Community Capital Planning Stage 1: Application
Endorsing Organization and Ministry Roles

Ontario
Ministry of HEALTH AND LONG-TERM CARE

The following is a summary of roles and responsibilities and is not inclusive of all tasks that may be required in Stage 1.

Component	Endorsing Organization	Ministry
Community Health Capital Program Toolkit ("Community Toolkit")	• Maintain availability of current Community Toolkit version for community organizations to access	• Develop and update Community Toolkit • Provide most up-to-date version to EOs
Stage 1: Application (Part I: Application Sections 1-5)	• Work with LO to determine eligibility for capital funding, identify capital need, envision service model, where applicable	• Available for consultation with EO and LO, when necessary

Stage 1: Application Review (Part I: Application Sections 6, 7 and Submission)	• Review submitted Community Toolkit Part I: Application and completes Section 6
	• Work with LO to ensure completeness of application or to request additional information to add clarity to proposal
	• Determine whether to endorse or not endorse proposed project
	  ○ For own funds projects costing less than $500,000 and with no clinical elements, the EO can approve implementation (projects over $500, 000 or with clinical elements, must be submitted for ministry review).
	• Prepare and submit a signed LoE (signed by appropriate Leadership/ Governance for LHIN EOs or delegated ministry representative for ministry EOs)
	  ○ Where increased operational costs are associated with the proposed project, LoE will specify EO commitment for funding or provide assurances LO will fund these increased operational costs
	➢ Submit completed Community Toolkit Part I to Health Capital Investment Branch (when EO is a LHIN)
		• Review Community Toolkit submission from EO and completes Section 7
		• May work with EO or LO to ensure completeness of application or to request additional information
		• Determine when the proposed project is eligible for funding consideration.
		• For own funds projects costing over $500,000 and/or with clinical elements, the ministry will determine what steps are necessary for the technical review and communicate the submission and approval requirements to the EO/LO. Will work with LO through planning and implementation, as required.
		• Where a Planning Grant is provided, the funding agreement/package approval is the responsibility of the branch managing the project.

Acronyms	
LO	Lead Organization
EO	Endorsing Organization
LoE	Letter of Endorsement
LHIN	Local Health Integration Network
HCIS	Health Capital Information System

Checkpoint 1
Outcomes for Successful Applications

Approved projects are assigned a unique 6-digit project number (HCIS number) for all future communications between ministry/EO/LO.

Ministry-funded:
Approval of Planning Grant
- Provision of Planning Grant to proceed to completion of Part II: Business Case of Community Toolkit (for projects requesting ministry capital funding).
  A Planning Grant is not an assurance of an Implementation Grant.

Own Funds: **Approval to Proceed**