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## ONCAT Capacity Grants — 2025–26 Application

This document is a PDF version of the application.  
You must submit your responses via ONCAT's online funding portal.

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### **CONTACT INFORMATION**

#### **Institution**

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

[ Dropdown list ]

#### **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
- Project Lead Title
- Project Lead Email
- Project Lead Phone

#### **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).*

- Project Authorizer Name
- Project Authorizer Title
- Project Authorizer Email
- Project Authorizer Phone

*Click here to download the Project Authorization Form.*

Upload your signed Project Authorization Form.

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## **PROJECT DETAILS**

### **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.*

- Project Title

[ Textbox with a limit of 85 characters — INCLUDING spaces ]

### **Project Summary**

*Use a two-sentence format: (1) provide a basic description of what the project will do, and (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.*

- Provide a brief description of your project.

[ Textbox with a limit of 300 characters — INCLUDING spaces ]

### **Anticipated Start Date**

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

*Your anticipated start date must be scheduled between February 2, 2026, and February 27, 2026.*

[ Dropdown calendar ]

### **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 no later than 18 months from your anticipated start date.*

*For administrative reasons, your anticipated end date cannot be scheduled for any date between March 1 to April 15 of each year.*

[ Dropdown calendar ]

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## Project Milestones

*“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 each project milestone, include (1) a specific date, and (2) a description of 10 or fewer words. For most projects, the sixth (and final) project milestone should be listed as “Submission of all Deliverables and Reporting Requirements.”*

### Milestone 1

[ Dropdown calendar ]

A description of 10 or fewer words [ Textbox with a limit of 100 characters ]

### Milestone 2

[ Dropdown calendar ]

A description of 10 or fewer words [ Textbox with a limit of 100 characters ]

### Milestone 3

[ Dropdown calendar ]

A description of 10 or fewer words [ Textbox with a limit of 100 characters ]

### Milestone 4

[ Dropdown calendar ]

A description of 10 or fewer words [ Textbox with a limit of 100 characters ]

### Milestone 5

[ Dropdown calendar ]

A description of 10 or fewer words [ Textbox with a limit of 100 characters ]

### Milestone 6

[ Dropdown calendar ]

A description of 10 or fewer words [ Textbox with a limit of 100 characters ]

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## Priority Activities

*In alignment with the Government of Ontario's policy directions, ONCAT will prioritize the funding of projects that address one or more of the following activities:*

- *projects that facilitate pathway agreements and policy recommendations at the system level*
  - *projects that can be implemented at other institutions or scaled across the entire postsecondary sector*
  - *projects that support government priority areas (healthcare, marine transportation, advanced manufacturing, electric vehicles, critical minerals, mental health services/accessibility and housing)*
  - *projects that support programs that respond to labour market needs*
  - *projects that support programs and pathways with demonstrated student interest*
  - *projects that support collaborative programs that expand opportunities for students (especially in rural areas and/or for recently suspended programs) by facilitating the sharing of institutional resources to deliver programs more efficiently*
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- Indicate whether your project addresses one or more of the following activities:
    - facilitate pathway agreements and policy recommendations at the system level
    - can be implemented at other institutions or scaled across the entire postsecondary sector
    - projects that support government priority areas
    - programs that respond to labour market needs
    - programs and pathways with demonstrated student interest
    - collaborative programs that expand opportunities for students

[ Checkboxes for the above options ]

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## **DELIVERABLES**

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

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

“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.

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

- *Preliminary Report that describes progress toward the project’s activities and deliverables — for ONCAT’s internal review*
- *Interim Report that describes progress toward the project’s activities and deliverables — 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 Statement*

### **Materials for Institutional Use**

- Provide a brief description for a maximum of 3 distinct 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, include (1) a title of 10 or fewer words, (2) a one-sentence description of the physical or digital asset, and (3) a one-sentence indication of its intended audience (e.g., prospective students, transfer advisors).

- A title of 10 or fewer words [ **Textbox with a limit of 100 characters** ]
- A one-sentence description of the physical or digital asset [ **Textbox with a limit of 200 characters** ]
- A one-sentence indication of its intended audience) [ **Textbox with a limit of 200 characters** ]

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### Materials for Public Distribution

- Provide a brief description for a maximum of 3 distinct 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, include (1) a title of 10 or fewer words, (2) a one-sentence description of the physical or digital asset, and (3) a one-sentence indication of its intended audience (e.g., prospective students, transfer advisors).*

- A title of 10 or fewer words [ Textbox with a limit of 100 characters ]
- A one-sentence description of the physical or digital asset [ Textbox with a limit of 200 characters ]
- A one-sentence indication of its intended audience) [ Textbox with a limit of 200 characters ]

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## **PROJECT ACTIVITIES**

### **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.

*You might include data or anecdotes from your own institution and/or references to policy reports, research articles or media stories.*

[ Textbox with a limit of 3600 characters — INCLUDING spaces ]

### **Project Description**

- Provide a detailed description of how your project will support Ontario learners by improving the situation or solving the problem referenced in your response for “Project Rationale.”
- Explain the specific activities you plan to undertake.

[ Textbox with a limit of 3600 characters — INCLUDING spaces ]

### **References**

- If your response for “Project Rationale” included any references to policy reports, research articles or media stories, provide the citation information and/or hyperlinks.
- If your response for “Project Rationale” did not include any references, write “N/A.”

[ Textbox with a limit of 1800 characters — INCLUDING spaces ]

## **IMPACT AND EVALUATION**

### **Impact**

- Describe the potential for your project to create transformative and measurable change for Ontario learners.
- If possible, provide preliminary quantitative goals (e.g., number of people who will participate in the project’s activities, number of students who will apply to a program, enrol in a course or utilize a pathway).
- If possible, provide preliminary qualitative goals (e.g., improving learner-friendly practices for transfer credit assessment, enhancing strategies for recruiting prospective transfer students or reducing unnecessary, bureaucratic or inequitable barriers that impede a learner’s ability to pursue their educational and professional goals).

[ Textbox with a limit of 1800 characters — INCLUDING spaces ]

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### **Impact on Time and Money**

- If possible, provide a preliminary assessment of any time and money that learners might save — in terms of earning postsecondary credentials — as a direct result of your project's activities.
- If possible, provide a preliminary assessment of any time and money that institutions might save — in terms of operational efficiency — as a direct result of your project's activities.
- If you cannot provide a preliminary assessment of any time and money that learners or institutions might save, provide a brief explanation.

[ Textbox with a limit of 1800 characters — INCLUDING spaces ]

### **Evaluation**

- Describe how you plan to evaluate the impact of your project.

[ Textbox with a limit of 1800 characters — INCLUDING spaces ]

### **CONTRIBUTIONS TO THE SECTOR**

#### **Contributions to the Sector**

- If applicable, describe how your project's activities could continue at your institution in the future. You might explain how your institution could sustain, continue, maintain, repeat or expand your project's activities.
- If applicable, describe how your project's activities could be replicated at other postsecondary institutions.
- If applicable, describe how your project's activities could be scaled across the entire postsecondary sector.

[ Textbox with a limit of 3600 characters — INCLUDING spaces ]



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## **BUDGET**

### **Funding Request**

*You can request a minimum of \$40,000 and a maximum of \$80,000 in funding for the project.*

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

[ Textbox with a limit of 20 characters ]

### **Budget**

*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 contributions; this information complicates the evaluation process.*

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

*Click here to download the Budget Form.*

Upload your completed Budget Form.

### **Budget Notes**

*The Budget Form includes space to provide notes and descriptions for each cost.*

- If your budget requires additional notes and descriptions that do not fit on the Budget Form, provide a brief description below.
- If your budget does not require additional notes and descriptions, write “N/A.”

[ Textbox with a limit of 1800 characters — INCLUDING spaces ]

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## **ONCAT ACTIVITIES**

### **ONTransfer.ca**

*[ONTransfer.ca](#) is a guide that helps learners explore their transfer and pathway options.*

*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.

[ Textbox with a limit of 1800 characters — INCLUDING spaces ]

## **DECLARATIONS**

### **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?

[ Choice: “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)?

[ Choice: “I confirm” ]

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

*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.*