words):</p> <p>Tip: Proposals must also demonstrate an effective use of resources to achieve objectives within the established timeframe for funded activities.</p>	
<p>Evidence Base: Describe key gaps in the existing literature and other organizational research projects, and how the proposal will fill an unmet need (maximum 1,000 words):</p>	
<p>Rationale/Need: Describe why your project is viable, including steps or measures taken to ensure that your project does not overlap with existing projects with the same target audience (maximum 500 words):</p>	
<p>Methodology: Describe the research approach (quantitative, qualitative or mixed-method), sources of data, participants' recruitment strategies,</p>	

<p>sample size and key variables where applicable (maximum 2,500 words):</p> <p><i>Tip:</i> Strengths and limitations of the approach should be articulated.</p>	
<p>Sustainability: Explain whether the project will be sustained and/or scaled up after the government funding ends (maximum 2,500 words):</p> <p><i>Tip:</i> Articulate a plan for communication and dissemination, so that the project results are made available to the public for their use.</p>	
<p>Budget: Describe and attach a detailed budget to support research development, activities related to direct project costs, administrative costs related to the project and partnership development (maximum 2,500 words):</p> <p><i>Tip:</i> Projects over \$150,000 require an auditor report and is an eligible expenditure. Refer to the Program Guidelines for the list of eligible expenditures and ineligible expenditures.</p>	

Partnerships and Stakeholders

Provide details on the partner organizations involved with the project as well as their role and contribution, if applicable. Stakeholders who were consulted about the project should also be noted and their role and contribution described.

Provide details on your partnerships/consortium, their role(s) and contributions to the project (if applicable) as well as any stakeholders who were consulted (maximum 1,000 words):	
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Impact of the Project:

Impact and Relevance: Describe how your proposal will address one of the Eligible Research Themes and how you anticipate that the results will support the people of Ontario to acquire the skills they need to succeed and/or assist employers to build the workforce they need to grow their business with a clear link to government priorities (maximum 2,500 words):	
Enhanced Evidence Base: Describe how you anticipate the project will enhance the evidence base for workforce development strategies in Ontario (maximum 2,500 words):	

Declaration and Signing

Applicants are expected to comply with the applicable laws of the Province of Ontario and of Canada. Failure to comply with such laws will render the applicant ineligible for a grant, and in the event a grant has been awarded, the Applicant will be 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](#), 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 the following:

- (a) the information provided in all sections of this application is true and complete;
- (b) the Applicant has read and understands the information contained in the Program Guidelines and Application Form;
- (c) the Applicant understands the expectation to comply with the the applicable laws of the Province of Ontario and of Canada and failure to do so will render the Applicant ineligible for a grant and, if applicable, will be required to repay the grant in its entirety at the request of the Ministry;
- (d) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant may be subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (e) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry of the Government of Ontario;
- (f) I am an authorized signing officer for the Applicant.

Full Name	
Position/Title	
Organization	
Date	
Signature	