



GRANTS AND CONTRIBUTIONS ONLINE SERVICES:

USER GUIDE (APPLICATIONS AND PROJECTS)

APRIL 2014





TABLE OF CONTENTS

INTRODUCTION	4
Did you know?	4
The GCOS Has 3 Modules	4
Important Things To Remember.....	5
A. <i>Time Out Feature</i>	5
B. <i>Web Browser Compatibility</i>	5
C. <i>Saving</i>	5
D. <i>Upload Restrictions</i>	5
E. <i>Required Fields</i>	6
F. <i>Questions/ Concerns</i>	6
1. MODULE 2: APPLICATION AND PROJECTS	9
1.1 Welcome.....	9
1.2 Applications and Projects.....	9
1.3 Program Selection.....	11
1.4 Project Identification	12
1.5 Mailing Address.....	12
1.6 Organization Contacts	13
1.6.1 <i>Contact Details</i>	13
1.7 Organization Capacity	16
1.8 Amounts Due.....	17
1.8.1 <i>Adding an Amount Due</i>	18
1.9 Project Description	18
1.10. Project Details.....	19
1.11 Project Locations	22
1.12 Anticipated Sources of Funding	23
1.12.1 <i>Contribution Details</i>	24
1.13 Budget.....	26
1.14 Budget Details.....	27
1.15 Supporting Documents	29



1.16 Review & Submit..... 31

1.17 Declaration..... 32

1.17.1 One signatory 32

1.17.2 Multiple signatory 33

1.18 Application Confirmation..... 34



INTRODUCTION

Welcome to your Grants and Contributions (Gs&Cs) Online Services (GCOS) user guide for the online applications and projects module.

DID YOU KNOW?

GCOS is a centralized external Web platform for applying for (Gs&Cs) programs and managing active projects with Employment and Social Development Canada (ESDC). It provides you with a safe, secure and user-friendly environment to apply for funding online and to create/view/edit/save/submit and withdraw project management items (i.e. claims, Forecasts of Project Expenditures (FPE) and activity reports, as well as the Training completion form). It is available from the [Funding Programs](#) website, which contains all the current and user-friendly information on Gs&Cs programs and funding opportunities.

THE GCOS HAS 3 MODULES

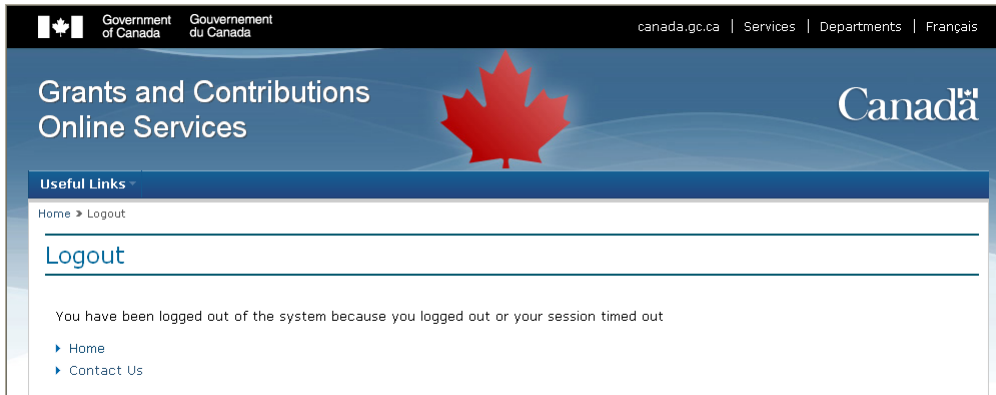
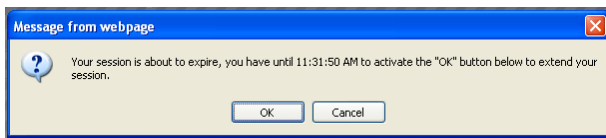
1. **Account Management:** Manages access to GCOS, enables you to create, validate and modify your account and manage organization tombstone information, mandate and supporting documentation.
2. **Applications and Projects:** Manages individual Gs&Cs applications and enables you to create, modify, submit and view your Application for Funding. For detailed information on how to submit an application to ESDC on the Canada job Grant, consult the Grants and Contributions Online Services: User Guide – Canada Job Grant (Applications and Projects).
3. **Project Management:** Manages claims, FPEs, and activity reports, as well as training completion forms for the Canada Job Grant program. You are able to create, modify, submit and view project management items in this module only after your Application for Funding has been approved by ESDC and the funding agreement is signed. For detailed information on Project Management items, consult the Grants and Contributions Online Services: User Guide (Project Management) or Grants and Contributions Online Services: User Guide (Project Management- Canada Job Grant).

IMPORTANT THINGS TO REMEMBER

A. TIME OUT FEATURE

GCOS has a timeout feature. After 20 minutes of account inactivity, GCOS will prompt you with a "Message from webpage" (see figure 1) warning you that the session is about to expire. If the "OK" button is not clicked by the time indicated in the message, your GCOS account session will be terminated and you will need to log back into GCOS to continue.

Figure 1 – Time Out Warning Message



B. WEB BROWSER COMPATIBILITY

GCOS is compatible with the following Web browsers:

- Windows Internet Explorer 8
- Mozilla Firefox
- Google Chrome
- Apple Safari

C. SAVING

GCOS does not automatically save information. It is important to remember to save often throughout each session.

D. UPLOAD RESTRICTIONS

Each document uploaded to GCOS cannot exceed 15MB in size; however there is no limit to how many documents can be uploaded.



Figure 2 – Contact Us Screen

Home Account Management Useful Links Contact Us Logout

Home > Contact Us

Contact Us

1 I would like a response by: **A** E-mail **B** Telephone

Contact Information

2 Given Name (Required)

3 Surname (Required)

4 E-mail Address

5 Telephone Number **C** Area Code **D** Telephone Number **E** Extension

6 Province or Territory (Required)

Question Details

7 My question is: (Required)

8 Program for which you are applying: (Required)

9 Question (Required)

10 Project Number:

11 Online Tracking Number:



Useful Links Contact Us

Home > Contact Us Confirmation Page

Contact Us Confirmation Page

i **Information**

Your question has been sent successfully.

Note: The numbers and information in the table correspond to *Figure 2* (*required field).

#	Field	Description
1	I would like a response by*:	Indicate the preferred way for ESDC to reply to the question/concern A. E-mail B. Telephone
2	Given Name*	The first name of the person submitting the question/concern.
3	Surname*	The last name of the person submitting the question/concern.
4	E-mail Address	The e-mail address where the individual submitting the question/concern can be reached.
5	Telephone Number	C. Area code (the person's 3-digit area code) D. Telephone number (the person's 7-digit phone number; e.g. 456-7890) E. Extension (extension of the person's phone number)
6	Province/Territory*	The province/territory where the person submitting the question/concern is physically located.
7	My question is*:	<u>Drop down</u> : Choose one of the five (5) options provided: <ul style="list-style-type: none">• Application: Financial• Application: Non-Financial• Technical: System Malfunction Issue• Technical: Registration Issue• Technical: Error Message
8	Program for which you are applying*	<u>Drop down</u> : Choose the program for which you are applying.
9	Question*	With as much detail as possible, write the question here. In order to better assess the question, provide the following: <ul style="list-style-type: none">• legal name of your organization• business number of your organization• The role of the person asking the question and, if a Delegate, the responsibilities that are assigned to him/her (see section 2.3.2)• At what stage in the process is the situation occurring: in the Account Management, Application, Claim, Training Completion Form, FPE or Activity Report section of GCOS
10	Project Number	If an Agreement has been signed for the submitted Application for Funding, the project number will be identified on the first page. You can also find it in GCOS by going to the " <i>Applications and Projects</i> " screen and clicking " <i>Manage</i> " next to your " <i>Active</i> " project. The project number will be displayed at the top of the summary box.
11	Online Tracking Number	ESDC will generate an online tracking number after the online Application for Funding is completed and submitted. This number will appear on the confirmation screen as well as on the " <i>Applications and Projects</i> " summary table.



1. MODULE 2: APPLICATION AND PROJECTS

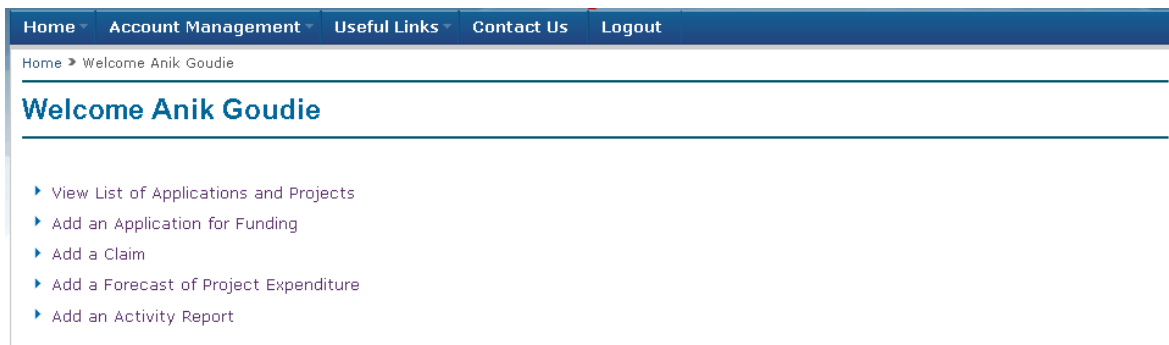
1.1 WELCOME

Once you have successfully logged in GCOS, you will be directed to the "Welcome" screen (see *Figure 3*) where you can perform the following actions:

- View List of Applications and Projects
- Add an Application for Funding
- Add a Claim
- Add a Forecast of Project Expenditure
- Add an Activity Report

To see a complete list of your organization's applications and projects, you must click the "View List of Applications" link. This link will direct you to the "Applications and Projects" screen (see *Figure 4*).

Figure 3 – Welcome



1.2 APPLICATIONS AND PROJECTS

The "Applications and Projects" screen (see *Figure 4*) displays a complete list of your organization's applications and projects by project title, status, tracking number, modified by, dated updated and functions.

By clicking the "Add" button you will be able to create a new application for funding.

If you want to access your organization's applications and project list (when you are in an application or a project) you can use the "Applications and Projects" link in the left side navigation bar (see *Figure 4*).

Note: Accessing the information from the navigation bar will not display the most up to date information in the "Status" column.



Figure 4 - Applications and Projects

Home
Account Management
Useful Links
Contact Us
Logout

Applications and Projects

Application

- Program Selection
- Project Identification
- Mailing Address
- Organization Contacts
- Organizational Capacity
- Amounts Due
- Project Description
- Project Details
- Project Locations
- Anticipated Sources of Contribution
- Budget
- Budget Details
- Supporting Documents
- Review & Submit

Home > Applications and Projects

Applications and Projects

1	2	3	4	5	6	7
Project Title	Status	Tracking Number	Created By	Modified By	Date Updated	Functions
November 2	Draft		Goudie, Anik		02/11/2012 11:10:06 AM	Edit Remove

Click the 'Add' button to create an Application for Funding. Add

Note: The numbers and information in the table correspond to *Figure 4* (*required field).

#	Label	Description
1	Project Title	This is the project title used when the application was initially submitted.
2	Status	Represents the current status of your application/project: <ul style="list-style-type: none"> - <u>Draft</u>: development of the application is in progress; - <u>Pending Signatories</u>: the application requires one or more signatories to complete the Declaration to be submitted to HRSDC; - <u>Submitted</u>: the application was successfully submitted to ESDC; - <u>Submission failed</u>: the application must be re-submitted; - <u>Withdrawn</u>: the application has been withdrawn; - <u>Pending Re-Submission</u>: the application requires modifications or further details. An ESDC representative will contact you regarding the information required. It will need to be re-submitted to ESDC to be assessed; - <u>Under Assessment</u>: the application is being assessed; - <u>Active</u>: the application is approved. Project management items can be submitted; - <u>Rejected</u>: the application was rejected by ESDC; and - <u>Closed</u>: the project is no longer active.
3	Tracking Number	The tracking number of the application.
4	Created By:	The name of the representative who created the application.
5	Modified By:	The name of the representative who last modified the application.
6	Date Updated	The date the application was last modified.
7	Functions	Depending on the status, the functions available are view, edit, manage, action, remove or withdraw.



1.3 PROGRAM SELECTION

The “*Program Selection*” screen (see *Figure 5*) is the first in a series of screens used to complete the Application for Funding process.

You must first select a “*Program Group*” from the drop down menu that applies to the program in which you are applying for funding from. You must then choose a program (see *Figure 5a*) from the drop down menu. Once you have selected a program, a link to the Applicant Guide (see *Figure 5b*), specific to the program selected, will be displayed and can be open in a separate window for reference.

Figure 5 - Program Selection

The screenshot shows the 'Program Selection' page with a navigation bar at the top containing 'Home', 'Account Management', 'Useful Links', 'Contact Us', and 'Logout'. Below the navigation bar is a breadcrumb trail 'Home > Program Selection'. The main heading is 'Program Selection'. The form contains two dropdown menus: 'Program Group (Required)' with 'Select' as the current selection, and 'Project Title (Required)' which is currently empty. There is a 'Help' link next to the Project Title dropdown. At the bottom left is a 'Back' button and at the bottom right is a 'Next' button.

Figure 5a - Program Selection – Program

This screenshot shows the 'Program Selection' page where the 'Program (Required)' dropdown menu is open. The 'Program Group (Required)' dropdown is set to 'Youth'. The 'Program (Required)' dropdown menu lists 'Select', 'Youth - Career Focus', and 'Youth - Skills Link'. The 'Project Title (Required)' field remains empty. The 'Help' and 'Next' buttons are visible at the bottom right.

Figure 5b – Program Selection – Program Guidelines

This screenshot shows the 'Program Selection' page with 'Youth' selected for 'Program Group (Required)' and 'Youth - Skills Link' selected for 'Program (Required)'. A new field, 'Program Guidelines', has appeared with a link to 'Program Guidelines'. The 'Project Title (Required)' field is still empty. The 'Back' and 'Next' buttons are at the bottom.

1.4 PROJECT IDENTIFICATION

The “*Project Identification*” screen (see *Figure 6*) is the first in a series of screens where you must enter further project information for the program for which you are completing the Application for Funding.

The start date must be after the date in which you are entering the information into the application. You can type the anticipated start and end dates in the fields provided OR select the date using the calendars provided.

Figure 6 - Project Identification

Home Account Management Useful Links Contact Us Logout

Home > Project Identification

Applications and Projects

Application

- Program Selection
- Project Identification**
- Mailing Address
- Organization Contacts
- Organizational Capacity
- Amounts Due
- Project Description
- Project Details
- Project Locations
- Anticipated Sources of Contribution
- Budget
- Budget Details
- Supporting Documents
- Review & Submit

Project Identification

Project Title **(Required)** [Help](#)

Planned Project Start Date **(YYYY-MM-DD) (Required)** [Help](#)

Planned Project End Date **(YYYY-MM-DD) (Required)** [Help](#)

Version: 1.3.6.0

1.5 MAILING ADDRESS

The “*Mailing Address*” screen (see *Figure 7*) is used to select the mailing address specific to the Application for Funding. All correspondence (including payments) will be sent to this address. All mailing addresses entered in the “*Account Management*” section will be displayed. You will be required to select which mailing address to use for the application. Mailing addresses can be added in the “*Account Management*” section.

Figure 7 - Mailing Address

Home Account Management Useful Links Contact Us Logout

Home > Mailing Address

Applications and Projects

Application

- Program Selection
- Project Identification
- Mailing Address**
- Organization Contacts
- Organizational Capacity
- Amounts Due
- Project Description
- Project Details
- Project Locations
- Anticipated Sources of Contribution
- Budget
- Budget Details
- Supporting Documents
- Review & Submit

Mailing Address

The mailing addresses displayed below correspond to the information provided in the Account Management. Mailing addresses can be added by accessing the Mailing Address screen. Click on Account Management in the top navigation bar, then select organization Identification to find the Mailing Address screen.

Please select the mailing address of this application. All correspondence will be sent to this address, including any payments. **(Required)**

903 18Th St N

Brandon
Manitoba
R7A7S1

Version: 1.3.6.0

Terms and conditions | Transparency



1.6 ORGANIZATION CONTACTS

The "Organization Contacts" screen (see *Figure 8*) is used to add all organization contacts for a specific application, along with some general information about the contact. The "Add" button will direct you to the "Contact Details" screen (see *Figure 8a*).

Figure 8 - Organization Contact

The screenshot shows a web application interface with a dark blue navigation bar at the top containing links for Home, Account Management, Useful Links, Contact Us, and Logout. Below the navigation bar, the breadcrumb path is 'Home > Organization Contacts'. On the left side, there is a vertical menu with the following items: Applications and Projects, Application, Program Selection, Project Identification, Mailing Address, Organization Contacts (highlighted in blue), Organizational Capacity, Amounts Due, Project Description, Project Details, Project Locations, Anticipated Sources of Contribution, Budget, Budget Details, Supporting Documents, and Review & Submit. The main content area is titled 'Organization Contacts' and contains the following text: 'Provide the name of your organization contacts, for the purposes of communication with the organization for this project. This could be a project manager or coordinator, an executive assistant or someone else. A Main Application contact is mandatory. Additional contacts can be added for the organization. There are currently no entries.' An 'Add' button is located on the right side of the main content area. At the bottom right of the page, the version number 'Version: 1.3.6.0' is displayed.

1.6.1 CONTACT DETAILS

When you add an organization contact (see *Figure 8a*) the following information must be entered (*required field).



Figure 8a - Contacts Details

Home Account Management Useful Links Contact Us Logout		
Home > Contact Details		
<h2>Contact Details</h2>		
1 Given Name <i>(Required)</i>	<input type="text"/>	
2 Surname <i>(Required)</i>	<input type="text"/>	
3 Position Title	<input type="text"/>	
4 Contact Type <i>(Required)</i>	Select <input type="button" value="v"/>	
5 Preferred language of communication - Written <i>(Required)</i>	A <input type="radio"/> English B <input type="radio"/> French	
6 Preferred language of communication - Spoken <i>(Required)</i>	C <input type="radio"/> English D <input type="radio"/> French	
7 Contact Address <i>(Required)</i>	Select <input type="button" value="v"/>	
8 Address Line 1 <i>(Required)</i>	<input type="text"/>	
9 Address Line 2	<input type="text"/>	
10 City or Town <i>(Required)</i>	<input type="text"/>	
11 Province or Territory <i>(Required)</i>	Select <input type="button" value="v"/>	
12 Postal Code <i>(Required)</i>	<input type="text"/>	
13 Country	CANADA <input type="text"/>	
14 Telephone Number	Area Code <i>(Required)</i>	<input type="text"/>
	Telephone Number <i>(Required)</i>	<input type="text"/>
	Extension	<input type="text"/>
15 Fax Number	Fax Number Area Code	<input type="text"/>
	Fax Number	<input type="text"/>
16 E-mail Address	<input type="text"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>	



Note: The numbers and information in the table correspond to *Figure 8a* (*required field).

#	Field	Description
1.	Given Name*	The first name of the person.
2.	Surname*	The last name of the person.
3.	Position Title	The contact's title within the organization
4.	Contact Type*	<u>Drop down</u> : You MUST identify one Main Application contact. Additional Contacts can be added (e.g. agreement signing authority, project activity contact).
5.	Preferred Language of Communication – Written*	The organization contact's preferred language for written communications A. English B. French
6.	Preferred Language of Communication – Spoken*	The organization contact's preferred language for spoken communications C. English D. French
7.	Contact Address*	Indicates whether or not the organization contact's address is the same as the organization's address: <ul style="list-style-type: none">• Select the organization's contact's address from the drop-down list or add a different one.• When you select one from the list, the address fields will populate automatically. You will only have the telephone number fields to complete.
8.	Address Line 1*	The street address portion of the organization contact's address.
9.	Address Line 2	The line 2 of the street address portion of the organization contact's address
10.	City/Town*	The city/town portion of the organization contact's mailing address.
11.	Province/Territory*	The province/territory portion of the organization contact's address.
12.	Postal code*	The postal code portion of the organization contact's address.
13.	Country	Default is Canada.
14.	Telephone Number*	The organization contact's telephone area code. The organization contact's telephone number where they can be reached. The organization contact's telephone extension number, if one exists, where they can be reached.
15.	Fax Number	The fax number area code of the organization contact The fax Number of the organization contact.
16.	E-mail Address	The e-mail address of the organization's contact.

You can “*Edit*” or “*Remove*” contacts from the organization contact list (see *Figure 8b*) at any time, however, you must have a “*Main Application Contact*” at all times.

Figure 8b - Organization Contacts

Home » Organization Contacts

Applications and Projects

Application

Program Selection

Project Identification

Mailing Address

Organization Contacts

Organizational Capacity

Amounts Due

Project Description

Project Details

Project Locations

Anticipated Sources of Contribution

Budget

Budget Details

Supporting Documents

Review & Submit

Organization Contacts

Provide the name of your organization contacts, for the purposes of communication with the organization for this project. This could be a project manager or coordinator, an executive assistant or someone else.

A Main Application contact is mandatory. Additional contacts can be added for the organization.

Given Name	Surname	Contact Type	Functions
Anik	Goudie	Main Application contact	Edit Remove

Add

Version: 1.3.6.0

1.7 ORGANIZATION CAPACITY

The “*Organization Capacity*” screen (see *Figure 9*) is used to enter details relevant to your organization’s capacity to properly manage the projects for which you are requesting funding (based on the organization’s profile).

You must enter the number of employees currently working within the organization. If you select the “*yes*” button to the question about your organizations transformation, you are required to provide a description in the box below it

Note: Sensitive personal information must not be entered in this box (e.g. Social Insurance Number, personal finance data, medical and/or work history).



Figure 9 - Organizational Capacity

Home Account Management Useful Links Contact Us Logout	
Home > Organizational Capacity	
Applications and Projects	
Application	
Program Selection	Please do not include sensitive personal information in this box, such as your <i>Social Insurance Number, personal finance data and medical or work history.</i>
Project Identification	
Mailing Address	ESDC uses the information provided in this section, to assess the organization's capacity to properly manage the project.
Organization Contacts	
Organizational Capacity	How many employees does your organization currently have? <input type="text"/> ▶ Help
Amounts Due	
Project Description	Has your organization undergone any important transformations in the past two (2) years? ▶ Help
Project Details	<input type="radio"/> Yes
Project Locations	<input type="radio"/> No
Anticipated Sources of Contribution	(Required)
Budget	If yes, please provide a description of the changes: <i>(Maximum 30000 characters)</i>
Budget Details	<input type="text"/>
Supporting Documents	
Review & Submit	
	Please describe how your organization has the experience and expertise to carry out the proposed project activities. If applicable, please include any past experience (s) with ESDC and the results of the project(s). <i>(Maximum 30000 characters)</i> (Required)
	<input type="text"/>
	▶ Help
	Save

1.8 AMOUNTS DUE

The "Amounts Due" screen (see Figure 10) is used to enter amounts that your organization owes to the Government of Canada (GoC). From this screen, you declare your organization's amounts owing to the GoC.

To add an amount due, click the "Add" button; you will be directed to the "Amounts Due Details" screen (see Figure 10a).

Figure 10 - Amounts Due

1.8.1 ADDING AN AMOUNT DUE

If your organization owes any amounts that are in default or in arrears to the GoC, the value for each amount owing in the "Amounts Due Details" screen (see Figure 10a) must be added.

Only numbers are permitted in the "Amount Owing" field; no spaces, commas or \$ signs. In text form, enter the nature of the amount(s) your organization has in default or in arrears to the GoC.

Figure 10a – Amounts Due Details

1.9 PROJECT DESCRIPTION

The "Project Description" screen (see Figure 11) is used to enter details regarding the project for which you are requesting funding. This information is used to assess the project's quality and funding eligibility. Review the program specific Applicant Guide for additional information that may be required.



Figure 11 - Project Description

Home » Account Management » Useful Links » Contact Us » Logout

Home » Project Description

Applications and Projects

Application

- Program Selection
- Project Identification
- Mailing Address
- Organization Contacts
- Organizational Capacity
- Amounts Due
- Project Description**
- Project Details
- Project Locations
- Anticipated Sources of Contribution
- Budget
- Budget Details
- Supporting Documents
- Review & Submit

Project Description

Please **do not include sensitive personal information** in this box, such as your *Social Insurance Number, personal finance data and medical or work history.*

ESDC uses the information you provide in this section as part of the assessment in determining whether your proposed project is eligible for funding.

Project Objectives (must be clearly linked to the objectives of the program to which you are applying).
(Maximum 30000 characters)
(Required)

Project Activities (must be broken down into clear steps).
(Maximum 30000 characters)
(Required)

Expected Results of the Project (must be clearly linked to the project objectives and be specific, concrete and measurable).
(Maximum 30000 characters)
(Required)

Save

1.10. PROJECT DETAILS

The "Project Details" screen (see Figure 12) allows you to provide further details on the project's activities and location.



Figure 12 – Project Details

Home > Project Details

Applications and Projects

Project Details

Please **do not include sensitive personal information** in this box, such as your *Social Insurance Number, personal finance data and medical or work history.*

1 Does the project include Results Measurement indicators? **A** Yes No [Help](#)

2 If yes, please describe how you will meet and track the expected results of the project: **B** [Help](#)
(Maximum 30000 characters)

3 Does this proposed project fit with your organization's other activities? **C** Yes No [Help](#)

4 If yes, please describe how: **D** [Help](#)
(Maximum 30000 characters)

5 Is your project designed to benefit or involve people in English or French-language minority communities? **E** Yes No [Help](#)

6 If 'Yes', please provide an explanation and any details on whether consultations will take place with these communities: **F** [Help](#)
(Maximum 30000 characters)

7 Will any other organizations, networks or partners be involved in carrying out the project? **G** Yes No [Help](#)

8 If 'Yes', please clearly identify the role(s) and expertise they will bring to the project: **H** [Help](#)
(Maximum 30000 characters)

9 Does the project address the program's national, regional or local priorities? **I** Yes No [Help](#)

10 If yes, please select all that apply: **J** National **K** Regional **L** Local **M**

IMPORTANT - Update to the CANADIAN ENVIRONMENTAL ASSESSMENT ACT

11 Applicants need to verify if their proposed activities are listed under the above Act - Please visit <http://www.gazette.gc.ca/rp-pr/p2/2012/2012-07-10/html/sor-dors147-eng.html> to access the list of Regulations Designating Physical Activities. If "no", an Environmental Assessment is not required. If "yes", then, as per the Canadian Environmental Assessment Act, 2012, applicant must submit the project description electronically to the CEAA (<http://ceaa.gc.ca/default.asp?lang=En&n=69D3D025-1>) for further review. The CEAA will determine if an Environmental Assessment (EA) is required based on the project description. ESDC funding will be conditional upon receipt by ESDC of, as the case may be, CEAA confirmation that an EA is not required, or a copy of the completed EA and confirmation that your organization is equipped to appropriately address the EA findings.

12 Does your project include activities that are listed in the Canadian Environmental Assessment Agency's (CEAA) Regulations Designating Physical Activities established under the Canadian Environmental Assessment Act, 2012? **N** Yes **O** No

13 If "yes", then, as per the Canadian Environmental Assessment Act, 2012, applicant must submit the project description electronically to the CEAA for further review. The CEAA will determine if an Environmental Assessment (EA) is required based on the project description. ESDC funding will be conditional upon receipt by ESDC of, as the case may be, CEAA confirmation that an EA is not required, or a copy of the completed EA and confirmation that your organization is equipped to appropriately address the EA findings. **P** [Help](#)
(Maximum 30000 characters)

[Save](#)



Note: The numbers and information in the table correspond to *Figure 12* (*required field).

#	Field	Description
1.	Does the project include Results Measurement indicators?*	A. Yes B. No
2.	Does the project include Results Measurement indicators?	A description of how your organization plans to meet and track the expected results of the project.
3.	Does this proposed project fit with your organization's other activities? *	C. Yes D. No
4.	If yes, please describe how.	A description of how the project fits with other organizational activities.
5.	Is your project designed to benefit or involve people in English or French-language minority communities? *	E. Yes F. No
6.	If 'Yes', please provide an explanation and any details on whether consultations will take place with these communities.	Description of how the project is tailored to benefit or involve persons from both English and French communities.
7.	Will any other organizations, networks or partners be involved in carrying out the project? *	G. Yes H. No
8.	If 'Yes', please clearly identify the role(s) and expertise they will bring to the project.	Description of how other organizations, networks, individuals, or partners are involved in carrying out the project.
9.	Does the project address the program's national, regional or local priorities?*	I. Yes J. No
10.	If Yes, select all that apply:	K. National L. Regional M. Local
11	<p>You need to verify if your proposed activities are listed under the Canadian Environmental Assessment Act – Please visit http://www.gazette.gc.ca/rp-pr/p2/2012/2012-07-18/html/sor-dors147-eng.html to access the list of Regulations Designating Physical Activities.</p> <p>If, "no", an Environmental Assessment is not required.</p> <p>If "yes", then, as per the Canadian Environmental Assessment Act, 2012, you must submit the project description electronically to the CEAA (http://ceaa.gc.ca/default.asp?lang=En&n=63D3D025-1) for further review. The CEAA will determine if an Environmental Assessment (EA) is required based on the project description. ESDC funding will be conditional upon receipt by ESDC of, as the case may be, CEAA confirmation that an EA is not required, or, a copy of the completed EA and confirmation that your organization is equipped to appropriately address the EA findings.</p>	



#	Field	Description
12.	Does your project include activities that are listed in the Canadian Environmental Assessment Agency's (CEAA) Regulations Designating Physical Activities established under the Canadian Environmental Assessment Act, 2012?*	N. Yes O. No
13.	If "yes", then, as per the Canadian Environmental Assessment Act, 2012, you must submit the project description electronically to the CEAA for further review. The CEAA will determine if an Environmental Assessment (EA) is required based on the project description. ESDC funding will be conditional upon receipt by ESDC of, as the case may be, CEAA confirmation that an EA is not required, or, a copy of the completed EA and confirmation that your organization is equipped to appropriately address the EA findings.	

1.11 PROJECT LOCATIONS

The "*Project Locations*" screen (see *Figure 13*) allows you to list all locations where the project's activities will occur, if the locations are different than your organizations. To add new locations (if different than where your organization is located) press the "*Add*" button. You will be directed to the "*Location Details*" screen (see *Figure 13a*).

Figure 13 – Project Locations

Home Account Management Useful Links Contact Us Logout

Home > Project Locations

Applications and Projects

Application

Program Selection

Project Identification

Mailing Address

Organization Contacts

Organizational Capacity

Amounts Due

Project Description

Project Details

Project Locations

Anticipated Sources of Contribution

Budget

Budget Details

Supporting Documents

Review & Submit

Project Locations

If any of the project activities will be delivered in a different location than where your organization is located, please add each location. List the main address first, followed by every additional location.

Main Location	Address Line 1	Address Line 2	City or Town	Province or Territory	Postal Code	Functions
Yes	903 18Th St N		Brandon	Manitoba	R7A 7S1	Edit Remove

Add

Version: 1.3.6.0



Figure 13a – Location Details

Home Account Management Useful Links Contact Us Logout

Home > Location Details

Location Details

Main Location (Required) Yes No

Address Line 1 (Required)

Address Line 2

City or Town (Required)

Province or Territory (Required)

Postal Code (Required)

1.12 ANTICIPATED SOURCES OF FUNDING

The "Anticipated Sources of Funding" screen (see Figure 14) allows you to provide details on how the project will be funded.

Note: ESDC's funding Programs generally encourages and/or requires you to seek cash and/or in-kind contributions to your proposed project from other sources of funding. Each program has a "stacking limit", that is, a maximum permitted amount of combined funding from federal, provincial, territorial and municipal governments for any one project or initiative. Contributions to the project cannot exceed 100% of eligible expenditures.

ESDC will use the information provided in this section to verify that the funding request conforms to any stacking limit or requirement for funding from other sources.

"Other sources of funding" includes any source of funding (including your organization) other than the program to which is applying for funding.

To specify the amount requested from ESDC you must click the "Enter Requested Amount" link. You will be directed to the "Contribution Details" screen (see Figure 14a).

To add new anticipated sources of funding click the "Add" button. You will be directed to the "Contribution Details" screen (see Figure 14b).



Figure 14 – Anticipated Sources of Contribution

Home Account Management Useful Links Contact Us Logout

Home > Anticipated Sources of Contribution

Applications and Projects

Anticipated Sources of Contribution

Application

- Program Selection
- Project Identification
- Mailing Address
- Organization Contacts
- Organizational Capacity
- Amounts Due
- Project Description
- Project Details
- Project Locations
- Anticipated Sources of Contribution**
- Budget
- Budget Details
- Supporting Documents
- Review & Submit

ESDC's funding programs generally encourage and/or require applicants to seek cash and/or in-kind contributions for their proposed project from other sources of funding. Each program has a "stacking limit", that is, a maximum permitted amount of combined funding from federal, provincial, territorial and municipal governments for any one project or initiative. Contributions to the project cannot exceed 100% of eligible expenditures.

ESDC uses the information provided in this section to verify that your funding request conforms to any stacking limit or requirement for funding from other sources.

"Other sources of funding" includes any source of funding (including from your organization) other than the program to which you are applying for funding.

You must first enter the amount requested from ESDC. Should you have additional organizations that will contribute funds and/or in-kind contributions to this project, please add them subsequently.

The amounts displayed under Cash and In-kind (\$ value) **MUST** equal the Total Planned Expenditures on the Budget screen accessible on the left side navigation bar.

Source Name	Source Type	Cash	In-kind (\$ value)	Confirmed Cash	Confirmed In-kind (\$ value)	Functions
ESDC	ESDC					Enter Requested Amount

[Add](#)

1.12.1 CONTRIBUTION DETAILS

The "Contribution Details" screen (see Figure 14a) allows you to add or edit the following details regarding your organizations' anticipated sources of funding.

Figure 14a – Contribution Details

Home Account Management Useful Links Contact Us Logout

Home > Contribution Details

Contribution Details

You must enter a value in a numeric format. Values should be rounded to the nearest whole number (i.e.: no decimals).

Source Name **(Required)** **1** [Help](#)

Source Type **(Required)** **2**

Cash **3**

In-kind (\$ value) **4** [Help](#)

Confirmed Cash **(Required)** **5** **A** Yes [Help](#)
B No

Confirmed In-kind (\$ value) **(Required)** **6** **C** Yes [Help](#)
D No



Figure 14b – Contribution Details

Home > Account Management > Useful Links > Contact Us > Logout

Home > Contribution Details

Contribution Details

You must enter a value in a numeric format. Values should be rounded to the nearest whole number (i.e.: no decimals).

Source Name (Required)	1	<input type="text"/>	▶ Help
Source Type (Required)	2	Select <input type="button" value="v"/>	
Cash	3	<input type="text"/>	
In-kind (\$ value)	4	<input type="text"/>	▶ Help
Confirmed Cash (Required)	5	<input type="radio"/> Yes	▶ Help
	A	<input type="radio"/> No	
Confirmed In-kind (\$ value) (Required)	6	<input type="radio"/> Yes	▶ Help
	B	<input type="radio"/> No	
	C		
	D		

Note: The numbers and information in the table correspond to *Figure 14a and 14b* (*required field).

#	Field	Description
1.	Source Name*	When entering an amount for ESDC, this field will be read only and populated with ESDC. When adding a Source of Funding other than ESDC, enter the name of the entity providing funding for the project.
2.	Source Type*	When entering an amount for ESDC, this field will be read only and populated with ESDC. When adding a Source of Funding other than ESDC, select the sector type of the entity providing funding for the project from the drop down menu.
3.	Cash	When entering the amount requested from ESDC, you only need to enter the cash amount requested. When adding a Source of Funding other than ESDC, enter the amount of cash-funding that an entity will be providing for the project.
4.	In-Kind (\$ Value)	When entering an amount for ESDC, this field will be read only. When adding a Source of Funding other than ESDC enter the amount of in-kind funding that a contributor will be providing for the project. In-kind contributions are non-monetary goods or services that may be contributed to the project by your organization or other organizations or partners for which your organization will not be requesting re-imbursment. In-kind support may include donated equipment, services or facilities necessary for the proposed project that would otherwise have to be purchased. To be considered valid, in-kind contributions should contribute to the success of the project and estimated at fair market value.
5.	Confirmed Cash	When entering an amount for ESDC and when adding a Source of Funding other than ESDC, enter if the amount of cash contribution is confirmed Cash contributions should be committed to in writing by the contributing party.



#	Field	Description
		A. Yes B. No
6.	Confirmed In-Kind (\$ Value)	When entering an amount for ESDC, this field will be read only When adding a Source of Funding other than ESDC, enter if the amount of in-kind contribution is confirmed In-kind contributions should be committed to in writing by the contributing party. C. Yes D. No

1.13 BUDGET

The "*Budget*" screen (see *Figure 15*) allows you to provide a detailed list of planned expenditures, broken down by expenditure category/sub-category and funding source.

ESDC uses the information provided in this screen to determine the overall cost of the proposed project, whether costs are linked to the activity, as well as the general nature of the expenditures to be covered by all anticipated sources of funding.

You must enter the project budget according to the cost categories; see the cost-category lexicon for more details on the cost categories , available in the help text beside the cost category fields.

Figure 15 – Budget

Home
Account Management
Useful Links
Contact Us
Logout

Home > Budget

Applications and Projects

Application

- Program Selection
- Project Identification
- Mailing Address
- Organization Contacts
- Organizational Capacity
- Amounts Due
- Project Description
- Project Details
- Project Locations
- Anticipated Sources of Contribution
- Budget
- Budget Details
- Supporting Documents
- Review & Submit

Budget

ESDC uses the information provided in this section to determine the overall cost of the proposed project, whether costs are linked to the activity, as well as the general nature of the expenditures to be covered by all anticipated sources of funding.

Enter your project budget according to the cost categories.

The Total Planned Expenditures amounts **MUST** equal the amounts displayed under Cash and In-kind (\$) value) on the Anticipated Sources of Contribution screen accessible on the left side navigation bar.

You must enter a value in a numeric format. Values should be rounded to the nearest whole number (i.e.: no decimals).

Cost Category	Planned Expenditures		
	ESDC	Other - Cash	Other - In Kind
Administrative Costs			
Administrative Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
	▶ Help		
Capital Costs			
Capital Assets	<input type="text"/>	<input type="text"/>	<input type="text"/>
	▶ Help		
Direct Costs			
Staff Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Capital Assets	<input type="text"/>	<input type="text"/>	<input type="text"/>
	▶ Help		
Direct Costs			
Staff Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
	▶ Help		
Participant Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
	▶ Help		
Project Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
	▶ Help		
Rent	<input type="text"/>	<input type="text"/>	<input type="text"/>
	▶ Help		
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>
	▶ Help		
Total Planned Expenditures	0	0	0

1.14 BUDGET DETAILS

The "Budget Details" screen (see Figure 16) allows you to specify details on possible contract values and planned capital assets expenditures for the project.



Figure 16 – Budget Details

Home
Account Management
Useful Links
Contact Us
Logout

Home > Budget Details

Applications and Projects

Application

Program Selection

Project Identification

Mailing Address

Organization Contacts

Organizational Capacity

Amounts Due

Project Description

Project Details

Project Locations

Anticipated Sources of Contribution

Budget

Budget Details

Supporting Documents

Review & Submit

Budget Details

Refer to the program specific Applicant Guide, as it may require that you provide additional information to complement your Application for Funding. If necessary, you may upload documentation by selecting the **Supporting Documents** section from the left side navigation bar.

1 **Associated Businesses or Individuals:** Please check all statements below that apply to your planned expenditures of ESDC funding

A Contracts valued at \$25,000 or more are part of the planned expenditures. [▶ Help](#)

B Contracts with businesses or individuals legally associated with the applicant organization are among the planned expenditures.

C Contracts with outside providers to manage all or part of the project activities on behalf of the applicant organization are among the planned expenditures.

D Yes [▶ Help](#)

E No

2 **Capital Assets:** Will capital assets be among your planned expenditures with ESDC funding? **(Required)**

3 If yes, please explain the benefit of the purchase(s) that are necessary to carry out the project activities: *(Maximum 30000 characters)*

4 Further Budget Details: *(Maximum 30000 characters)*

Note: The numbers and information in the table correspond to *Figure 16* (*required field).

#	Field	Description
1.	Associated Businesses or Individuals: Please check all statements that apply to your planned expenditures of HRSDC funding.	<p>Indicate all statements that apply to your planned expenditures of ESDC funding.</p> <p>A. Contracts valued at \$25,000 or more are part of the planned expenditures.</p> <p>B. Contracts with businesses or individuals legally associated with your organization are among the planned expenditures.</p> <p>C. Contracts with outside providers to manage all or part of the project activities on behalf of your organization are among the planned expenditures.</p> <p>Note: For more information on this field click the "Help" link on the right side of the page.</p>
2.	Capital Assets: Will capital assets be among your planned expenditures with HRSDC funding?	<p>Indicate whether or not your organization has identified the purchase of capital assets among its planned expenditures with ESDC funding.</p> <p>D. Yes</p> <p>E. No</p> <p>Note: For more information on this field click the "Help" link on the</p>

		right side of the page.
3.	If yes, please explain the benefit of the purchase(s) that are necessary to carry out the project activities	Description of the benefit of the purchase(s) that are necessary to carry out the project activities, if the purchase of capital assets is needed.
4.	Further Budget Details: (Maximum 30000 characters)	Additional details (if applicable).

Note: You will be required to summarize your project budget according to the Budget Detail Template. This template is an annex available in your program-specific Applicant Guide and can be attached to your electronic Application for Funding (see section 1.15).

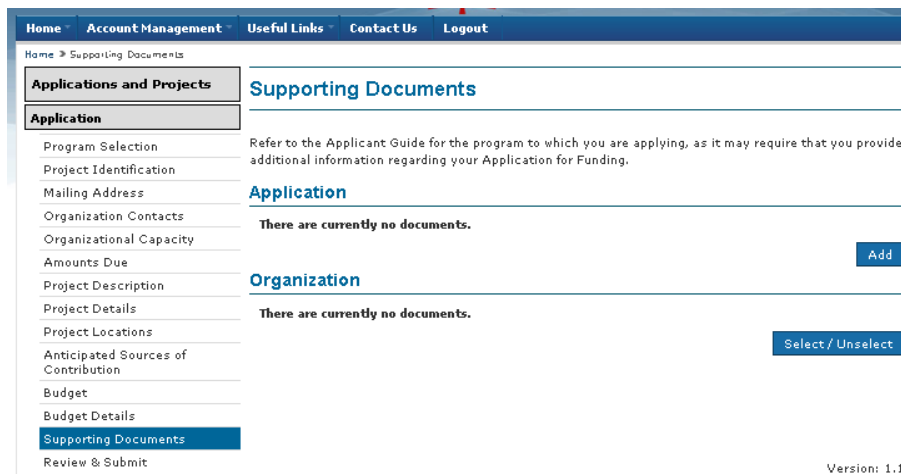
- The Budget Detail Template, which corresponds to the new cost category structure and lexicon, has been developed to support the Standard Application for Funding and will ensure a consistent approach to the collection of budget information during your application process.
- To ensure consistency across programs, the Budget Detail Template replaces existing versions of Budget Negotiation Notes.

1.15 SUPPORTING DOCUMENTS

The “*Supporting Documents*” screen (see *Figure 17*) allows view, add and manage files uploaded as supporting documentation for our Application for Funding.

- All files are stored in the format in which they are uploaded.
- All file types are accepted.
- All files uploaded in the GCOS are scanned by an anti-virus application before being submitted to ESDC.
- If a file contains a virus, it will not be submitted to ESDC.

Figure 17 – Supporting Documents



Using the “*Add*” button will direct the user to the “*Document Details*” screen (see *Figure 17a*), allowing you to browse your computer’s file structure and select a document type and file to upload to your Application for Funding.

Note: Program-specific Applicant Guides provide additional information regarding required supporting documents related to the specific program.

Figure 17a – Document Details

You can select a document related to your organization from the list created in "Account Management" (see Grants and Contributions Online Services: User Guide (Registration and Account Management)) by clicking on "Select/Unselect".

Figure 17b – Supporting Documents – Select/Unselect Organization documents

Document Title	Document Type	File Name	Select
By-laws	By-laws	Screenshots.docx	<input type="checkbox"/>
Letters of Incorporation	Letters of Incorporation	Screenshots.docx	<input type="checkbox"/>

Clicking "Save" will bring you to the "Supporting Documents" screen (see Figure 17c). This screen will display, in a table format, all the documents that have been attached to your Application for Funding.



Figure 17c – Supporting Documents

Home » Account Management » Useful Links » Contact Us » Logout

Home » Supporting Documents

Applications and Projects

Application

- Program Selection
- Project Identification
- Mailing Address
- Organization Contacts
- Organizational Capacity
- Amounts Due
- Project Description
- Project Details
- Project Locations
- Anticipated Sources of Contribution
- Budget
- Budget Details
- Supporting Documents**
- Review & Submit

Supporting Documents

Refer to the Applicant Guide for the program to which you are applying, as it may require that you provide additional information regarding your Application for Funding.

Application

Document Title	Document Type	File Name	Functions
Budget Notes	Additional budget information	Budget Notes.docx	View Remove

[Add](#)

Organization

Document Title	Document Type	File Name	Functions
Bylaws	By-laws	GCOS Content.docx	View

[Select / Unselect](#)

1.16 REVIEW & SUBMIT

The "Review & Submit" screen (see Figure 18) is a full summary of all the information entered into the application. It allows you to review and, if necessary, edit information. It also indicates if a mandatory field is not completed by providing an error message at the top of the screen.

When all mandatory fields are complete, each section will be hidden, however can be expanded for review.

To submit your Application for Funding click the "Submit" button and you will be directed to the "Declaration" screen (see Figure 19).

Figure 18 – Review and Submit

Home » Account Management » Useful Links » Contact Us » Logout

Home » Review & Submit

Applications and Projects

Application

- Program Selection
- Project Identification
- Mailing Address
- Organization Contacts
- Organizational Capacity
- Amounts Due
- Project Description
- Project Details
- Project Locations
- Anticipated Sources of Contribution
- Budget
- Budget Details
- Supporting Documents
- Review & Submit**

Review & Submit

You are about to submit an item to ESDC.

Please review the information provided by clicking on each of the hyperlink available before submitting.

[Expand all](#) [Collapse all](#) [Print](#)

- ▶ Organization Information
- ▶ Project Identification
- ▶ Mailing Address
- ▶ Organization Contacts
- ▶ Organizational Capacity
- ▶ Amounts Due
- ▶ Project Description
- ▶ Project Details
- ▶ Project Locations
- ▶ Anticipated Sources of Contribution
- ▶ Budget
- ▶ Budget Details
- ▶ Supporting Documents

[Submit](#)

1.17 DECLARATION

In order for an Application for Funding to be eligible for funding, it must be completed by the official representative(s) of your organization in accordance with your organization's by-laws or other constituting documents.

The first paragraph displays how many signatures are required to submit an Application for Funding. The number indicated is related to the information provided in the "Signatories" screen (refer to the *Grants and Contributions Online Services: User Guide (Registration and Account Management)*).

1.17.1 ONE SIGNATORY

When only one signatory has been identified, you will need to complete the declaration and by clicking the "Submit" button, you acknowledge that you have read the declarations and are in agreement with their content and you are "signing" the Application for Funding that will be submitted to ESDC. Once the information has been successfully submitted, a confirmation message will be displayed (see *Figure 22*)

Figure 19 – Declaration – 1 Signatory

The screenshot shows a web interface for the 'Declaration' page. At the top, there is a navigation bar with links: Home, Account Management, Useful Links, Contact Us, and Logout. Below the navigation bar, the page title is 'Home > Declaration'. On the left side, there is a sidebar menu with the following items: Applications and Projects, Application, Program Selection, Project Identification, Mailing Address, Organization Contacts, Organizational Capacity, Amounts Due, Project Description, Project Details, Project Locations, Anticipated Sources of Contribution, Budget, Budget Details, Supporting Documents, and Review & Submit. The main content area is titled 'Declaration' and contains the following text: 'You indicated that 1 signatory is required to submit this item to ESDC.' Below this, there is a paragraph explaining that there must be at least this number of representatives with authorization to submit the item. Further down, it states that in order for the application to be eligible for funding, it must be completed by the official representative(s) of the applicant organization. The page then presents three certification options, each with a checkbox: A. I certify that I have the capacity and that I am authorized to sign and submit this Application on behalf of the Organization named in Part 1; B. I certify that the information provided in this Application and supporting documentation is true, accurate, and complete to the best of my knowledge; and C. I certify that the Organization and any person lobbying on its behalf is in compliance with the Lobbying Act, R.S.C., 1985, c. 44 (4th Supp.) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding. Below the certification options, there is a statement: 'By clicking 'Submit' you' followed by two bullet points: 'acknowledge having read the above declarations and being in agreement with their content.' and 'are hereby signing the application form that will be submitted to ESDC'. At the bottom right of the form, there is a blue 'Submit' button.

1.17.2 MULTIPLE SIGNATORY

When 2 or more signatories are identified as being required to submit an Application for Funding to the Department, you will need to complete the declaration screen. Prior to clicking on the "Submit" button, you will be provided with a table of the representative that have been delegated the right to submit Applications for Funding. You will have the option the either advise them or not by e-mail (see *Figure 20*).

Figure 20– Declaration – Multiple Signatories

Home » Declaration

Applications and Projects

Application

- Program Selection
- Project Identification
- Mailing Address
- Organization Contacts
- Organizational Capacity
- Amounts Due
- Project Description
- Project Details
- Project Locations
- Anticipated Sources of Contribution
- Budget
- Budget Details
- Supporting Documents
- Review & Submit

Declaration

You indicated that 2 signatories are required to submit this item to ESDC.

There must be at least this number of representatives with authorization to submit this item within your Organization's account. You can view and edit the number of required signatories by selecting organization Identification and clicking on Signatories under the Account Management menu at the top of the screen. Alternatively, access may be delegated to the appropriate authorized representatives by selecting Representatives from the Account Management menu.

In order for your application to be eligible for funding, it must be completed by the official representative (s) of the applicant organization in accordance with the organization's by-laws or other constituting documents.

The person(s) submitting this form certify (ies) the following

A. I certify that I have the capacity and that I am authorized to sign and submit this Application on behalf of the Organization named in Part 1;

B. I certify that the information provided in this Application and supporting documentation is true, accurate, and complete to the best of my knowledge; and

C. I certify that the Organization and any person lobbying on its behalf is in compliance with the Lobbying Act, R.S.C., 1985, c. 44 (4th Supp.) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding.

By clicking 'Submit' you

- ▶ acknowledge having read the above declarations and being in agreement with their content.
- ▶ are hereby signing the application form that will be submitted to ESDC

Advise the following signatories that an action is required:

Signatories	Advise Signatories by e-mail
Lacey Campbell	<input type="radio"/> Yes <input type="radio"/> No
Julie Chartrand	<input type="radio"/> Yes <input type="radio"/> No

Once the "Submit" button is selected, you will be presented with a confirmation message (see *Figure 21*).

Figure 21– Confirmation – First Signatory

Home » Confirmation

Confirmation

Thank you! Your signature has been captured. The submission to ESDC will only be possible once the required number of signatories has been captured. You can view how many signatories are required in the Account Management and how many signatories are outstanding on the left side menu using the Review and Submit screen of the item. An e-mail was sent only to the identified signatories to enable the submission of the item to ESDC.



The users selected will receive an email advising that an action is required from them. They will be able to access their own account and look for a project that has a "Pending Signatories" status. They will be able to review the information prior to submitting the information to the department. Once all signatories have completed the declaration screen, the last one will obtain a confirmation message (see *Figure 22*).

1.18 APPLICATION CONFIRMATION

The "Confirmation" screen (see *Figure 22*) displays a confirmation that the Application for Funding has been submitted successfully. It also displays a submission confirmation message and number.

Your submission confirmation number will be the subject line of your confirmation e-mail from ESDC.

Figure 22- Confirmation

A screenshot of a web application's confirmation page. At the top is a dark blue navigation bar with white text links: Home, Account Management, Useful Links, Contact Us, and Logout. Below the navigation bar is a breadcrumb trail: Home > Confirmation. The main heading is "Confirmation" in a large, bold, blue font. Below the heading, the text reads: "Your submission was successful. Your confirmation number is **A00001289**." At the bottom, there is a line of text: "Any questions or concerns should be directed to: [✉ NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca](mailto:NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca) referencing the above confirmation number."