

# 2024-2025 ONCAT Capacity Grants

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*Ontario Council on Articulation and Transfer*

## ***CONTACT INFORMATION***

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### **Institution\***

Select the college, university, or Indigenous Institute that is applying for this ONCAT Capacity Grant.

### **Choices**

Algoma University  
Algonquin College of Applied Arts and Technology  
Anishinabek Educational Institute  
Brock University  
Cambrian College of Applied Arts and Technology  
Canadore College of Applied Arts and Technology  
Carleton University  
Centennial College of Applied Arts and Technology  
Collège Boréal  
College la Cité  
Conestoga College Institute of Technology and Advanced Learning  
Confederation College of Applied Arts and Technology  
Durham College of Applied Arts and Technology  
Fanshawe College of Applied Arts and Technology  
First Nations Technical Institute (FNTI)  
George Brown College of Applied Arts and Technology  
Georgian College of Applied Arts and Technology  
Humber Polytechnic  
Iohahi:io Akwesasne Education and Training Institute  
Kenjgewin Teg  
Lakehead University  
Lambton College of Applied Arts and Technology  
Laurentian University  
Loyalist College of Applied Arts and Technology  
McMaster University  
Mohawk College of Applied Arts and Technology  
Niagara College of Applied Arts and Technology  
Nipissing University  
Northern College of Applied Arts and Technology  
Northern Ontario School of Medicine (NOSM) University  
OCAD University  
Ogwehoweh Skills and Trades Training Centre  
Ontario Tech University  
Oshki-Pimache-O-Win: The Wenjack Education Institute  
Queen's University

Royal Military College  
Sault College of Applied Arts and Technology  
Seneca Polytechnic  
Seven Generations Education Institute  
Sheridan College Institute of Technology and Advanced Learning  
Shingwauk Kinoomaage Gamig  
Sir Sandford Fleming College of Applied Arts and Technology  
Six Nations Polytechnic  
St. Clair College of Applied Arts and Technology  
St. Lawrence College of Applied Arts and Technology  
The Royal Military College of Canada  
Toronto Metropolitan University  
Trent University  
Université de l'Ontario français  
Université de Hearst  
University of Guelph  
University of Ottawa  
University of Toronto  
University of Waterloo  
University of Windsor  
Western University  
Wilfrid Laurier University  
York University  
Other

**Contact information — Project Lead**

*The "Project Lead" is the person primarily responsible for the administrative management of the project. ONCAT will direct all project correspondence to the Project Lead.*

**Project Lead Name\***

*Character Limit: 250*

**Project Lead Title\***

*Character Limit: 250*

**Project Lead Email\***

*Character Limit: 250*

**Project Lead Phone\***

*Character Limit: 250*

**Contact information — Project Authorizer**

*The "Project Authorizer" is the person who endorses the application on behalf of the institution. ONCAT requires that applications for institutional grants are approved by a Vice-President (or their designate).*

*Click here to download the Project Authorization Form.*

**Project Authorizer Name\***

*Character Limit: 250*

**Project Authorizer Title\***

*Character Limit: 250*

**Project Authorizer Email\***

*Character Limit: 250*

**Project Authorizer Phone\***

*Character Limit: 250*

- Upload your signed Project Authorization Form.

*File Size Limit: 5 MB*

## ***PROJECT DETAILS***

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**Project Title\***

*Use plain language and avoid administrative jargon.*

*Do not use ampersands.*

*Do not include the names of any colleges, universities, or Indigenous Institutes.*

*Do not include references to any previous ONCAT-funded projects.*

*Character Limit: 85*

**Project Summary\***

- Provide a brief description of your project.

*Use a two-sentence format: 1) provide a basic description of what the project will do; 2) specify some details about the project activities OR identify some benefits for learners.*

*Use plain language and avoid administrative jargon.*

*Do not use ampersands.*

*Do not include the names of any colleges, universities, or Indigenous Institutes.*

*Do not include references to any previous ONCAT-funded projects.*

*Character Limit: 300*

**Anticipated Start Date\***

*The “anticipated start date” refers to the commencement of the project activities outlined in this application.*

*Your anticipated start date should not precede the awarding of any funds from ONCAT. Your anticipated start date should be scheduled at least eight weeks after the application deadline for this round of ONCAT Capacity Grants.*

*Character Limit: 10*

### **Anticipated End Date\***

*The “anticipated end date” refers to the completion of all project activities outlined in this application.*

*Your anticipated end date must be scheduled not more than 18 months from your anticipated start date.*

*For administrative reasons, your anticipated end date cannot be scheduled for any date between February 15 to April 15 of each year.*

*Character Limit: 10*

### **Project Milestones\***

- List six project milestones.
- For each milestone, include a specific date and a one-sentence description.

*“Project milestones” are progress markers that can be identified by the completion of tasks, rather than the passage of time.*

- *Processing 100 courses is a project milestone.*
- *Processing courses for 4 months is not a project milestone.*

*For most projects, the sixth (and final) project milestone should be listed as “Submission of all Deliverables and Reporting Requirements.”*

*Character Limit: 2000*

## **DELIVERABLES**

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### **Deliverables \***

*All ONCAT-funded institutional projects must produce or complete “Deliverables” from at least one of the following three categories:*

- *Materials for Institutional Use*
- *Materials for Public Distribution*

- *Substantial Accomplishments*

*“Materials for Institutional Use” refer to any physical or digital assets that will be produced throughout the course of your project and then circulated within your institution, but not shared with the general public. Examples of Materials for Institutional Use could include physical or digital assets such as administrative tools, process maps, policy documents, transfer credit databases, pathway/articulation agreements, etc.*

*“Materials for Public Distribution” refer to any physical or digital assets that will be produced throughout the course of your project and then shared with the general public. Examples of Materials for Public Distribution could include physical or digital assets such as a brochure promoting pathway opportunities, a website of resources for transfer students, a video series explaining the PLAR application process, etc.*

*“Substantial Accomplishments” refer to the completion of any significant activities or events that do not result in the production of physical or digital assets. Examples of Substantial Accomplishments could include significant activities or events such as the offering of a course for transfer students, the digitizing of assessment processes, the analyzing of data related to learner mobility, etc.*

*Note that all ONCAT-funded institutional projects will submit the following Reporting Requirements:*

- *Multiple progress reports — for ONCAT’s internal review*
- *Evaluation Report that provides feedback about administrative processes — for ONCAT’s internal review*
- *Achievement Report that describes project activities — ONCAT may publicly share with external stakeholders*
- *Financial Statements*

## **Materials for Institutional Use\***

- Provide a brief description of any Materials for Institutional Use that will be produced throughout the course of your project.
- If your project does not involve the production of any Materials for Institutional Use, write “N/A.”

*For each distinct deliverable, use a two-sentence format: 1) provide a basic description of the deliverable; 2) specify some details about the expected format, size, scale, duration, and/or audience of the deliverable.*

*Character Limit: 1200*

### Materials for Public Distribution\*

- Provide a brief description of any Materials for Public Distribution that will be produced throughout the course of your project.
- If your project does not involve the production of any Materials for Public Distribution, write “N/A.”

*For each distinct deliverable, use a two-sentence format: 1) provide a basic description of the deliverable; 2) specify some details about the expected format, size, scale, duration, and/or audience of the deliverable.*

*Character Limit: 1200*

### Substantial Accomplishments\*

- Provide a brief description of any Substantial Accomplishments that will be completed throughout the course of your project.
- If your project does not involve the completion of any Substantial Accomplishments, write “N/A.”

*For each distinct deliverable, use a two-sentence format: 1) provide a basic description of the deliverable; 2) specify some details about the expected format, size, scale, duration, and/or audience of the deliverable.*

*Character Limit: 1200*

## PROJECT ACTIVITIES

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### Project Rationale\*

- Identify the situation you are trying to improve or the problem you are trying to solve.
- Describe how Ontario learners are impacted by the situation or problem.
- Provide evidence that highlights the significance of the situation or problem. For example, you might include data or anecdotes from your own institution and/or references to policy reports, research articles, or media stories.

*Character Limit: 2400*

## Project Description\*

- Provide a detailed description of your project.
- Explain the specific activities you plan to undertake.

*Character Limit: 2400*

## IMPACT AND EVALUATION

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### Impact\*

- Describe the potential for your project to create transformative and measurable change for Ontario learners.

*Character Limit: 1200*

### Evaluation\*

- Describe how you could potentially evaluate the short-term and long-term impact of your project.

*Character Limit: 1200*

## SUSTAINABILITY AND SCALABILITY

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### Sustainability\*

- If your project involves the development or implementation of activities that could potentially continue in the future, describe how your institution might be able to sustain their continuation, maintenance, repetition, or expansion.
- If your project does not involve activities that could continue in the future, write "N/A."

*Character Limit: 1200*

### Scalability\*

- Describe how your project's activities could be potentially replicated across multiple postsecondary institutions or the entire postsecondary sector.
- If your project focuses on improvements to internal institutional policies or practices, write "N/A."

*Character Limit: 1200*

## ***BUDGET***

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### **Funding Request\***

- List the total amount of funding requested for this project.

*You can request a minimum of \$25,000 and a maximum of \$75,000 in funding for the project.*

*Character Limit: 20*

### **Budget\***

- Submit a detailed budget for your project, using the Budget Form provided by ONCAT.

*Closely review the budget guidelines for information about eligible and ineligible expenses for ONCAT Capacity Grants.*

*Round each cost to the nearest increment of \$250.*

*Do not list in-kind expenses; this information complicates the evaluation process.*

*Click here to download the Budget Form.*

- Upload your completed budget.

*File Size Limit: 5 MB*

### **Budget Notes\***

- If your budget requires additional context, provide a brief description.
- If your budget does not require additional context, write “N/A.”

*The budget form includes space to provide explanatory notes for each cost.*

*Character Limit: 1200*

## ***EXTERNAL PARTNERS AND LETTERS OF SUPPORT***

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### **External Partners\***

- If your project involves the participation of any external partners, provide a brief description of their role in the project.
- If your project does not include any external partners, write “N/A.”

*“External partners” refers to organizations other than postsecondary institutions or paid*



*consultants (e.g., community associations or industry stakeholders).*

*Character Limit: 1200*

## Letters of Support

- Submit a letter of support from each external partner. Letters of support should indicate that external partners are familiar with the project description.

*If you have multiple letters of support, you must combine them into a single PDF document.*

- Upload letter(s) of support from external partners.

*File Size Limit: 5 MB*

## ONCAT ACTIVITIES

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### ONTransfer.ca\*

*ONTransfer.ca is a free tool to help students transfer between publicly assisted colleges, universities, and Indigenous Institutes in Ontario. ONTransfer.ca is maintained by ONCAT and funded by the Government of Ontario.*

*On a regular basis, most publicly assisted colleges, universities, and Indigenous Institutes in Ontario submit updated transfer and course information to ONCAT.*

- Provide the contact information for the person(s) or department(s) at your institution that are responsible for submitting transfer and course information to ONCAT.
- If possible, identify the date that your institution most recently submitted transfer and course information to ONCAT.

*Character Limit: 1200*

### Previous ONCAT funding\*

*ONCAT grants are intended to support projects with defined timelines and activities. ONCAT grants are not intended to cover operating budgets for administrative departments and/or ongoing costs for permanent programs.*

- If your project continues any activities that were undertaken during previous ONCAT-funded projects, describe how your proposed activities will expand, enhance, or implement the work undertaken during those other ONCAT-funded projects.

- If your project does not continue any activities that were undertaken during previous ONCAT-funded projects, write “N/A.”

*Character Limit: 1200*

### **ONCAT Newsletter**

*ONCAT publishes an email newsletter that announces information about funding opportunities, highlights success stories from institutional projects, and shares important news related to learner mobility.*

- If you or anyone at your institution would like to receive the ONCAT newsletter, sign up [here](#).

## **DECLARATIONS**

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### **Conflict of Interest\***

- Do you confirm that the preparation of this application was not subject to any actual, potential, or perceived conflicts of interest, nor do you foresee any actual, potential, or perceived conflicts of interest related to the undertaking of any or all activities and budgets outlined in this application?

#### **Choices**

I confirm

### **Duplication of Funding\***

*ONCAT grants cannot be used to support projects that have received (or have applied for) any funding from the Credit Transfer Innovation Grant (CTIG), eCampusOntario, and/or the Higher Education Quality Council of Ontario (HEQCO).*

- Do you confirm that any or all activities and budgets outlined in this application will not be used to support projects that have received (or have applied for) any funding from the Credit Transfer Innovation Grant (CTIG), eCampusOntario, and/or the Higher Education Quality Council of Ontario (HEQCO)?

#### **Choices**

I confirm

## ***INVITE COLLEAGUES TO REVIEW OR EDIT THIS APPLICATION***

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*You can invite colleagues to review or edit this application.*

- Click here to watch a tutorial for setting up the “Collaborator Feature” in the grant portal.