

Trillium

Grant Application

The forms needed to apply for an Ontario
Foundation grant

All applicants should read the Ontario Trillium
Foundation *Program Guidelines* before
completing a grant application

Building
healthy and
vibrant
communities

45 Charles Street East, 5th Floor
Toronto, ON M4Y 1S2

www.trilliumfoundation.org
Telephone: 416.963.4927
Toll-free: 1.800.263.2887
Fax: 416.963.8781
TTY: 416.963.7905



THE ONTARIO
TRILLIUM
FOUNDATION



LA FONDATION
TRILLIUM
DE L'ONTARIO

The Ontario Trillium Foundation, an agency of the Ministry of Culture, receives \$100 million annually from Ontario's charity casino initiative.

September 2006

Instructions for all Ontario Trillium Foundation grant applicants

Please note: We have two different application forms, our standard application and a Simplified Application for Small Capital Grants. Eligible organizations applying for capital funds only, up to a maximum of \$15,000, must use the simplified application. Please read the guidelines for the Simplified Application Process for more information

Step 1 – Read the Ontario Trillium Foundation (OTF) Program Guidelines

Read the OTF Program Guidelines first to determine if your organization is eligible and whether your proposal is a good fit with our granting priorities and assessment criteria.

Step 2 – Talk to us

Contact staff at OTF to discuss your proposal before you begin to fill out an application form. We will be able to answer questions you may have about local and provincial granting priorities, budget limitations, the time frame for a decision, application tips, etc. Unfortunately, due to the high volume of applications, OTF staff are not able to review draft applications. Visit www.trilliumfoundation.org for a list of our staff or call 1.800.263.2887 to be directed to the appropriate OTF staff.

Step 3 – Complete your application

Tools for applicants, including an Application Writing Guide, are available on the *Tools and Tips* section of our website or by calling us.

Applications must be submitted, in either English or French, using the current OTF application form. Applications submitted on any other form will not be accepted.

Answer all of the application questions. Answers may vary in length depending on the nature of your request and organization.

Do not bind or cover your application in any way as we need to make copies for our reviewers. Simply use a clip to hold each copy together.

Do not send videocassettes or CDs with your request. Due to the volume of applications received, we are unable to use or store these types of supplemental materials.

We expect that most applicants will use the downloadable version of this application form available from the OTF website. However, if you do not have access to a computer, you may complete the application by typewriter or by hand in ink using block capital letters.

Instructions for all Ontario Trillium Foundation grant applicants

Step 4 – Submit your application

Send **four (4) copies** of your application as well as **four (4) copies** of all required attachments to:

Ontario Trillium Foundation
45 Charles Street East, 5th Floor
Toronto, ON M4Y 1S2

Do not send applications to local offices.

Your application will not be reviewed unless we receive all the required documents.

OTF grant application deadlines

The Ontario Trillium Foundation's application deadlines are 5:00 p.m. March 1, July 1 and November 1. If the deadline falls on a statutory holiday or weekend your request must be received by 5:00 p.m. the next business day.

Applications received after the deadline date will be returned to the applicant.

Additional instructions for unincorporated branches, chapters or member agencies of provincial or national organizations

If you are applying as an unincorporated branch, chapter or member agency of a provincial or national organization, please read the following additional instructions before you begin to fill out the application form.

Complete the address and contact information and respond to all questions for the local branch or chapter with the exception of the year of incorporation or charitable registration and incorporation or charitable registration number, which must be provided for the provincial or national organization.

Include all required attachments, but please note that:

The following attachments should be submitted for the provincial or national organization:

- Proof of eligibility
- Financial statements
- Current operating budget
- List of board of directors

The following attachments should be provided for the local branch/chapter, if available:

- Financial statements
- Current operating budget
- List of board of directors

If the required attachments for the provincial or national organization have already been submitted to OTF in conjunction with an application for a grant for a branch, chapter or member agency in another Ontario community, you do not need to resend these as long as the information previously submitted is still current.

We also require a letter from the provincial or national organization that:

- Acknowledges and endorses the application
- Gives permission for the appropriate person in the local group to sign the application on behalf of the organization
- Agrees to enter into the legally binding agreement with the Ontario Trillium Foundation if the application is approved

A sample letter is available under Templates and Examples in the *Tools and Tips* section of the OTF website or by calling us.

Instructions for all Ontario Trillium Foundation grant applicants

If you are applying as a collaborative, please read the following additional Instructions before you begin to fill out the application form.

A collaborative is made up of two or more organizations that jointly submit an application to achieve a common goal. A collaborative may include eligible and ineligible organizations but at least one member must be eligible to apply for OTF funding. One of the organizations must be designated by the collaborative as the *lead applicant* who will sign the application and accept responsibility for accounting for and reporting on any grant approved. The *lead applicant* must be a not-for-profit corporation, a registered charity or an organization eligible for OTF funding.

When preparing a collaborative application, the address and contact information and all questions about the organization must be answered for the *lead applicant*.

In addition, the following attachments must be submitted for the *lead applicant*:

- Proof of eligibility
- Financial statements
- Current operating budget
- List of board of directors

All questions related to the proposal must be answered for the collaborative. In addition, the following attachments are to be submitted for the collaborative:

- OTF request budget
- Collaborative agreement*
- Evaluation plan (only for operating or project funding requests in excess of \$250,000)
- If the collaborative has been operating for a period of time and has prepared its own financial statements and operating budgets, these should be submitted in addition to those of the lead applicant

*A collaborative agreement, signed by all collaborative members, must be submitted for all collaborative applications. It is a written agreement that lists the members, sets out the roles and responsibilities of each member and indicates how decisions will be made, how the grant will be spent and accounted for and who will prepare reports.

A Tip Sheet on preparing a collaborative agreement is available in the *Tools and Tips* section of the OTF website or by calling us.

Section A: General information

A5. What is the eligibility status of your organization? (Please select one):

- Registered charity
- Not-for-profit corporation (not registered as a charity)
- First Nation Métis or other Aboriginal community
- Municipality (20,000 or less) Local Services Board
- County Library Board (serving municipalities with populations of 20,000 or less)
- Other (please specify) _____

A6. If you are applying as a registered charity or a not-for-profit corporation, please provide the following information:

Year of incorporation or charitable registration: 1850

Incorporation or charitable registration number: No number has ever been assigned.

A7. What is the main sector your organization serves? (Please select one):

- Arts and culture Environment
- Human and social services Sports and recreation

A8. How many active volunteers and staff are involved in operating your organization?

Volunteers: 65 Full-time staff: 0 Part-time staff: 0

A9. What program are you applying for? (Please select one):

- Community Program Province-Wide Program

A10. Application is primarily for (please select one):

- Operating funding Project funding Capital funding

Application is also for (select all others that apply):

- Operating funding Project funding Capital funding

Section A: General information

A11. Total amount of OTF funding requested:

\$220000 over 36 months, in order to:

(Tell us what you want to do with the OTF grant in 50 words maximum.)

Our overall goal is to restore accessibility to the unique natural features of Cold Creek for the public, educational institutions and recreational organizations in the GTA. An underlying goal is to bring the entire facility to a functioning operational level where it can generate sufficient revenue to sustain its own maintenance and development.

A12. Which, if any, of OTF's granting priorities will your proposal primarily address? (Please select one):

- Enhanced success for students and learners
- Healthier and more physically active Ontarians
- Enhanced employment and economic potential for workers and their families
- More effective volunteers and more people engaged in their communities
- Other (select this option if your proposal does not address any of the above OTF granting priorities but otherwise meets our granting principles and assessment criteria and responds to a local or provincial need)

Which other OTF granting priorities (if any) does your proposal address:

- Enhanced success for students and learners
- Healthier and more physically active Ontarians
- Enhanced employment and economic potential for workers and their families
- More effective volunteers and more people engaged in their communities

A13. What is the main sector that will benefit from the grant? (Please select one):

- Arts and culture
- Environment
- Human and social services
- Sports and recreation

What other sectors will benefit from the grant? (Please select all others that apply):

- Arts and culture
- Environment
- Human and social services
- Sports and recreation

Section A: General information

A14. Some proposals are directed at residents of a community in general while others are directed at a particular group or groups.

Is your proposal directed at residents of your community in general? Yes No

If you answered *no*, does your proposal primarily serve any of the populations or age groups listed below?

- | | | | |
|---|--|-----------------|--|
| People with disabilities | <input type="checkbox"/> Yes <input type="checkbox"/> No | Children (0-12) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Francophones | <input type="checkbox"/> Yes <input type="checkbox"/> No | Youth (13-18) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| First Nations | <input type="checkbox"/> Yes <input type="checkbox"/> No | Adults (19-64) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Métis or other Aboriginal community | <input type="checkbox"/> Yes <input type="checkbox"/> No | Seniors (65+) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Ethnocultural and racial minority communities | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Women | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

A15. Will this proposal benefit people living in:

Rural or small communities (villages, towns or unorganized districts with populations of 20,000 or less)? Yes No

Mid-size communities (urban centres with populations between 20,000 and 100,000)? Yes No

Large urban centers or metropolitan suburbs (populations of 100,000+)? Yes No

A16. How did you hear about OTF? (Choose all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> M.P.P. | <input type="checkbox"/> OTF staff | <input type="checkbox"/> Public service announcement |
| <input type="checkbox"/> Newspaper | <input checked="" type="checkbox"/> OTF website | <input type="checkbox"/> Word of mouth |
| <input checked="" type="checkbox"/> OTF presentation | <input checked="" type="checkbox"/> Previous OTF application | |
| <input type="checkbox"/> Other (<i>please specify</i>) | | |
-

A17. If you have previously applied for OTF funding provide Request I.D. No., if available.

The lead applicant has applied for Dufferin Marsh 9916534, Skateboard Park 9942503. The Cold Creek Collaborative has not previously received Trillium funding.

Section B: Tell us about your organization

If you are completing your application by hand and require more space to answer certain questions, you may provide your answers on a separate page. Please ensure you identify the number of the question you are answering.

B1. What is your organization's mandate and mission?

To restore the Cold Creek Forest and Wildlife Area and year round facilities for the purpose of protecting and enhancing the natural area for the enjoyment and education of the public.

B2. What are your organization's typical activities (e.g. programs, courses, events, services)?

The Cold Creek Collaborative is composed of the Township of King, the Cold Creek Conservation Stewardship and the Toronto Region Conservation Authority (see Collaborative Agreement, attached). We do the following:

- Implement the goals and objectives of the Cold Creek Management Plan;
- Restore and enhance trails;
- Create perennial gardens in partnership with York Region "Water for Tomorrow";
- Repair buildings and fences, clean up the site;
- Make presentations to the public on natural heritage;
- Conduct educational programs supported by other members of the Collaborative;
- Form partnerships with service groups and other non-profit organizations to sustain the use of Cold Creek for future generations;
- Host events that focus on hiking, retriever dog trials, bird watching, picnics, passive nature enjoyment, horse back riding, nature interpretation and education;
- Host public fundraising events and conservation seminars on site;
- Install interpretive signs and educating the public on the value of wetlands and forests;
- Develop and publish the 50 page Cold Creek Interpretive Trail Guide (available on website);
- Maintain websites www.coldcreekca.ca, king.ca;
- Organize historical records of past programs and activities for incorporation into future programs;
- Fundraise to repair the conifer boardwalk and restore buildings on the site;
- Construct and maintain wildlife habitat structures.

B3. Who takes part in your organization's activities or programs or who uses your services?

Please give the approximate numbers of current members, participants, audience members and/or clients.

Cold Creek Conservation Stewardship - 65 members;
Township of King - provides supervision, expertise, maintenance;
York Retriever Field Trial Club -30 members;
Seneca College- King Campus - Stu Koch's Environmental Program - 80 students and teachers;

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Section B: Tell us about your organization

King City Secondary School -50 students and teachers;
Scouts Canada and Girl Guides Canada - 75;
Residents of the Township of King (about 19,500) and surrounding area including Bolton -combined population of 30,000;
Toronto Region Conservation Authority - provides location and expertise;
Ontario Provincial Police - trains up to 100 officers per year;
York Region "Water for Tomorrow" Program participants - 10 participants;
National Bailie Birdathon - up to 10 members.

B4. How does your organization reach out to members of your community who have not traditionally been involved in the activities you offer?

Make presentations to Township of King Council;
Issue Annual Report to Township of King and TRCA Board and citizens by email;
Write articles in King Weekly on Township page, other local newspapers and Tapestry magazine;
Advertise and host public events on site;
Promote Cold Creek Stewardship activities with presentations to Seneca College, King City Secondary School, Scouts Canada and Service clubs in King Township and surrounding area;
Designed and regularly update website - have received 94631 website hits to date and have an average of 164 hits per day;
Holds an Annual Cold Creek Day in May to reach out to all ages and all residents of the community.

B5. What groups does your organization work with in the community?

Provide examples of the ways you work together.

The Township of King is the official operator and manager of the site under the Cold Creek Collaborative Management Agreement - staff maintain the area, supervise operations and repair, financially contribute;
Cubs and Scouts- tree planting;
Toronto Region Conservation Authority - part of the Collaborative;
York Retriever Field Trial club - co-host retriever dog exercise and trials;
King City Secondary School Environment Club - nature education, minor building improvements;
Oak Ridges Moraine Association presents their programs at an information booth at Cold Creek on Cold Creek Day;
Bailie Birdathon National Association and Bird Studies Canada- hold birdwatching and nature hikes on the site;
Seneca College, King Campus - coordinate student education programs on site;
Ontario Provincial Police - hold operations training on the site;
The King Township Chamber of Commerce and the Nobleton Schomberg District Chamber of Commerce on Clean-Up efforts and business community networking;
Local media - King Weekly, Tapestry, King Sentinel.

Section B: Tell us about your organization

B6. What major challenges and successes has your organization experienced recently? How did your organization respond to these challenges and successes?

The major challenge has been the limited availability or absence of materials and money required to undertake repairs, maintenance and restoration of trails and buildings. Work has been accomplished through the use of volunteer member's farm equipment, carpentry tools and trade expertise. Materials have been financed from a small King Township grant, opportunistic revenue from a visiting film company (parking area was rented to the company for production trailers and crew vehicles) and member donations. Fencing repairs, for example, have been made using donated rails and salvaged gate wire from other locations on site.

Key challenges are to restore the trails and enhance them with educational signage, repair the unique 470 metre bog boardwalk to a safe condition while protecting a sensitive ecological area. A 6.5 km section of trail around the site (a fraction of the total historic trails) has been flag-taped and passes near the bog boardwalk for future connection and access. We have not had the resources to create long-lasting informational trail signage, or repair the information kiosk at the entrance.

The Cold Creek Collaborative has not been able to provide structural repair to buildings, replace larger weathered window frame installations or undertake repairs to the bog boardwalk due to lack of funds. The Cold Creek Conservation Stewardship (CCCS) volunteers have made minor building repairs, replaced some broken windows, repaired the entrance sign with volunteer labour, but it is a big job and we need help. The buildings need to be brought to a safe condition and the water supply needs to be reactivated for sanitary servicing. The financial challenge is to establish a marketing plan that will provide functional facilities and safe attractions that will attract paying user groups to sustain on-going maintenance of the site. The CCCS has been successful to date in obtaining some restoration funds and in kind donations from the TRCA and King Township and local businesses.

Our principal strategy to compensate for limited manpower has been to develop partnerships within a community network (schools, service clubs) to increase their involvement in various maintenance and repair activities. We also continue to draw on the support of our solid volunteer committee of 65 participants.

Section C: Tell us about your proposal

If you are completing your application by hand and require more space to answer certain questions, you may provide your answers on a separate page. Please ensure you identify the number of the question you are answering.

C1. Workplan

Please complete the Workplan included on page 14 or available on the OTF website and submit it with your application. For multi-year applications, include a plan for each year of your application. A Tip Sheet for completing the Workplan is available in the *Tools and Tips* section of the OTF website.

Attached

C2. Explain why your proposal is important.

Clearly state how it fills a gap, meets a need, develops a skill, builds on an opportunity, solves a problem, etc. If available, provide research or statistics that demonstrate interest in or a need for your proposal.

Communities within and outside the GTA are growing exponentially and will continue to grow rapidly. Nature reserves for conservation, education and enjoyment are becoming more limited on a per capita basis. Almost 500 acres of Cold Creek have been protected since the mid 1960s when the Cold Creek Forest and Wildlife Area was formed. Today this area requires careful management for preservation for future generations. The continued neglect of this area will lead to the ruin and loss of the existing buildings and bog boardwalk. Cold Creek, providing a large wilderness area close to the city, still attracts walk-in visitors but the disrepair of the buildings encourages vandalism and the bog boardwalk is unsafe. If Cold Creek is not maintained, does not become self-sustainable and continues to remain a financial liability it may be sold and lost as a publically available natural heritage/wilderness area while the need for such sites is increasing.

The Bog Boardwalk is over 30 years old and the timber materials are in need of replacement and repair. It is located in a unique conifer forest bog or swamp which was historically the key attraction for hikers and educational programs. Once the bog boardwalk is restored, the Cold Creek Collaborative members can then attract the public to visit in safety and can develop educational programs around this sensitive area while providing for its protection. These visits and programs can provide a funding base for sustaining a more comprehensive set of nature and recreational programs on site.

Introducing organized scheduled programs will reduce vandalism and help preserve the existing facilities. The King City Secondary school Environmental Club regularly participates in Cold Creek Conservation Stewardship events and the Seneca College Environmental Landscape Program Coordinator, Stu Koch is planning activities for his fall classes at Cold Creek. Both Schools are located in King Township and will use the site for outdoor educational programs (natural science surveys, recreational program planning, business strategies). Interaction with the Cold Creek Stewardship Committee will provide student project teams with exposure to client reporting that will be valuable

Section C: Tell us about your proposal

in future careers. Completed student projects will provide material for Cold Creek's knowledge base, interpretive signage and help design future initiatives.

The uniqueness of the project is based on the uniqueness of the site. The bog contains flora such as wetland black spruce. This species is uncommon in Southern Ontario. The unique topography and drainage system support a microclimate uncharacteristic of this area. Without organized planning the site will be damaged by visitors venturing into sensitive areas. A Research Project involving the Black Spruce Swamp is recommended in the Cold Creek Management Plan and is included in our work plan. This project fills a gap by gathering information on methods of promoting black spruce regeneration. This approach is supported by references to the protection of boreal-type conifer swamps and bogs in the southern limit of the black spruce range.

C3. Describe who, specifically, in your community will benefit from the proposal and, if you are applying to the Province-Wide Program, identify the communities you will reach across Ontario.

The residents and service clubs in and around King Township will have kilometers of trails opened to them for hiking, cross country skiing, birding, other passive recreational pursuits and the use of the various buildings on site. Regional hikers and hiking organizations will be able to experience the full range of unique environmental features offered in the conservation area.

Youth will benefit - Lesson plans based on the Ontario Ministry of Education Curriculum will be developed specifically for Cold Creek and groups of students and their teachers will be lead by the Program Manager knowledgeable in natural heritage and the Cold Creek site. Educational organizations such as elementary schools, secondary schools (King City Secondary School and Humberview High School in Bolton) and post secondary schools (Seneca College, York University), can carry on environmental science programs and research programs related to the unique flora, fauna and hydrogeologic characteristics of the bog. The results of institutional educational projects will identify additional initiatives for Cold Creek and add to educational programs conducted on site. The schools, students and Cold Creek area itself, will benefit.

Seniors will benefit - with the opening of Cold Creek the Township of King and the Cold Creek Collaborative can expand programs to include outdoor appreciation events and programs for seniors. With the repair of the buildings, water supply and washroom facilities, senior requirements can be met.

The Town of Bolton in Peel Region is growing rapidly with a current population of 16,000 and is the closest (8 km) urban centre to Cold Creek. Cold Creek is an easy day-trip destination for most GTA families who live in high density urban areas. We shall also be able to provide wilderness experience for the millions of people across the Greater Toronto Area.

C4. Describe how your proposal supports the granting priorities of the Ontario Trillium Foundation, if applicable.

Section C: Tell us about your proposal

This project support three granting priorities of the Trillium Foundation as described below.

This project supports the priority, "More effective volunteers and more people engaged in their communities". Volunteers of the Cold Creek Collaborative will open a unique nature education and recreation site to the public in King Township and adjacent municipalities. The Township of King has the staff, experience and will to coordinate volunteer activities, train volunteers, aid volunteers in fostering partnerships with local schools and colleges, work with service groups and the two local Business Associations, youth groups and other environmental groups. The Cold Creek setting will not only provide a theatre for practical learning but give students an opportunity to study a healthy natural system and fulfill the 40 community hours required for graduation. The Township of King can meaningfully involve volunteers and student summer workers with the work required at Cold Creek and continue to strengthen the relationship between community volunteers, members of the Cold Creek Conservation Stewardship and the community at large.

This project also supports "Enhanced success for students and learners". It will enable the Cold Creek Conservation Stewardship, the Cold Creek Program Manager and the Township of King to provide a wide range of natural habitat programs for local elementary, secondary and post secondary schools. The Program Manager will lead students and their teachers in outdoor classes on environmental issues based on the Ministry of Education Curriculum for Kindergarten to Grade 8. The training procedures for summer programs at the Township are rigorous. All summer staff are given one week of classes (paid) on Health and Safety, WHMIS, First Aid CPP, High Five, General Defib program, Workplace Discrimination and Harrassment training, programming content, General camp safety including sun safety, lice, emergency situations, allergy situations and epipen usage. They are fully screened by the York Regional Police and trained on how to respectfully handle delicate situations with children. The recreational programs run by the Cold Creek Collaborative partners and the Program Manager will offer students opportunities to learn leadership skills and promote group learning about environmental issues. So often, we see examples of environmental degradation in our predominantly urban environments. Cold Creek is a rare example of a large natural area functioning well, while located adjacent to a major urban centre.

This project also supports "Healthier and more physically active Ontarians". Cold Creek is a tract of 470 acres and offers a 6.5 km of hiking trail that features an ever changing landscape of hardwood and conifer forests, steep escarpments, streams, ponds, meadows and a unique black spruce swamp, rare for this area of Ontario. It is within kilometers of existing and expanding urban communities and provides a large natural setting to walk, ski, jog, race, orienteer, walk the dog or snowshoe through while enjoying a wild and relatively undisturbed environment. The connection of the bog boardwalk will increase the trail system and allow the public a glimpse of a rare and protected ecosystem. The restoration of the buildings will futher support the above outdoor activities by providing a place to gather, meet and rest in a beautiful natural location.

C5. Describe your organization's ability to carry out the activities and achieve the goals of your proposal.

Section C: Tell us about your proposal

The Cold Creek Collaborative directs the implementation of the Cold Creek Management Plan, approved by the agencies in 2002. As the grass-roots volunteer branch of that team, the Cold Creek Conservation Stewardship is a strong, dedicated and well-tested organization, composed of active and retired educators, business managers in logistics and marketing, computer science experts, amateur and professional birders, experts in water quality assessment and management, hydrologic engineers, farmers and equestrian centre business operators among others. Collectively the Stewardship has a range of proven talent and experience in successful business operation and resource management that is donated to the cause of re-establishing the operation of Cold Creek. We will continue working for Cold Creek, with or without additional funding. However, we are concerned that, without the major restoration work that is required for the buildings, the site will be left in its current state of disrepair and finally sold for development. The work outlined in this grant request is not new to the membership. We have held monthly meetings since 2004 and we have a core of 65 dedicated volunteers that will continue to expand and enhance the trail system adding to the 6.5 kilometre trail that has already been marked and interpreted by volunteer labour. We will provide linkage to the bog boardwalk once the walkway has been restored to protect visitors and the sensitive ecosystem. Other initiatives can also be carried out by volunteer labour such as equestrian training, retriever trials, bird box repair and construction, development of educational programs, minor repairs in visitor centre building and hosting open-house events for general public. Once operational, we will establish a strong liaison with other trail development groups (e.g. Humber Valley Heritage Trail Association, Oak Ridges Moraine Trail Association) to promote linkage with other trails and more visitors to Cold Creek.

Another branch of the Collaborative, the Township of King also has a proven track record of working with volunteers and non-profit organization and is committed environmental protection. The Township has the infrastructure and consistency to support the Cold Creek Project and will provide staff, equipment and training for volunteers and student workers. The Parks, Recreation and Culture Department is a strong leader and provider of community events focusing on environmental, cultural and artistic endeavors. Staff is dedicated to providing excellent service and interesting, current and fun programs. All people engaging in Cold Creek activities will be protected under the Township of King's liability policies. The Toronto and Region Conservation provides the land and natural resource expertise to see the project through to its completion.

C6. List any partner organizations involved in planning, doing or evaluating the work, if applicable.

The Township of King is the lead applicant and will help design the programs and lend expert help of Town arborist and park staff and equipment;
Non-profit partner Toronto Region Conservation provides natural resource expertise in ecological projects and cultural heritage issues;
Cold Creek Stewardship Committee will help design the programs and provide on-going volunteer labour and planning for site work;
Conservation Foundation of Greater Toronto will receive tax deductible charitable fund donations earmarked for Cold Creek restoration;
Local Schools such as King City Secondary School and Humberview Secondary School in Bolton will accumulate community work hours by students cleaning up, planting and maintaining the site;

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Seneca College at King Campus will direct curriculum projects using Cold Creek as a study area;

York Retriever Field Trial Club will use the site for training and exhibitions;

Ontario Provincial Police use the site for operations training;

Oak Ridges Moraine Trail Association will be involved in designing connections to Cold Creek trails;

Scouts Canada, Guides Canada, Service Clubs such as the Lions will volunteer at planting and public involvement events;

Bird Studies Canada will aid in bird inventories.

Section C: Tell us about your proposal

C7. How many volunteers and volunteer hours will be contributed to this proposal?

Describe how you will track this volunteer contribution and any plans to recruit and train these volunteers.

The Cold Creek Conservation Stewardship has 65 volunteers to date and has logged over 4000 person hours in volunteer work at Cold Creek. The group logs in the order of 1500 hours per year. A reasonable estimate until the completion of the project in 2009 would be over 9000 hours.

Monthly Cold Creek Stewardship Committee meetings will continue. Cumulative volunteer hours contributed to date are recorded at each meeting. Two public open houses have been held and are planned in the future at the site to actively boost volunteer recruitment. Community flyers will be mailed to volunteer membership and other volunteer organizations in the community.

As stated in the priorities section, the training procedures for summer programs at the Township are rigorous. All summer staff and volunteers at Cold Creek will be given one week of classes (paid) on Health and Safety, WHMIS, Basic First Aid, Workplace Discrimination and Harrassment training, programming content, and dealing with difficult people and situations. They are fully screened by the York Regional Police and trained on how to respectfully handle delicate situations with children. The recreational programs run by the Cold Creek Collaborative partners and the Program Manager will offer students opportunities to learn leadership skills and promote group learning about environmental issues.

C8. If part of the work you will undertake with OTF funding needs to be sustained beyond the time covered by this grant, explain how it will be continued.

The OTF grant will provide the essential seed money to bring the buildings to a usable and rental condition. The revenues generated by the rentals and event fees will sustain future overheads and program costs beyond the period of the grant. The facilities repaired by OTF funding will be maintained by the Cold Creek Stewardship Committee through volunteer and contract labour financed by the revenue stream and community donations. The Township of King will also provide staff for routine maintenance and include Cold Creek in its regular maintenance schedule with other parks and public lands in the Township. A Cold Creek Sustainability Manual will be written and approved specifically to fulfill the long-term maintenance needs of the Cold Creek grounds and facilities. A fundraising plan will be started in Year 1, approved by Year 2 and in place for Year 3 to involve the two local Business Associations, Cold Creek partners, outside agencies and the local communities in the continuation of the Cold Creek program.

C9. How does your proposal make your organization's programs/services more accessible to members of your community?

Section C: Tell us about your proposal

Please comment on all barriers to participation including geographic, cultural, economic, as well as physical barriers.

As the lead applicant, the Township of King has taken over the operation and management of Cold Creek. Through the Cold Creek Collaborative and the Cold Creek Management Agreement, all partners will now focus on opening Cold Creek to the public. The repair and restoration work on the buildings will make the site available for all cultural, religious, environmental, social and artistic groups to use and enjoy. Fees have not yet been defined, however, it is expected that non-profit groups will have the opportunity to use these facilities on a no-fee or low-fee basis, once these facilities are operational. Full fees will be collected from corporate clients holding workshops or retreats for their employees. This project will undertake scheduled public events (two are already planned for 2006); it will work towards scheduled open hours on weekends and holidays. Repair of the bog boardwalk will make the route accessible and safe; restoration of the trails with clear directional marking and safe footing will improve safety and ensure that visitors do not get lost on woodland trails.

Please refer to the Attachments Checklist and include four (4) copies of all the required attachments with your application.

Declaration

I confirm that the information contained in this application and the accompanying documents is true, accurate and complete. I acknowledge that if this application is approved, I will be required to enter into a formal, legally binding agreement with the Ontario Trillium Foundation that will outline the terms and conditions of the grant.

Name and signature of the chair or president of board of directors:

Name: _____ Title: _____

Signature: _____ Date: _____

If this is a collaborative application, it should be signed by the chair or president of the lead applicant's board of directors. If this application is from a small municipality, it should be signed by a designated signing authority.

Attachments Checklist

Please read the following instructions carefully and ensure that you submit four (4) copies of all the required attachments with your application. Applications will not be reviewed unless we receive all the required attachments.

Attachments 1- 7 must be submitted by all applicants.

Attachment 1 – Proof of eligibility

For single applicants, attach a complete copy of documents that confirm the eligibility of the organization. These include letters patent, notification of registration of charitable status or special act of incorporation.

For First Nations, we require a band council resolution authorizing the application. Métis and other Aboriginal communities should include proof of organizational status such as letters patent or registration of charitable status.

Unincorporated branches, chapters or member agencies of provincial or national organizations must submit proof of eligibility of the provincial or national organization.

For collaborative applications, submit proof of eligibility for the lead applicant only.

Attachment 2 – OTF Request Budget Form (See attached form)

A tip sheet for completing this form is available in the *Tools and Tips* section of our website or by calling us.

Attachment 3 – Workplan

Please complete the Workplan included on page 14 or available on the OTF website and submit it with your application. For multi-year applications, include a plan for each year of your application. A Tip Sheet for completing the Workplan is available in the *Tools and Tips* section of the OTF website.

Attachment 4 – A list of your elected board of directors

This list must include names, board positions, telephone numbers, and e-mail addresses. Also indicate board members' occupations if relevant to their participation on the board.

- **If the application is from an unincorporated branch, chapter or member agency of a provincial or national organization**, attach the list of the board of directors for both the provincial or national organization as well as that of the branch, chapter or member agency.
- **If the application is from a collaborative**, provide a list of members of the lead applicant's board of directors.
- **If the application is from a municipality, local services board or First Nation**, attach a list of the members of council or band council.

Attachments Checklist

Attachment 5 – Financial statements

Attach financial statements for the two most recent completed fiscal years.

- **If gross annual revenues are in excess of \$250,000 for the two most recent completed fiscal years**, you must submit financial statements that have been audited by a licensed public accountant.
- **If gross annual revenues are between \$100,000 and \$250,000 for the two most recent completed fiscal years**, we prefer that you submit financial statements that have been audited or reviewed by a licensed public accountant. If these are not available, you may submit internally prepared financial statements that include both a statement of revenues and expenses and a balance sheet.
- **If gross annual revenues are less than \$100,000 for the two most recent completed fiscal years**, you may submit internally prepared financial statements. Your internal financial statements must include a statement of revenues and expenses and a balance sheet. If your organization does not prepare financial statements you may use the Financial Statement Form available under Templates and Examples in the *Tools and Tips* section of our website.

If the application is from an unincorporated branch, chapter or member agency of a provincial or national organization, attach financial statements for both the provincial or national organization and the local branch, chapter or member.

If the application is from a collaborative, attach financial statements for the lead applicant. If financial statements are produced for the collaborative, attach these as well.

Attachment 6 – Current operating budget

This is a forecast of revenues and expenses for the organization's current complete fiscal year. Please indicate your fiscal year end. Your operating budget should not include the requested OTF grant in the revenues or any related expenses. Explain any major increases or decreases in operating revenues from the previous year.

If the application is from an unincorporated branch, chapter or member agency of a provincial or national organization, attach the current operating budgets for both the provincial or national organization and the local branch, chapter or member agency.

If the application is from a collaborative, attach the current operating budget for the lead applicant. If an operating budget is prepared for the collaborative, attach this as well.

Attachment 7 – List of three references

The three external references you choose should be knowledgeable about your organization, the work it does in the community and its capacity to implement the proposal. They should be experts in your field or members of other organizations you have worked with, and/or belong to other agencies from which your organization has received funding. Telephone numbers and, if available, e-mail addresses are required. Please ensure your references are familiar with your application. Letters of reference are not required.

Attachments Checklist

The following attachment is required only for collaborative applications:

Collaborative agreement

If you are applying as a collaborative attach a copy of the collaborative agreement signed by each member of the collaborative. A Tip Sheet for writing a collaborative agreement is available in the *Tools and Tips* section of our website or by calling us.

The following attachment is required only for municipal applications:

Cover letter

All municipal requests must include a cover letter confirming that: the municipality has a population of 20,000 or less (most recent census); is not in default under Part III of the Municipal Affairs Act; and is not applying for costs that have been previously funded by the municipality. A sample letter is available under Templates and Examples in the *Tools and Tips* section of our website or by calling us.

The following attachment is required only for unincorporated branches, chapters or member agencies of provincial or national organizations:

Letter from provincial or national organization

A letter from the provincial or national organization authorizing the application and acknowledging its responsibility for the grant. A sample letter is available under Templates and Examples in the *Tools and Tips* section of our website or by calling us.

The following attachments are required only if the application involves capital funding for renovations and/or equipment purchases:

- A five-year lease agreement, proof of ownership, or land use agreement of the building that will be renovated or of the lands to be improved.
- Estimates from two different suppliers for each item of equipment in excess of \$1,000 and from two contractors for the proposed renovations.
- Photographs of all areas of the building where renovations will take place.

For projects involving accessibility-related improvements:

- A complete description of the proposed improvements.
- Scaled and/or dimensional line drawings of sufficient detail to fully represent the proposed modifications (an example of line drawings is available under Templates and Examples in the *Tools and Tips* section of our website or by calling us).
- Photographs of the building's entrance to confirm that it is accessible, if application is for interior work only.

Attachments Checklist

The following attachment is required only for applications requesting operating or project grants of more than \$250,000:

Evaluation plan

A Tip Sheet on evaluation planning is available in the *Tools and Tips* section of our website or by calling us.

The following attachments must be submitted *only if applicable*:

Explanation of any significant surplus or deficit

If your organization is reporting, in the financial statements for its most recent completed fiscal year, an accumulated surplus equal to more than 12 months' operating expenses, explain the source of this surplus and any plans for its use.

If your organization is reporting, in the financial statements for its most recent completed fiscal year, an accumulated deficit, explain how the deficit was created and your plan for eliminating it.

Your most recent annual report

If your organization produces an annual report, include the most recent report with your application.

Summaries of studies or reports

If you mention studies or reports in your application, please provide executive summaries.

Summary of duties, qualifications and salary ranges

If you are requesting OTF funding to pay the salary and benefits of staff, please include a summary of duties, qualifications and salary ranges for each position for which you are requesting OTF funding.

OTF Request Budget Form

List all items related to your request for OTF funds in the most appropriate categories below. If you are applying for a multi-year grant, complete a separate form for each year of your request. A Tip Sheet for completing this form is available in the *Tools and Tips* section of our website or by calling us.

Year:		Income				Contact Information	
Item	Total expenses ¹	Requested Income OTF	Income from other sources ²		In-kind contributions ³		Source and contact person ⁴ Telephone and e-mail
			Confirmed	Potential	Confirmed	Potential	
Salaries and Benefits (Permanent and contract staff)	see attached pages						
Program Costs (Program-related expenses such as materials, resources, transportation, promotion)							
Administration (Rent, insurance, office supplies, fax/phone, Internet and accounting and legal fees)							
Capital (Computers, office furniture, equipment, renovations, repairs)							
Evaluation							
Miscellaneous (Please specify)							
TOTAL⁵							

1. Itemize all costs over \$1,000 and, on a separate page, provide budget notes that explain the details of these costs (e.g. salary \$12,480 = 20 hrs/week @ \$12/hour for 52 weeks; or \$5000 flooring = 250 square feet at \$20/foot).

2. Please include sponsorships, donations, grants and other financial assistance.

3. Include your own contributions to the cost of the initiative and those in-kind contributions of your donors and community partners.

4. Specify the source of confirmed and potential income (including in-kind contributions) and provide the name,

phone number and e-mail address of your contact person with each source of funding.

5. Your total expenses should balance with the total of all income and contributions.

Workplan

Please use this form to respond to Question C1 in the application. As always, use the simplicity or complexity of your initiative to guide you about the level of information you provide.

The information you provide in the table is important for the review and assessment of your application. It will also form the basis of our Letter of Agreement and your reporting requirements, if your application is successful.

For multi-year applications, include a table for each year of your application.

1. Expected results What do you want to accomplish?	2. Activities How will you accomplish it?	3. Performance indicators How will you know you've accomplished what you wanted to?
<p>YEAR 1 Restore the Bog Walk - This will enable the CCSC to offer the public a safe platform from which to view the bog and will protect the sensitive conifer bog from the public.</p>	<ol style="list-style-type: none"> 1. Remove all decayed and unsound materials from bog walk and approaches and dispose off-site at municipal waste facility (2-3 weeks). 2. Restore underlying structural supports (sleepers/railroad ties) of bog walk with suitable weather and decay resistant materials as a platform for a laterally level walking platform (3-4 weeks). 3. Replace all decayed walking platform planks with weather and decay resistant materials (4 days). 4. Replace all decayed railing planks with weather and decay resistant materials (4-5 days). 5. Cap all railing joins with decay resistant material - short planks (approx. 10" X 6") to prevent decay at nail holes in railing planks (2 days). 6. Install knee level safety barrier onto restored railings with weather and decay resistant materials (3 days). 7. Install / replace / repair boardwalk approaches with at grade structures at end of bog walk with weather and decay 	<p>Site inspections by program coordinator and Township of King staff to confirm the work was completed.</p> <p>CCSC monthly meetings to review work completed and scheduling matters.</p>

	resistant plank and underfooting materials (1 week).	
<p>YEAR 1</p> <p>Repair and Restore Buildings - Building repair will attract paying user groups and donations. Capital works on buildings will be completed by the end of Year 1.</p> <p>Evaluate the success of our Project - Establish a Monitoring Plan to monitor planting and success of management activities.</p> <p>Increase Understanding of the rare Black Spruce Swamp Ecosystem - Establish Black Spruce Swamp Research Project.</p>	<p>Restore the 3 buildings to a safe and useable state for on-going nature education, public visits and corporate events (6 weeks). Work will be contracted to complete the following:</p> <ol style="list-style-type: none"> 1. Weatherproofing and security - roof repairs, window & door replacements; 2. Furnace repair; 3. Electrical inspection; 4. Water service restoration (replace pumps, tanks, plumbing); 5. Exterior work - painting, eaves, grading. <p>Develop a Monitoring Program and gain approval of it within the first year (2 weeks). Monitor water quality, water quantity, vegetation growth, invasive species colonization, success of plantings or thinnings, success of wildlife and habitat management.</p> <p>Forestry and biology experts at TRCA and a GTA University will be involved in this work. This will take the entire three years and involve planting plugs of black spruce in windthrows that have created natural openings in the canopy. This supports the Cold Creek Management Plan recommendation of minimal intervention,</p>	<p>Site inspections will confirm work completed on all capital work by the end of Year 1.</p> <p>CCSC monthly meetings will review progress.</p> <p>An annual monitoring report will be circulated to the Collaborative members to track successes and progress in all activities. Results will also be reported in Annual Report and on website.</p> <p>A final report will be presented to the Collaborative discussing the results of the project at the end of Year 3. TRCA and the Township of King will then decide if further regeneration efforts are necessary.</p>

	<p>while engaging in a seed collection and propagation program for black spruce. This would involve no machinery or significant disturbance of the swamp community; while having a reasonable hope of success in retaining the local population of this species of concern.</p>	
<p>YEAR 1, 2 AND 3</p> <p>Restore and Extend Trail - Connecting the bog walk will allow CCSC to open site to the public and to generate revenue from donations and paying user groups.</p>	<ol style="list-style-type: none"> 1. Mark with flag tape and maintain 6.5 kilometres of trail connecting to the bog walk (600 hours); 2. Restore entrance sign (10 hours); 3. Clean Up site (50 hours); 4. Construct Board walk (50 hours); 5. Information board construction (20 hrs); 6. Create and install Trail Directional and Interpretational Signage (200 hours); 7. Repair Fences at Main Gate (25 hrs); 8. Build, install and monitor song and waterfowl bird boxes (30 hours); 	<p>CCSC monthly meetings to review work and record minutes for review by Township of King and TRCA staff.</p>
<p>YEAR 1, 2 AND 3</p> <p>Host Public Events - This will attract more membership donations and volunteer help.</p>	<p>Host 4 events per year including: Cold Creek Day in the spring and Hike Day in the fall;</p> <p>Publicity, advertisements and flyer circulation (50 hours);</p> <p>Grand Opening - Open buildings and facilities to the public;</p> <p>Arranging speakers, hike leaders and nature lore demonstrations (10 hrs).</p>	<p>CCSC monthly meeting will review work planned and completed. Progress will be recorded in meeting minutes and distributed to Township of King and TRCA staff.</p>
<p>YEAR 1, 2 AND 3</p>		

<p>Establish partnerships with other organizations will begin to generate revenue and develop paying user group interest.</p> <p>Educate the Community on Natural Heritage - Cold Creek will provide educational programs and lesson plans based on Ontario Ministry of Education Curriculum for Grades Kindergarten to Eight.</p> <p>Hold King Township Parks and Recreation and Culture programs: Cold Creek can provide a natural setting for environmental and outdoor programs.</p> <p>Promote the use of Cold Creek as a hiking or walking destination by local advertising.</p>	<p>Presentations will be made to principals of 6 local schools and student bodies, 2 service clubs, 2 local Chambers of Commerce, naturalist clubs, corporations, 2 colleges to promote the use of Cold Creek (80 hours).</p> <p>Six local schools and King Township secondary and post secondary institutions (Seneca, York University) will use the resources of Cold Creek for specific projects. This provides practical studies for students and mature learners.</p> <p>Cold Creek will make it possible to run the following programs in a natural setting: Summer Camp, Leaders in Training, Discovery Camp, Wilderness Camp, Drama Camp, Recreational Programming for children to seniors, as well as hiking, cross country skiing, birding, photography outings.</p> <p>The Township Page in the King Weekly, a local weekly distributed newspaper will be used to advertise the events, camps and programs to be held at Cold Creek. The Parks, Recreation and Culture brochure, distributed to all homes in King Township on a seasonal basis will describe all programs and events on the Cold Creek page. The Township of King website, www.king.ca and the Cold Creek Conservation Stewardship website, www.coldcreekca.ca will also advertise all events and programs.</p>	<p>CCSC monthly meeting to review work. Progress will be recorded in minutes distributed to King Township staff and to TRCA.</p> <p>All courses will be surveyed and results sent to Township and TRCA staff. Findings will be reported in the Annual Report.</p> <p>Township activity reports will record completed program results.</p> <p>A record of special events will be presented in the Annual Report and local newspapers.</p> <p>All program participants and attendance in Cold Creek events will be recorded and reported annually to the Collaborative and in the Cold Creek Conservation Stewardship Annual Report. Website hits will be recorded for all hits to the Township and CCSC sites. Surveys will be distributed to clients to assess the quality of services, staff and volunteers.</p>
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<p>YEAR 3</p> <p>The Cold Creek Collaborative will develop a Sustainability Manual to guide the maintenance and security of the Cold Creek Area in the future.</p>	<p>A Cold Creek Sustainability Manual is produced and approved by the Collaborative to ensure the proper maintenance and care of the facilities and land. Maintenance checks of the property are made on a regular basis by Township staff, the Program Manager and the Cold Creek Conservation Stewardship.</p>	<p>This manual will be approved before the completion of the grant, before the end of Year 3.</p>

Of special note:

For equipment requests: If training is required, describe who will provide it and what it will cost in your list of activities. List the people who will be trained and state whether they will eventually train others.

For operating requests: Describe what activities your organization will carry out during the grant term, including the activities needed to ensure your operations will be continued after the grant ends.

For renovation and repair requests: Under activities, list all approvals, licenses or permits needed to ensure renovations and repairs meet building codes or regulations. Also, please describe how you will address any insurance or liability issues.

Instructions:

This Workplan has three elements: Expected Results, Activities and Performance Indicators. Please look at the descriptions and examples below and then fill out the table.

<p>Expected Results What do you want to accomplish? Describe the changes you hope will occur: your goal or desired outcome. Use Results or Change Words:</p> <ul style="list-style-type: none">• Improve• Reduce• Enhance• Expand• Decrease• Prevent• Maintain <p>For example,</p> <ul style="list-style-type: none">• Increase in the number of youth who participate in environmental activities in their communities• Increase in community capacity	<p>Activities How will you accomplish it? List the tasks or things you will do to achieve your goal. Use Activity or Action Words</p> <ul style="list-style-type: none">• Conduct• Deliver• Facilitate• Promote• Train• Provide• Repair <p>For example,</p> <ul style="list-style-type: none">• Recruit and facilitate an information session for youth about how to become engaged in environmental causes• Train community organizations about collaboration and resource sharing	<p>Performance Indicators How will you know you've accomplished what you wanted to? Identify things that will show you are achieving the results you are planning. Use Indicator or Description Words:</p> <ul style="list-style-type: none">• Quantitative<ul style="list-style-type: none">○ Numbers○ Percentages• Qualitative<ul style="list-style-type: none">○ Perceptions○ Feelings○ Attitudes <p>For example,</p> <ul style="list-style-type: none">• 75% of youth report engaging in environmental activities in their communities• Community organizations work together in new ways
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Still unsure? Another way to think of it is:



Final Checklist

Before submitting an application, we recommend that applicants complete the following checklist to ensure their applications are complete and ready for submission

- I have read the Program Guidelines and Instructions for OTF grant applicants.
.....
- I have discussed my proposal with program staff at the Ontario Trillium Foundation.
.....
- I have attached four copies of the completed application form and answered all applicable questions in sections A, B and C.
.....
- I have attached four copies of the completed Workplan.
.....
- I have attached four copies of attachments 1-7 and all other attachments that apply to my proposal.
.....
- The declaration has been signed by the chair or president of the board of directors or a person with designated signing authority.
.....
- I have contacted my references and they are familiar with this proposal.
.....
- I understand the application and all supporting documents must be sent to:

Ontario Trillium Foundation
45 Charles Street East, 5th Floor
Toronto, ON M4Y 1S2