



The Commonwell's Learning and Engagement Accelerator Fund (L.E.A.F.) supports projects that grow capacity and resiliency in communities across Ontario. Specifically, L.E.A.F. supports programs and facilities that re-energize learning and engagement within communities.

Each chosen project will receive dollar amounts ranging from \$10,000 to \$50,000 depending on the amount requested in the application process. Up to \$350,000 will be awarded under the 2023 program.

To be eligible for a L.E.A.F. grant, the project must:

- Be located in Ontario.
- Have a goal related to learning in the community including programming and upgrades to the places the community gathers to learn.
- Be either fully funded by L.E.A.F., have secured any additional funding required and/or have a plan to obtain the additional funding within 6 months.
- Have a leadership team established prior to funds being distributed.
- Have support from the property owner or other relevant stakeholders for the location the project will take place
- Be a publicly accessible resource.
- Not be owned by an individual or business – Not for profit organizations and charities are eligible.
- Be submitted to the L.E.A.F. website by completing the full application form by the submission deadline of November 10, 2023.
- Must be submitted by a person who is of the age of majority.
- Projects must be completed within 2 years of funding received. If projects are not completed funds may be returned or a proposal to redeploy the funding within the community may be considered.
- Projects previously funded by L.E.A.F. are not eligible to receive funding again. New projects from the same organization are eligible. Projects previously submitted but not selected are also eligible.

Program Guidelines:

- Recipients will be selected based upon The Commonwell's assessment of the applications. Applications will be judged based on:
  - Ability to communicate impact of project on learning and engagement in the community
  - Ability to demonstrate project viability
  - Demonstrated need for funding
  - Community support garnered on L.E.A.F website and through social shares
  - Recipients will be selected at the sole discretion of The Commonwell.
- Recipients must display signage and/or alternate agreed upon recognition at the site of the project noting that it received support from The Commonwell L.E.A.F.
- If an opening event takes place The Commonwell will be invited to attend.
- Recipients agree to complete regular check-ins with The Commonwell (6 Month intervals) in the 3 years following a L.E.A.F. Grant
- Recipients will be notified by phone no later than December 1, 2023.
- Projects that are not selected will be notified by email no later than December 11, 2023.
- Recipients will be announced publicly on The Commonwell's Facebook page, Instagram Account and the L.E.A.F. website. Recipients will also be publicized through press releases and media outlets – Timing for public announcements will be at The Commonwell's discretion.
- Each project may only be submitted once during the program year

[thecommonwell.ca](http://thecommonwell.ca)

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## **RULES AND REGULATIONS**

The 2023 L.E.A.F. grant program begins Tuesday, September 5<sup>th</sup>, 2023 and closes for submissions on Monday November 10<sup>th</sup>, 2023 at 11:59 p.m. Community Support remains open until November 17<sup>th</sup>, 2023 at 11:59 p.m. The program is sponsored by The Commonwell Mutual Insurance. No purchase is necessary to submit an application to the program. Entry of a submission into the program constitutes acceptance of the terms, conditions and provisions set forth below.

### **1. HOW TO SUBMIT A PROJECT**

1.1 Eligible projects may be entered into the Program for consideration as follows:

- (a) Visit [L.E.A.F. WEBSITE](#) and follow the instructions.
- (b) Complete the online application form and be available for follow up questions from the Program Sponsor's adjudication team.

### **2. GRANT PROVISIONS**

- 2.1 Each recipient will receive a grant equal to or part of the amount requested in the project application to use in the completion of the project as determined by the Program Sponsor.
- 2.2 The number of recipients is not set, and will be determined at the sole discretion of The Commonwell up to \$350,000
- 2.3 Between November 17<sup>th</sup> and December 1<sup>st</sup> 2023, a panel of reviewers selected by the Program Sponsor will review the submissions and any supporting information including community support and will determine the recipients based on their sole discretion. Submissions will be considered based on: ability to communicate impact of project on learning and engagement in the community, ability to demonstrate project viability, demonstrated need for funding, community support garnered on L.E.A.F website and through social shares and any other factors at the discretion of the program sponsor.
- 2.4 Recipients will be notified no later than December 1<sup>st</sup>, 2023. Applicants who were not selected will be notified by email, no later than December 11<sup>th</sup>, 2023.
- 2.5 To receive any grant, a selected project may be required:
  - (a) to sign and return a release of liability releasing the Program Sponsor, its affiliates and subsidiaries, advertising and promotional agencies, any judge or judges appointed by the Program Sponsor, and in each case their respective directors, officers, owners, employees, agents, representatives, successors and assigns from any liability in connection with the Program or the acceptance, possession or use of the funds;
  - (b) to provide regular updates to The Commonwell L.E.A.F. on the status of the project, by completing surveys provided by The Commonwell as often as every 6 months for the 3 years following grant receipt.

- (c) in the event the project has a municipal stakeholder the municipality will be required to submit a letter attesting to their support for the project.
- (d) Commit to displaying signage or other recognition of support provided by The Commonwell L.E.A.F.
- (e) Invite The Commonwell to participate in any opening ceremony for the project.
- (f) Provide a tax receipt, if applicable.

2.6 In order to receive the grant, the requirements contained in subsections 2.5(a) – (f) must be completed and received by the sponsor AND the recipient organization must communicate his/her acceptance of the prize money no later than 5 business days from being notified on December 1<sup>st</sup>, 2023, being December 8<sup>th</sup>, 2023. Should the requirements in subsections 2.5(a) – (f) not be completed and no communication of acceptance be given by this deadline, the recipient will forfeit the offer of the grant and the sponsor is entitled, at its sole discretion, to award the grant to another selected applicant, without further notice.

2.7 No interest will be paid on any funds provided.

2.8 Funds will be delivered by December 31<sup>st</sup>, 2023 via Cheque or Electronic Funds Transfer. The recipient organization must have an account that the funds can be deposited into. This account cannot be a personal bank account.

2.9 Recipients will be announced publicly on the Program Sponsor's Facebook page, Instagram account, and online at: [LEAF WEBSITE](#). There may also be announcements through press releases and other media outlets.

### **3. ELIGIBILITY**

3.1 The Program is open only to legal residents of the province of Ontario. The Program is void where prohibited by law.

3.2 All projects must meet the following eligibility requirements:

- (a) The project must be located in the province of Ontario.
- (b) The project must benefit a large section of the public community.
- (c) The project must have a goal related to learning or places where the community comes together to learn.
- (d) The project must have a committed team dedicated to completing or implementing the project.
- (e) The project must derive its entire funding from L.E.A.F or demonstrate a plan for achieving complete funding within 6 months of grant receipt.
- (f) The project must have support from the property owner or other relevant stakeholders for the location the project will take place (i.e. municipality, community organization)
- (g) The project must be a publicly accessible resource



- (h) The project may not be owned by an individual or business – not for profit, charity and municipal organizations are eligible
- (i) The project must be submitted to the L.E.A.F website by completing the full application form.

#### **4. SUBMISSION REQUIREMENTS**

4.1 The submission of a project must be complete. Applications that lack detailed answers will not be processed for consideration. The Commonwell reserves the right to ask for additional details or clarification on the project.

4.2 The submission must be entirely original work of the submitter and must not infringe upon or violate any laws or any third-party rights, including, but not limited to copyright, patent, trademark, trade secret or other proprietary rights and must not lead to any cause of action including libel, defamation, privacy violation, contract breach or tort.

4.3 Any media materials (i.e. video, photos, comments) submitted will grant the Program Sponsor complete and unrestricted use and reproduction rights for any purposes.

4.4 The Program Sponsor will not accept submissions that are offensive to any individual/organization or any that are rude in tone or abusive. Program Sponsors reserve the right to refuse, edit or remove any videos that contain racist, hateful, sexist, abusive, slanderous, pornographic, obscene, insulting, coarse, and/or unintelligible/irrelevant content.

4.5 No submissions will be returned. Please keep a copy of your answers for your own record.

#### **5. COMMUNITY SUPPORT SUBMISSION REQUIREMENTS**

5.1 The submission must be entirely original work of the submitter and must not infringe upon or violate any laws or any third-party rights, including, but not limited to copyright, patent, trademark, trade secret or other proprietary rights and must not lead to any cause of action including libel, defamation, privacy violation, contract breach or tort.

5.2 Any media materials (i.e. video, photos, comments) submitted will grant the Program Sponsor complete and unrestricted use and reproduction rights for any purposes.

5.3 The Program Sponsor will not accept submissions that are offensive to any individual/organization or any that are rude in tone or abusive. Program Sponsors reserve the right to refuse, edit or remove any videos that contain racist, hateful, sexist, abusive, slanderous, pornographic, obscene, insulting, coarse, and/or unintelligible/irrelevant content.

5.4 No submissions will be returned.

5.5 Community support submissions will remain open until November 17<sup>th</sup>, 2023.

#### **6. PRIVACY**

6.1 By entering an application or submitting community support, the participant consents to the collection, use and sharing of information about the participant with the Program Sponsor and its agents and representatives for the sole purpose of administering the Program and administering of any award including, but not limited to contacting project team members and stakeholders to confirm project details.

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6.2 By entering an application, the submitters consent to the use and disclosure of his/her name, town location, project details, without compensation, by the Program Sponsor, for the purposes of the disclosure of the identity of grant recipient and for the general promotional purposes of the Program Sponsor in connection with the Program.

6.3 For more information regarding the privacy policy of the Program Sponsor, please review its privacy policy available at [thecommonwell.ca](http://thecommonwell.ca).

## **7. LIMITATIONS ON LIABILITY**

7.1 The Program Sponsor, its affiliates and subsidiaries, advertising and promotional agencies, any judge or judges appointed by the Program Sponsor, and in each case their respective directors, officers, owners, employees, agents, representatives, successors and assigns, shall not, in circumstances whatsoever be liable for:

(a) any cost, liability, expense, injury, damage or claim of any kind arising in connection with the Program or resulting from acceptance, possession or use of any funds including, without limitation, personal injury, death and property damage, and claims based on publicity rights, defamation or invasion of privacy; or

(b) any incidental, consequential, special or indirect damages, even if they have been advised of the possibility of such damages.

7.2 The Program Sponsor will not be liable for any late, lost, invalid, ineligible, illegible, incomplete, stolen, misdirected submissions.

7.3 The Program Sponsor assumes no responsibility for any problems or technical malfunction of any telephone network, telephone lines, computer online systems, servers, access providers, computer equipment, software or the failure of any application submission to be received by the Program Sponsor.

## **8. RELEASE**

8.1 By submitting an application to the program, each participant releases and holds harmless the Program Sponsor, its affiliates and subsidiaries, advertising and promotional agencies, any judge or judges appointed by the Program Sponsor, and in each case, their respective directors, officers, owners, employees, agents from any and all liability in connection with the Program or resulting from acceptance, possession or use of any grant funding including, without limitation, personal injury, death, and property damage and claims based on publicity rights, defamation or invasion of privacy.

## **9. GENERAL PROVISIONS**

9.1 By submitting an application and/or accepting funds, the participant agrees to be bound by all the terms, conditions, and provisions set out in these Program Rules.

9.2 The Program is subject to all applicable federal, provincial and municipal laws and regulations.

9.3 All decisions of the Program Sponsor and any application reviewers appointed by the Program Sponsor, with respect to any aspect of the Program shall be final and without appeal.

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- 9.4 The Program Sponsor accepts no liability whatsoever arising in respect of the participation in the Program by any individual or the awarding or use of any grant funding.
- 9.5 A maximum of one grant will be provided for each project submission. Past recipient organizations may only apply for support for a different project, not the project originally funded.
- 9.6 Persons found to be tampering with or abusing any aspect of the Program, as determined in the sole discretion of the Program Sponsor, will have their application disqualified.
- 9.7 Should circumstances beyond the reasonable control of the Program Sponsor result in the determination by the Program Sponsor, in its sole discretion, that the fairness or integrity of the Program has been materially compromised, the Program Sponsor reserves the right to suspend, delay or terminate the Program and grand funding.
- 9.8 If the Program Sponsor, in its sole discretion, deem that an insufficient quantity or quality of application submission has been received, the Program Sponsor reserves the right not to provide any grants.