



GRANTS AND CONTRIBUTIONS ONLINE SERVICES: USER GUIDE (PROJECT INTAKE)

DECEMBER 2013





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INTRODUCTION

Welcome to your Grants and Contributions Online Services (GCOS) external user guide for the online account registration and the Application for Funding.

DID YOU KNOW?

The GCOS is a centralized external Web platform for applying for Gs&Cs programs and managing active projects with ESDC. It provides recipients with a safe, secure and user-friendly environment to apply for funding online and to create/view/edit/save/submit/withdraw project management items (claims, Forecasts of Project Expenditures (FPE) and activity reports). It is available from the Funding Programs website, which contains all current and user-friendly information on Gs&Cs programs and funding opportunities.

Note: In June 2013, the GCOS will be available to the Skills Link program delivered across Canada. Once fully implemented, all programs accepting applications from external organizations will be able to use the GCOS.

THE GCOS HAS 3 MODULES

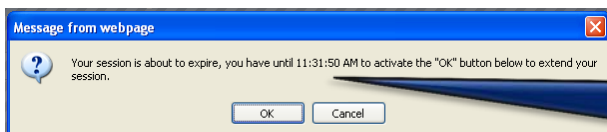
1. **Account Management:** Manages access to the GCOS, enables funding applicants to create, validate and modify accounts and manages organization tombstone information, mandate and supporting documentation.
2. **Applications and Projects:** Manages individual Gs&Cs applications and enables funding applicants to create, modify, submit and view their Standard Application for Funding.
3. **Project Management:** Manages claims, FPEs, and activity reports as well as enables recipients to create, modify, submit and view Claims, FPEs, and Activity Reports. This module is not available to recipients until their Standard Application for Funding has been approved by ESDC and the funding agreement is signed.

Note: For detailed information on Project Management items, contact your ESDC representative to obtain the Grants and Contributions Online Services: External User Guide (Project Management).

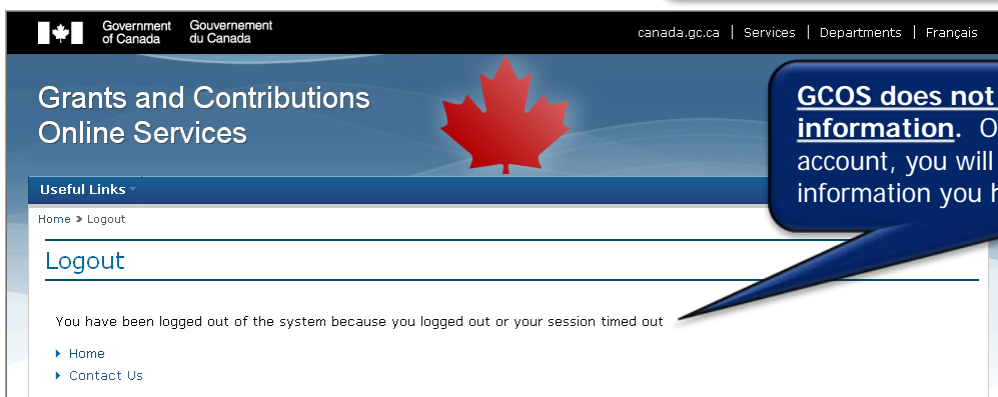
IMPORTANT THINGS TO REMEMBER

A. GCOS HAS A TIME OUT FEATURE: REMEMBER TO SAVE OFTEN

After twenty (20) minutes of account inactivity, the GCOS will prompt you with a “Message from webpage”.



If you do not click the “**OK**” button, by the time indicated in the “Message from webpage”, the GCOS will timeout after 20 minutes and you will be logged out of your session.



GCOS does not automatically save information. Once you log back into your account, you will only have access to information you have previously saved.

B. WEB BROWSER COMPATIBILITY

The GCOS is compatible with the following Web browsers:

- Windows Internet Explorer 8;
- Mozilla Firefox;
- Google Chrome; and
- Apple Safari.

C. ACCOUNT VALIDATION

ESDC will validate requests for account registration within **two (2) business days** of submission. If you have not received a response from ESDC within this time frame you must contact: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca. See section 1.2.4.1 of this document for more information on account validation.

Note the following:

- If a funding program has a deadline, which is within **two (2) business days** from the time your organization registered for an account, you should follow the paper application process.



D. CURRENT MANUAL SIGNATURE PROCESSES STILL APPLY

In cases where an online application is approved (and once the Standard Contribution Agreement (SCA) is prepared and ready for signature) the following manual signature process applies:

- the funding applicant's authorized representative(s) will sign the Signing Officers Form (validates the representatives identity within their organization in terms of having the authority to sign agreements, cheques, payment claims and reports);
- the funding applicant's authorized representative(s) then signs both copies of the Standard Contribution Agreement (SCA) and returns them to the Program Delivery Staff (PDS) (in-person, by fax or by e-mail);
- ESDC's delegated representative will sign both copies of the SCA; and
- PDS will place one (1) signed copy in the paper file and return the second (2nd) copy to the recipient for their own records.

IMPORTANT: *The Signing Officers Form is a "Protected" document therefore recipients should confirm with their PDS how this document should be submitted.*

E. SUPPORTING DOCUMENTS: THERE ARE UPLOAD RESTRICTIONS

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

F. MAKE SURE TO USE YOUR PROGRAM SPECIFIC APPLICANT GUIDE

ESDC has developed program specific Applicant Guides to provide you with program specific clarification on the level of detail required to complete your application using the GCOS. This guide is:

- program specific;
- specifies the level of information required to complete each section;
- provides the appropriate Budget Detail Template for that grant or contribution program;
- stipulates cost categories;
- outlines eligible costs; and
- outlines the level of detail required to assess the application.

Program specific Applicant Guides are available on the ESDC Funding Programs Web site. You can link to your program specific Applicant Guide from the Program Selection screen in GCOS as well.

G. CONTACT US

Technical and non-technical questions and/or concerns can be submitted at any time throughout the process. Prior to accessing an account, the "**Contact Us**" is available at the bottom on the "Log In" screen and will direct you to the main "**Contact Us**" screen (see p.9).

- Non-technical questions are routed to the responsible program at NHQ.
- Technical questions are routed to the Online Services team at NHQ.

Funding **Jobs and Training** **Retirement/Pensions** **Disability** **Seniors** **Child and Family** **Communities**

Home » Log In

Log In

The Grants and Contributions Online Services (GCOS) provides an interactive and comprehensive approach to the way Grants and Contributions (Gs&Cs) are delivered and allows you to:

- select your desired program for application;
- establish an online account;
- start, save and return to active/past sessions at your convenience;
- manage your account;
- enter and maintain your organization tombstone information;
- enter application for funding, claims, forecasts of projects expenditures and activity reports details;
- validate and submit application for funding, claims, forecasts of projects expenditures and activity reports; and
- obtain support through our "Contact Us" Web form.

Username (Required)

Password (Required)

Log In

[Forgot Password](#)

[If you do not already have an account, please Register.](#)

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Following a successful login to the system, the “**Contact Us**” is available at the top and the bottom of all screens.

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

Home » Program Selection

Program Selection

Program Group (Required)

Select

Project Title (Required)

[Help](#)

Back **Next**

Version: 1.1

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A to Z Index Commenting Standards

The numbers and letters in this table correspond to the following screen shot (*required field):

#	Field	Description
1	I would like a response by*:	Indicate the way you wish ESDC to reply to your 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	A. Area code (the person's 3-digit area code) B. Telephone number (the person's 7-digit phone number; e.g. 456-7890) C. Extension (extension of the person's telephone 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 your question here. In order to better assess your question, please include if the situation is occurring in the Account Management, Application, Claim, FPE or Activity Report section of GCOS. Also include your role and if you are a Delegate, the responsibilities that are assigned to you (see section 1.3.7.2).
10	Project Number	Once your project becomes active, ESDC will provide a project number at such time that your Application for Funding is approved.
11	Online Tracking Number	ESDC will provide an online tracking number after you complete and submit your online Application for Funding. This number will appear on the confirmation screen (if available). See section 3.17 for more information.



Home > Contact Us

Contact Us

1 I would like a response by:

A ☒ E-mail

B ☐ Telephone

Choose how you would like ESDC to reply to your question/concern.

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)

If you do not enter information into a "required field", an error message will appear at the top of your screen; this will prohibit your ability to submit (e.g. "Error 1: Required if response by e-mail").

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:

Choose one (1) of the five (5) options provided:

- Application: Financial
- Application: Non-Financial
- Technical: System Malfunction Issue
- Technical: Registration Issue
- Technical: Error Message

The "Submit Question" button will direct you to the "Contact Us Confirmation Page" screen.


Cancel

Submit Question



Home > Contact Us Confirmation Page

Contact Us Confirmation Page

**Information**

Your question has been sent successfully.



ACRONYMS USED THROUGHOUT THIS DOCUMENT

ATIA	Access to Information Act
CEAA	Canadian Environmental Assessment Act
CRA	Canada Revenue Agency
CSGC	Common System for Grants and Contributions
EA	Environmental Assessment
FPE	Forecasts of Project Expenditures
Gs&Cs	Grants and Contributions
GCOS	Grants and Contributions Online Services
GoC	Government of Canada
ESDC	Employment and Social Development Canada
PDS	Program Delivery Staff
SCA	Standard Contribution Agreement

NEXT STEP: SETTING UP YOUR ACCOUNT

1. MODULE 1: ACCOUNT MANAGEMENT

The account management module allows funding applicants and recipients to manage their accounts (on behalf of an organization).

1.1 HOME PAGE / LOG IN

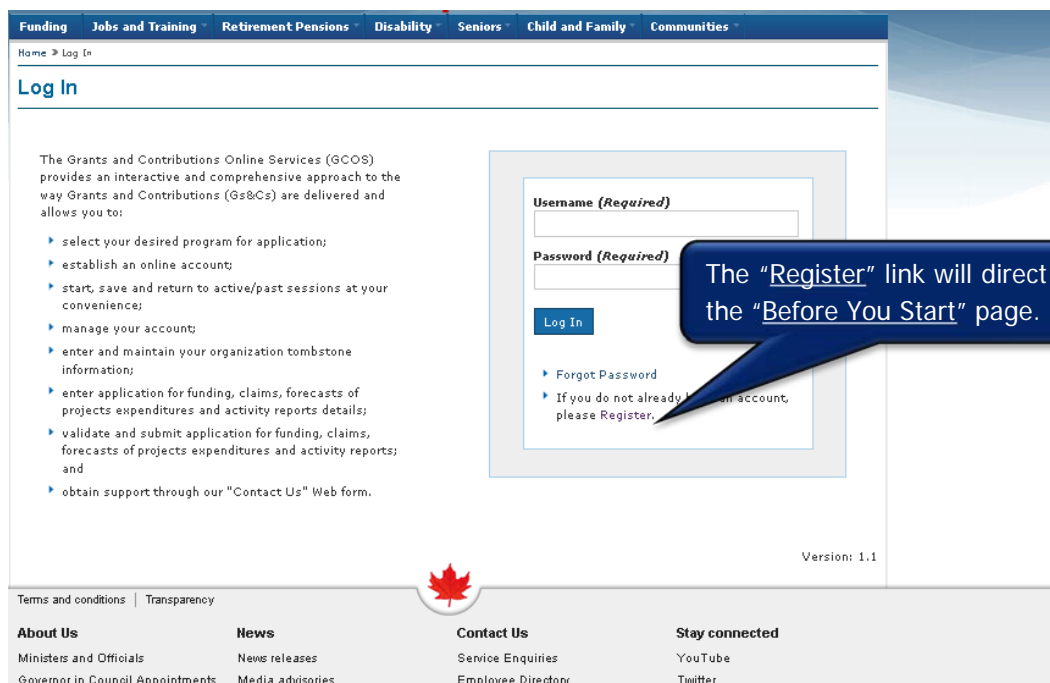
The GCOS home page/log in screen provides funding applicants and recipients with general information about the GCOS and is a pathway to register and/or log into the system.

The screenshot shows the GCOS Home Page / Log In screen. The page has a header with navigation links: Funding, Jobs and Training, Retirement Pensions, and a dropdown menu. Below the header is a 'Log In' section. A callout box points to the 'Log In' button and the 'Forgot Password' link, stating: 'If you have an existing GCOS account, you must enter your user name and password into the fields provided and then click the “Log In” button.' The 'Log In' section contains a form with fields for 'Username (Required)' and 'Password (Required)', a 'Log In' button, and a 'Forgot Password' link. Below the form, there is a note: 'If you do not already have an account, please Register.' A second callout box points to the 'Forgot Password' link, stating: 'The “Forgot Password” link will direct you to the “Reset Your Password” screen; you must enter your e-mail address (used at registration) and then click the “Submit” button.' Below the callout, there is a list of links: 'You will receive an e-mail containing a link to the GCOS home/login page where your temporary password will be provided. You will then be prompted to change your password after your first login (via the “Change Password” screen; see section 1.3.2).'

Note: You must have an existing GCOS account to use the “Forgot Password” option.

1.2 CREATING YOUR GCOS ACCOUNT

From the main “[Log In](#)” screen, you must click the “[Register](#)” link located below the “[Log In](#)” button.



The screenshot shows the GCOS Log In page. At the top is a navigation bar with links: Funding, Jobs and Training, Retirement Pensions, Disability, Seniors, Child and Family, and Communities. Below this is a breadcrumb trail: Home > Log In. The main heading is "Log In".

On the left, a paragraph describes GCOS: "The Grants and Contributions Online Services (GCOS) provides an interactive and comprehensive approach to the way Grants and Contributions (Gs&Cs) are delivered and allows you to:"

- ▶ select your desired program for application;
- ▶ establish an online account;
- ▶ start, save and return to active/past sessions at your convenience;
- ▶ manage your account;
- ▶ enter and maintain your organization tombstone information;
- ▶ enter application for funding, claims, forecasts of projects expenditures and activity reports details;
- ▶ validate and submit application for funding, claims, forecasts of projects expenditures and activity reports; and
- ▶ obtain support through our "Contact Us" Web form.

In the center is a login form with fields for "Username (Required)" and "Password (Required)", a "Log In" button, and links for "Forgot Password" and "If you do not already have an account, please Register.".

A blue callout box with a pointer to the "Register" link contains the text: "The 'Register' link will direct you to the 'Before You Start' page."

At the bottom right of the main content area, it says "Version: 1.1".

The footer contains a red maple leaf logo and four columns of links:

- Terms and conditions** | **Transparency**
- About Us**
 - Ministers and Officials
 - Governor in Council Appointments
- News**
 - News releases
 - Media advisories
- Contact Us**
 - Service Enquiries
 - Employee Directory
- Stay connected**
 - YouTube
 - Twitter

1.2.1 BEFORE YOU START

The “**Before You Start**” screen provides a step-by-step description of the registration process.

Useful Links Contact Us

Home » Before You Start

Before You Start

Before using the Grants and Contributions Online Services (GCOS), you will be required to create an account. The following outlines this process.

Step 1

To access the GCOS, you will need to read and accept the Terms of Use, which explains your rights and obligations, as well as those of Skills Development Canada (HRSDC). Should you not accept the Terms of Use, you will need to submit your applications using

Step 2

You will become the Primary Officer of the account. As the person responsible for the information submitted to HRSDC representatives, you can, as the Primary Officer, perform the following tasks:

Tasks	
Edit organizational information	
Create, Modify and Submit Applications for Funding, Claims, Forecasts of Project Expenses and Activity Reports for this organization	Yes
Add Representatives for this organization	Yes
View Applications for Funding, Claims, Forecasts of Project Expenses and Activity Reports for this organization	Yes

To register an account, the following mandatory information will be requested:

- For the organization being registered:
 - Organization Legal Name:
 - This is the name associated with your registration with the Canada Revenue Agency (CRA), the one that appears on the cheques should your application for funding be approved. The information submitted is validated against CRA data, note that the legal name and business number entered to register for a Grants and Contributions Online Services (GCOS) account must be an exact match to what was captured when your organization registered with CRA.
 - IMPORTANT:** If HRSDC is unable to retrieve an exact match from CRA's records with the information that you provided, your request for an account will be returned "Invalid".
 - Organization Operating (Common) Name (if different from legal name):
 - This is the operating (common) name of your organization if it is different from the legal name.
 - Business/Registration Number:
 - This is the Business / Registration Number that was issued by the Canada Revenue Agency when your organization was registered.
 - Organization Address
- For the individual registering the account:
 - First name
 - Last Name
 - Position Title
 - Telephone Number
 - E-mail address

Back Next

Organizations MUST provide the following information when registering for a GCOS account:

- Organization Legal Name;
- Organization Operating (Common) Name (if different from legal name);
- Business/Registration Number; and
- Organization Address.

The individual registering the GCOS account on behalf of the organization MUST also provide the following information:

- First Name;
- Last Name;
- Position Title;
- Telephone Number; and
- E-mail Address.

The “Next” button will direct you to the “Terms of Use” screen.

The “Back” button will return you to the “Home/Log in” screen.

1.2.2 TERMS OF USE

The **"Terms of Use"** screen details the legal obligations/responsibilities for both ESDC and funding applicants and recipients. **It is important to read all the terms carefully.**

Terms Of Use

The Grants and Contributions Online Services (GCOS) is an initiative of Human Resources and Skills Development Canada (HRSDC). It is an Internet application that is owned and administered by HRSDC.

The purpose of the GCOS is to provide organizations the ability to

- Electronically submit applications for funding and other supporting documents,
- Electronically submit documents that may be required by the terms and conditions of an approved funding agreement, and
- Administer the organizations' profile.

These Terms of Use contain many provisions that may affect your rights and obligations. These Terms will be automatically rescinded if your organization is not successfully authenticated.

The activation of your account within the GCOS, and future access and use of the GCOS are subject to (1) your acceptance of, and your compliance with these Terms, and (2) the authentication of your organization.

IT IS IMPORTANT THAT YOU READ ALL THE TERMS CAREFULLY.

TERMS

1. Definitions

"You" means the Primary Officer and its affiliates.

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"You" means the Primary Officer and its affiliates.

"You" means the Primary Officer and its affiliates.

I have read the Terms of Use and (Required)

- ☐ agree with the terms.
☐ do not agree with the terms.

Back

Next

The **"Back"** button will return you to the **"Before You Start"**

If you select the **"do not agree with the terms"** option and click the **"Next"** button, you will be directed to the **"Do Not Accept Terms of Use"** screen (see next image).

The **"Next"** button will direct you to the **"Notice to Applicants"** screen. If you do not select a radio button and click the **"Next"** button, an error message will appear at the top of your screen (e.g. Error 1: I have read the Terms of Use is required).

Useful Links Contact Us

Home » Do Not Accept Terms Of Use

Do Not Accept Terms Of Use

Since you did not agree with the Terms of Use for the Grants and Contributions Online Services, you cannot continue with the online application process. If you still wish to submit an application for funding to the Department of Human Resources and Skills Development Canada, please submit a paper application that can be found in the Program specific webpage to which you want to apply:
http://www.hrsdc.gc.ca/eng/funding_programs/index.shtml.

Thank you!
Grants and Contributions Online Services

Back

The **"Back"** button will return you to the **"Terms of Use"**

1.2.3 NOTICE TO APPLICANTS

The "**Notice to Applicants**" screen details how the information entered by funding applicants will be used by ESDC. It also indicates that the application is subject to the Access to Information Act (ATIA).

The screenshot shows the 'Notice to Applicants' page. At the top, there are links for 'Useful Links' and 'Contact Us'. Below, a breadcrumb trail reads 'Home > Notice to Applicants'. The main heading is 'Notice to Applicants'. The text explains that the information collected in the application will be used for assessing merits, shared with external consultants, review committee members, and other departments. It also mentions that information may be used for policy analysis, research, and evaluation. A callout bubble points to the 'Back' button, stating: 'The "Back" button will return you to the "Terms of Use" screen.' Another callout bubble points to the 'Next' button, stating: 'The "Next" button will direct you to the "Register" screen.'

1.2.4 REGISTER

The person who is registering for a GCOS account must have the authority to act on behalf of their organization, including the authority to sign applications for funding, claims, FPEs and activity reports. They will automatically be assigned the role of the Primary Officer for the organization. As a Primary Officer they will be the main accountholder responsible, on behalf of the organization, for all information entered into and submitted using the GCOS.

On the "**Register**" screen, funding applicants must enter the following information (*required field). The numbers and letters in this table correspond to the following screen shot:

#	Field	Description
1	Organization Legal Name*	The legal name of the organization requesting the GCOS account. This is usually the name associated to the organization's Canada Revenue Agency (CRA) registration and will be used for manual validation.
2	Organization Operating (Common) Name (if different from legal name)	The operating (common) name of the organization can be different from the legal name and must be specified in this field. If the operating (common name of your organization) is the same as the legal name, copy and paste the legal name into this field.
3	Business or Registration Number*	The 15-digit CRA number uniquely identifies the federally registered organization or the registration number for registered charities and not-for profit. A. 9-digit business number B. 2-letter Program Account Identifier: RT (GST/HST), RP (payroll), RC (corporate income tax), RM (import/export), RR (registered charity), RD (excise duty), RE (excise tax), RN (insurance premium tax), RG (air travellers security charge) and RZ (information returns)



#	Field	Description
		C. 4-digit program account number
4	Address 1*	The street address of the organizations physical address.
5	Address Line 2	
6	City/Town*	The city/town of the organizations physical address.
7	Postal Code*	The postal code portion of the organizations physical address.
8	Province/Territory*	The province/territory of the organizations physical address.
9	Given Name*	The first name of the individual registering for the GCOS account. This person is the main account holder (Primary Officer), acting on behalf of their organization and they are responsible for all information entered into and submitted using the GCOS.
10	Surname*	The last name of the individual registering for the GCOS account (on behalf of the organization).
11	Position Title*	The position title of the individual registering for the GCOS account (on behalf of the organization).
12	E-mail Address*	The e-mail address where the individual registering for the GCOS account (on behalf of the organization) can be reached; this address will be the Primary Officer's username.
13	Confirm E-mail Address*	This e-mail address must match the address entered in the preceding box.
14	Telephone Number*	D. Area code* (the main account holder's 3-digit area code) E. Telephone number* (the main account holder's 7-digit phone number; e.g. 456-7890) F. Extension (extension of the main account holder's telephone number)

[Register](#)

To register with Grants and Contributions Online Services (GCOS), you must have the authority to act on behalf of your organization, including the authority to sign Applications, Claims, Forecasts of Project Expenditures and Activity Reports. By providing us with the below information, you will automatically be assigned the role of the Primary Officer for your organization. As a Primary Officer you are the main accountholder responsible, on behalf of your organization, for all information entered into and submitted using the GCOS.

For the organization being registered

This is the name associated with your registration with the Canada Revenue Agency. It is also the name that appears on funding cheques should your Application for Funding be approved. The information submitted is validated with Canada Revenue Agency (CRA). To obtain an account, the Grants and Contributions Online Services (GCOS) requires an exact match to what was captured when your organization registered with CRA. IMPORTANT: If HRSDC is unable to retrieve an exact match from CRA's records with the information that you provided, your request for an account will be returned as "Invalid".

Organization Legal Name (<i>Required</i>)	1	
Enter the operating (common) name of your organization if it is different from the legal name.		
Operating (Common) Name (if different from legal name)	2	A B C
Business or Registration Number (<i>Required</i>)	3	<input type="text"/> Select <input type="text"/>
Address Line 1 (<i>Required</i>)	4	<input type="text"/>
Address Line 2	5	<input type="text"/>
City or Town (<i>required</i>)	6	<input type="text"/>
Postal Code (<i>Required</i>)	7	<input type="text"/>
Province or Territory (<i>Required</i>)	8	Select <input type="text"/>

For the individual registering the account

Given Name <i>(Required)</i>	9		
Surname <i>(Required)</i>	10		
Position Title <i>(Required)</i>	11		
E-mail Address <i>(Required)</i>	12		
Confirm E-mail Address <i>(Required)</i>	13		
Telephone Number	14	Area Code <i>(Required)</i>	D <input type="text"/>
		Telephone Number <i>(Required)</i>	E <input type="text"/>
		Extension	F <input type="text"/>

Once the information is submitted, it will be validated by Human Resources and Skills Development Canada with the Canada Revenue Agency or another Government Entity. The result of the validation process will be sent to the e-mail address provided within two (2) business days.

- ▶ If validation is successful, a hyperlink to the login page of GCOS, where you will be provided with a temporary password, will be included in the e-mail. You will be prompted to change your password after logging in. The hyperlink will expire after seven (7) days. Should you not access the hyperlink within the allotted timeframe; the validation process will need to be repeated.
- ▶ If validation is unsuccessful, next steps and alternate options will be provided in the e-mail.

Cancel

The business or registration number is validated once.

***Note:** Organizations' who change their name must notify ESDC immediately and provide all necessary supporting documentation. ESDC will then validate the new information and update GCOS accordingly.

Clicking the "Register" button automatically assigns you the role of the "Primary Officer" for your organization.

As a Primary Officer you are the main accountholder responsible, on behalf of your organization, for all information entered into and submitted using the GCOS.

Register



1.2.4.1 Account Validation

Once your information has been submitted, ESDC will validate it. **The result of the validation process will be sent to your e-mail address within two (2) business days.** If you do not receive a response from ESDC, you must contact: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca.

Your confirmation e-mail will contain the following information:

Attention:

The information you have provided has been submitted to Human Resources and Skills Development Canada (ESDC) for validation. You will receive the result of the validation process by e-mail within two (2) business days.

If you do not receive a response from ESDC, please contact: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca

Thank you!

Grants and Contributions Online Services

<https://funding.hrsdc.gc.ca>

Successful Validation: If the account validation is successful, you will receive an e-mail with the hyperlink to the GCOS Home/Log in page (see section 1.1) and a temporary password (which will need to be changed after login) will be provided. The hyperlink will expire after seven (7) calendar days. If you do not access the hyperlink within the allotted timeframe, the validation process will need to be repeated. Your successful validation e-mail will contain the following information:

Attention:

Thank you for creating an account with the GCOS!

Your information has been validated. By clicking on the link below, you will be directed to the GCOS login page where a temporary password will be provided. You will be prompted to change your password after your first login to access the system.

<https://funding.hrsdc.gc.ca>

Please note that you must change your password within 7 calendar days of receipt of this e-mail. If not done within the timeline, you will be required to start the process over.

Thank you!

Grants and Contributions Online Services

<https://funding.hrsdc.gc.ca>



Unsuccessful Validation: If the account validation is unsuccessful, next steps and alternate options will be provided in the following e-mail:

Attention:

We regret to inform you that Human Resources and Skills Development Canada (ESDC) was unable to validate the information you provided.

You may re-submit the information to start the process over. You will be required to register again to access the GCOS or download the paper application.

Should you have any questions or concerns with this process, please contact:

NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca

Thank you!

Grants and Contributions Online Services

<https://funding.hrsdc.gc.ca>

1.2.5 CHANGING PASSWORD

Upon clicking the hyperlink provided in the successful validation e-mail (as mentioned above), the user will be directed to the “Log In” screen where a temporary password will be provided. After a successful log in, the user will be directed to the “Change Password” screen



Log In

Information: Temporary Password
This is your temporary password: 2V6X0Y9d4

The Grants and Contributions Online Services (GCOS) provides an interactive and comprehensive approach to the way Grants and Contributions (G&Cs) are delivered and allows you to:

- ▶ select your desired program for application;
- ▶ establish an online account;
- ▶ start, save and return to active/past sessions at your convenience;
- ▶ manage your account;
- ▶ enter and maintain your organization tombstone information;
- ▶ enter application for funding, claims, forecasts of projects expenditures and activity reports details;
- ▶ validate and submit application for funding, claims, forecasts of projects expenditures and activity reports; and
- ▶ obtain support through our "Contact Us" Web form.

Username (Required)

Password (Required)

Log In

▶ [Forgot Password](#)
▶ If you do not already have an account, please [Register](#).

Version: 1.1

Passwords must meet the following requirements:

- be at least eight (8) characters in length;
- contain at least one (1) uppercase character (A-Z);
- contain at least one (1) lowercase character (a-z);
- contain at least one (1) numeric character (0-9); and
- contain at least one (1) special character (e.g. #@%^&*!)



Change Password

Passwords must meet the following requirements:

- ▶ Have at least eight characters
- ▶ Contain at least one uppercase character (A-Z)
- ▶ Contain at least one lowercase character (a-z)
- ▶ Contain at least one numeric character (0-9)
- ▶ Contain at least one special character (ie, # @ % ? & * !)

Old Password (Required)

New Password (Required)

Confirm Password (Required)

Cancel

Save

The "Save" button will direct you to the "Confirm Change Password" screen.

The "OK" button will direct you to the "Security Question" screen (see section 1.2.7)

Home Account Management Useful Links Contact Us Logout

Home > Change Password

Confirm Change Password

Your password has been changed successfully.

OK

1.2.6 FORGET PASSWORD

If at any time after you forget your password, you can obtain a temporary password by using the forget password functionality.

The Grants and Contributions Online Services (GCOS) provides an interactive and comprehensive approach to the way Grants and Contributions (Gs&Cs) are delivered and allows you to:

- ▶ select your desired program for application;
- ▶ establish an online account;
- ▶ start, save and return to active/past sessions at your convenience;
- ▶ manage your account;
- ▶ enter and maintain your organization tombstone information;
- ▶ enter application for funding, claims, forecasts of projects expenditures and activity reports details;
- ▶ validate and submit application for funding, claims, forecasts of projects expenditures and activity reports; and
- ▶ obtain support through our "Contact Us" Web form.

Username (Required)

Password (Required)

Log In

▶ **Forgot Password**

▶ If you do not already have an account, please Register.

The "Forget password" link will direct you to the "Reset Password" screen.

If you have forgotten your password or misplaced your password, our security measures do not allow us to recover your password for you. Please enter your e-mail address and an e-mail will be sent to you.

Upon receipt of the e-mail and by clicking on the provided link, you will be directed to the Grants and Contributions Online Services (GCOS) login page where a temporary password will be provided. You will be prompted to change your password after your first login to access the system.

Thank you!
Grants and Contributions Online Services

E-mail Address (Required)

Cancel Submit

By providing your e-mail address, you will be sent a temporary password and section 1.2.5 will need to be completed.

Confirm Reset Password

The information you have provided has been submitted to Human Resources and Skills Development Canada (HRSDC). You will receive an e-mail with hyperlink to the login page of GCOS, where you will be provided with a temporary password.

If you do not receive any information from HRSDC, please contact us: NA-GCOS-SELSC-GD@hrsdcc.gc.ca

Thank you!
Grants and Contributions Online Services



1.2.7 SECURITY QUESTION

The system will display a series of five security questions that must be completed by each representative when they create their account.

Security Questions		
Security Question 1	Question 1 (Required)	<div>What is your favourite meal?</div> <div>▼</div>
	Answer 1 (Required)	<div>Select</div> <div>What was the destination of your first trip outside Canada?</div> <div>What was your favourite toy as a child?</div> <div>Where did you first meet your significant other?</div> <div>What is your favourite meal?</div> <div>Which magazine do you read most often?</div> <div>What is your mother's middle name?</div> <div>What is your favourite movie?</div> <div>Who was the band/star of the first concert you attended?</div> <div>What is your paternal grandfather's first name?</div> <div>What is the first name of the best man at your wedding?</div> <div>Select</div>
Security Question 2	Question 2 (Required)	
	Answer 2 (Required)	
Security Question 3	Question 3 (Required)	
	Answer 3 (Required)	
Security Question 4	Question 4 (Required)	<div>Select</div>
	Answer 4 (Required)	
Security Question 5	Question 5 (Required)	<div>Select</div>
	Answer 5 (Required)	

Save

Version: 1.1

NEXT STEP: ENTER YOUR ORGANIZATION'S INFORMATION.

1.3 ORGANIZATION PROFILE

The first time accessing the account, funding applicants **must** complete the following screens before they can create an Application for Funding:

In future logins, organizations can skip these screens unless they wish to edit the information.

1.3.1 ORGANIZATION IDENTIFICATION

The "**Organization Identification**" screen is pre-populated with the organizations' legal name, operating (common) name (if different from legal name), and business or registration number.

The screenshot shows the "Organization Identification" screen. The top navigation bar includes links for Home, Account Management, Useful Links, Contact Us, and Logout. The left sidebar has a menu with "Organization" (selected), "Identification", "Signatories", "Address", "Mailing Address", "Mandate", and "Supporting Documents". The main content area is titled "Organization Identification" and contains a form with the following fields:

- Legal Name:** Business 123
- Operating (Common) Name (if different from legal name):** Organization X
- Business or Registration Number:** 100000009RP0001
- Organization Type (Required):** Local community, charitable, voluntary organi (dropdown menu)
- Year Established:** (empty field)
- E-mail Address:** (empty field)
- Telephone Number:** (empty field)
- Area Code (Required):** (empty field)
- Telephone Number (Required):** (empty field)
- Extension:** (empty field)
- Fax Number Area Code:** (empty field)
- Fax Number:** (empty field)
- Alternate Area Code:** (empty field)
- Alternate Telephone Number:** (empty field)
- Alternate Extension:** (empty field)
- Alternate Fax Number:** (empty field)
- Alternate Fax Number Area Code:** (empty field)

Callouts provide additional information:

- A callout points to the "Account Management" link in the top navigation bar, stating: "This screen can be accessed, at any time, by clicking the 'Account Management' link at the top of each page."
- A callout points to the "Organization Type" dropdown menu, stating: "Choose one option from the drop-down list that best reflects your organization (e.g. Private Sector Bank)."
- A callout points to the "E-mail Address" field, stating: "This is the organization's e-mail address. It **does not** have to be the same as the one used when you registered for your GCOS account."
- A callout points to the "Save" button at the bottom right, stating: "The 'Save' button will direct you to the 'Signatories' screen (see section 1.3.2)."

A red octagonal "STOP" sign is placed over the "Save" button, with the text "Save Your Work!" written below it.

1.3.2 SIGNATORIES

The "**Signatories**" screen is used to identify the number of signatories required to submit an application for funding, a claim, an FPE and an Activity Report. It can be accessed through the "**Account Management**" link in the top navigation bar. The number of signatories identified on this screen will need to reflect what will be identified on the Signing Officers Form that will be completed at the signing of an Agreement with ESDC. The information on this screen will impact the submission of items to ESDC.

Home Account Management Useful Links Contact Us Logout

Home > Signatories

Organization

- Identification
- Signatories**
- Address
- Mailing Address
- Mandate
- Supporting Documents

Signatories

How many signatories are required to submit a(n) Application for Funding to HRSDC? (Mandatory)	<div>Select</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div>
How many signatories are required to submit a(n) Claim to HRSDC? (Mandatory)	<div>Select</div>
How many signatories are required to submit a(n) Forecast of Project Expenditures to HRSDC? (Mandatory)	<div>Select</div>
How many signatories are required to submit a(n) Activity Report to HRSDC? (Mandatory)	<div>Select</div>

STOP

Save Your Work!

Save

1.3.3 ORGANIZATION ADDRESS

The "**Organization Address**" screen is used to capture information on the organizations physical locations (for some organizations, the physical address is different from its mailing address). The Primary Officer must review the information below the first time he accesses the account as it is populated with the information submitted when creating the account (*required field). The organization address can be updated at any time, however the address included in applications and projects already submitted to the Department will not be updated. You **MUST** contact your program delivery staff to provide the updated organization address.

The numbers and letters in this table correspond to the following screen shot:

#	Field	Description
1	Address 1*	The street address of the organizations physical address.
2	Address Line 2	
3	City/Town*	The city/town of the organizations physical address.
4	Postal Code*	The postal code portion of the organizations physical address.
5	Province/Territory*	The province/territory of the organizations physical address.
6	Country* (read-only)	The country where the organizations is physically located (default is Canada).

[Home](#) [Account Management](#) [Useful Links](#) [Contact Us](#) [Logout](#)

Home > Organization Address

Organization

Identification

Signatories

Address

Mailing Address

Mandate

Supporting Documents

Organization Address

Address Line 1 (Required)12685 Iris St.

Address Line 22

City or Town (Required)3Ottawa


Postal Code (Required)4K2C 3S4

Province or Territory (Required)5Ontario

Country (Required)6CANADA

Back

Save



Save Your Work!



1.3.4 ORGANIZATION MAILING ADDRESS

- The “**Organization Mailing Address**” screen is used to capture information on the organizations mailing address if it is different from its physical address. The Primary Officer must enter the information below. Multiple mailing addresses can be captured on this screen. The organization mailing address can be updated at any time, however the mailing address included in applications and projects already submitted to the Department will not be updated. You **MUST** contact your program delivery staff to provide the updated organization address.

The numbers and letters in this table correspond to the following screen shot.

#	Field	Description
1	Is the Mailing Address the same as Organization address?	When selecting yes, all the fields will be pre-populated based on the information captured in the “Organization Address” screen
2	Address Line 1	The street address of the organization’s mailing address.
3	Address Line 2	
4	City/Town	The city/town where the organization’s mailing address is.
5	Postal Code	The postal code portion of the organization’s mailing address.
6	Province/Territory	The province/territory of the organization’s mailing address.
7	Country	The country of the organization’s mailing address (default is Canada).



Home

Account Management

Useful Links

Contact Us

Logout

Home > Organization Mailing Address

Organization

Identification

Signatories

Address

Mailing Address

Mandate

Supporting Documents

Organization Mailing Address

Mailing Address same as Organization address

1

☐

Address Line 1 (Required)

2

Address Line 2

3

City or Town (Required)

4

Postal Code (Required)

5

Province or Territory (Required)

6

Select

Country (Required)

7

CANADA

Back

Save

STOP

Save Your Work!

1.3.5 ORGANIZATION'S MANDATE

The "**Organization's Mandate**" screen is used to specify the organization's mandate.

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

The screenshot shows the 'Organization's Mandate' screen. At the top is a navigation bar with links: Home, Account Management, Useful Links, Contact Us, and Logout. Below this is a breadcrumb trail: Home > Organization's Mandate. On the left is a sidebar menu with options: Organization (selected), Identification, Signatories, Address, Mailing Address, Mandate (highlighted in blue), and Supporting Documents. The main content area is titled 'Organization's Mandate' and contains a warning: 'Please do not include sensitive personal information in this box, such as your Social Insurance Number, personal finance data and medical or work history.' Below the warning is a section titled 'Organization's Mandate (Required)' with a large text input field labeled 'Type organization mandate here' and a 'Help' link. At the bottom left is a 'Back' button, and at the bottom right is a 'Save' button. Two callout boxes provide additional information: one on the left states 'The "Back" button will return you to the "Organization Mailing Address" screen (see section 1.3.4).', and one on the right states 'The "Save" button will direct you to the "Supporting Documents" screen (see section 1.3.6).'

Home Account Management Useful Links Contact Us Logout

Home > Organization's Mandate

Organization

- Identification
- Signatories
- Address
- Mailing Address
- Mandate**
- Supporting Documents

Organization's Mandate

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

Organization's Mandate (Required)

Type organization mandate here [Help](#)

[Back](#) [Save](#)

The "**Back**" button will return you to the "**Organization Mailing Address**" screen (see section 1.3.4).

The "**Save**" button will direct you to the "**Supporting Documents**" screen (see section 1.3.6).

1.3.6 SUPPORTING DOCUMENTS

The “Supporting Documents” screen allows organization representatives to add files that support the organization’s application.

Note: Please refer to the program specific Applicant Guide as it may provide additional information regarding supporting documents related to your organization.

The screenshot shows the 'Supporting Documents' page. The left sidebar has a menu with 'Organization' selected, and sub-items: Identification, Signatories, Address, Mailing Address, Mandate, and Supporting Documents. The main content area has the title 'Supporting Documents' and a message: 'Refer to the Applicant Guide for the program to which you are applying, as it may require to provide additional information regarding your organization.' Below this, it says 'There are currently no documents.' and an 'Add' button is visible. A blue callout bubble points to the 'Add' button with the text: 'The “Add” button will direct you to the “Document Details” screen.'

The screenshot shows the 'Document Details' page. The left sidebar has a menu with 'Organization' selected, and sub-items: Identification, Signatories, Address, Mailing Address, Mandate, and Supporting Documents. The main content area has the title 'Document Details' and a message: 'Refer to the Applicant Guide for the program to which you are applying, as it may require to provide additional information regarding your organization.' Below this, it says 'There are currently no documents.' and an 'Add' button is visible. A blue callout bubble points to the 'Add' button with the text: 'The “Add” button will direct you to the “Document Details” screen.'

Choose one option from the drop-down list that best reflects your document type (e.g. Letters of Incorporation).

Browse your file structure and select the document for download.

The “Cancel” button will return you to the “Supporting Documents” screen.

The “Save” button will direct you to the “Supporting Documents” screen.

STOP

Save Your Work!



Home

Account Management

Useful Links

Contact Us

Logout

Home > Supporting Documents

Organization

Identification

Signatories

Address

Mailing Address

Mandate

Supporting Documents

Supporting Documents

Refer to the Applicant Guide for the program to which you are applying for additional information regarding your organization.

Document Title	Document Type	File Name	Functions
By-laws	By-laws	Screenshots.docx	View Remove

Add

You can open/view your document (in a new window) by clicking on the "View" link.

Click the "Remove" link to remove documents from the list.

Click the "Add" button to add documents to the list.

File Download

Do you want to open or save this file?

Name: Blank doc for GCOS test 1.doc
Type: Microsoft Word 97 - 2003 Document
From: wpaz-u.sade-edap.prv

Open

Save

Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



Blank doc for GCOS test 1[1].doc (Protected View) - Microsoft Word

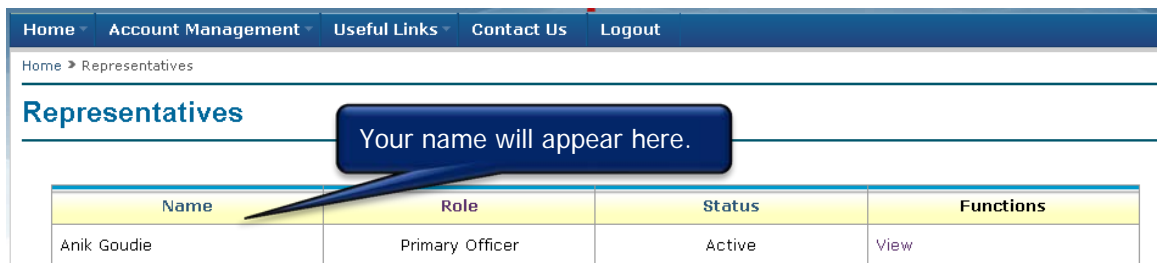
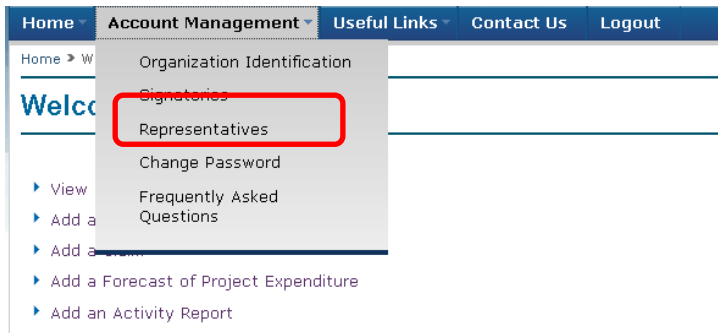
Protected View This file originated from an Internet location and might be unsafe. Click for more details.

Enable Editing

Blank doc for GCOS test 1

1.3.7 REPRESENTATIVES

The “**Representatives**” screen, which can be accessed from the “**Account Management**” link in the top navigation bar, displays all registered Representatives for an organization and their current status as an organization representative.



The “Add” button will direct you to the “Representative Details” screen (see section 1.3.7.1).

1.3.7.1 ADD REPRESENTATIVES

When a Representative is added, the "**Representative Details**" screen will require the following information to be provided (*required field)..

The numbers and letters in this table correspond to the following screen shot:

#	Field	Description
1	Individual's Consent to Disclosure and/or Use of Information (http://wpaz-u.sade-edap.prv/GCOS-SELSC/OSR/Content/Files/EMP5545-en-CA.pdf)	This form MUST be completed and signed by the representative you are adding to the GCOS system prior to saving the information. The consent MUST be kept on file for audit purposes.
2	<i>"I have obtained the written prior consent from the representative to provide you the following information. The consent will be kept on file for audit purposes." *</i>	This checkbox MUST be checked in order to successfully add a Representative.
3	Given Name *	The first name of the Representative.
4	Surname*	The last name of the Representative.
5	Position Title*	The position title of the Representative.
6	E-mail address*	The e-mail address where the Representative can be reached; this address will be the Representative's username.
7	Confirm email address*	Re-enter the email address where the Representative can be reached; this address will be the Representative's username.
8	Telephone Number*	A. Area code* (the Representative's 3-digit area code) B. Telephone number* (the Representative's 7-digit main phone number; e.g. 456-7890) C. Extension (extension of the Representative's telephone number)
9	Representative Role*	You must first assign a role (see letters A, B or C) to the representative within the Account Management module and for Delegates, you will then assign them responsibilities related to the project(s). D. <u>Primary Officer</u> : The "Primary Officer" is responsible for any transactions related to the organization's account. The "Primary Officer" can be delegated to another individual including the accountability of the account. This role should be delegated in instances where the Primary Officer is leaving the organization and wants to add his/her replacement. <ul style="list-style-type: none">• Add another Primary Officer, Officer or Delegate• Modify organization information• Create and submit Application for Funding, Claim, FPE and Activity Report.



#	Field	Description
		<p>E. <u>Officer</u>: The “Officer” role will provide this representative the same roles and responsibilities as the Primary Officer. The accountability of actions undertaken in the account remains with the Primary Officer.</p> <ul style="list-style-type: none">• Add Officer or Delegate• Modify organization information• Create and submit Application for Funding, Claim, FPE and Activity Report. <p>F. <u>Delegate</u>:</p> <ul style="list-style-type: none">• View the organization’s information• View Representatives of the account• Create and/or submit Application for Funding, Claim, FPE and/or Activity Report.

Representative Details

1 The Individual's Consent to Disclosure and/or Use of Information [form](#) **MUST** be completed and signed by the representative you are adding to the Grants and Contributions Online Services system prior to saving the information. The consent **MUST** be kept on file for audit purposes.

2 ☐ I have obtained the written prior consent from the representative to provide you the following information. The consent will be kept on file for audit purposes. (Required)

3 Given Name (Required)

4 Surname (Required)

5 Position Title (Required)

6 E-mail Address (Required)

7 Confirm E-mail Address (Required)
(Required)

8 Telephone Number

A Area Code (Required)

B Telephone Number (Required)

C Extension

9 Representative Role (Required)

D ☐ Primary Officer

As the creator of this account, you are the "Primary Officer" and are responsible for any transactions related to the organization's account completed by yourself or other representatives. You can delegate the "Primary Officer" access to another individual including the accountability of the account. This role should be delegated in instances where the Primary Officer is leaving the organization and wants to add his/her replacement.

(Go to field)

E ☐ Officer

Having an "Officer" role for your organization will provide this representative the same roles and responsibilities as the Primary Officer. The accountability of actions undertaken in the account remains with the Primary Officer. The Officer will be able to modify organization information, add Officers and Delegates as well as create, modify and submit applications for funding, claims, forecasts of project expenditures and activity reports.

(Go to field)

F ☐ Delegate

Having a "Delegate" role for your organization will allow this representative to view Organization Information only. A "Delegate" cannot add other representatives. You will be able to add other representatives on the next screen.

Cancel

Save

When adding a Delegate, the "Save" button will direct you to the "Representative Details – Responsibilities" screen. When you add a Primary Officer or an Officer you will be directed to the "Representatives" screen.



Save Your Work!

1.3.7.2 ASSIGNING RESPONSIBILITIES TO DELEGATES

Primary Officers' and Officers' can assign representative responsibilities via the "**Representative Details – Responsibilities**" screen.

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

Home > Representative Details - Responsibilities

Representative Details - Responsibilities

Given Name	New
Surname	User 3
Position Title	Delegate
Role	Delegate
Application	<input type="checkbox"/> Create <input type="checkbox"/> Submit
Claim	<input type="checkbox"/> Create <input type="checkbox"/> Submit
Forecast of Project Expenditures	<input type="checkbox"/> Create <input type="checkbox"/> Submit
Activity Report	<input type="checkbox"/> Create <input type="checkbox"/> Submit

Save

If you do not assign responsibilities to a Delegate they can only view the organization's information.

The "Save" button will direct you to back to the "Representatives" screen.



Save Your Work!

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

Home > Representatives

Representatives

Name	Role	Status	Functions
	Primary Officer	Active	View
New User 1	Primary Officer	Pending Activation	Edit Remove
New User 2	Officer	Pending Activation	Edit Remove
New User 3	Delegate	Pending Activation	Edit Remove

Add



Assigned representatives will receive an e-mail outlining their role. The example below displays what information will contain the e-mail:

Attention: NAME OF REPRESENTATIVE

You have been registered as an Officer to the Grants and Contributions Online Services (GCOS) by NAME OF PRIMARY OFFICER from NAME OF ORGANIZATION.

*By clicking on the link below, you will be directed to the GCOS login page to enter your username (your username is the e-mail address used to receive this notification) * and temporary password, which will be available on the login page. You will be prompted to change your temporary password after your first login to access the system.*

<https://funding.hrsdc.gc.ca>

Please note that you have 7 calendar days from receipt of this e-mail to login in. Should you not access the hyperlink within the allotted timeframe, the registration process will need to be repeated.

Visit the Account Management tab (at the top of the GCOS main page) to review your access level and rights at the end.

Thank you!

Grants and Contributions Online Services

<https://funding.hrsdc.gc.ca>

1.3.7.3 VIEWING ROLES AND RESPONSIBILITIES

The responsibilities assigned to a representative can be viewed by using the View hyperlink on the "**Representative**" screen which will direct to the "**Representative Details**" screen where responsibilities assigned to that selected user will be displayed.

Click on the View hyperlink to see the responsibilities assigned to a representative.

Representatives

Name	Role	Status	Function
Name of Primary Officer	Primary Officer	Active	Edit Remove View
Name of Officer	Officer	Pending Activation	Edit Remove View
Name of Delegate	Delegate	De-activated	View

[Home](#) [Account Management](#) [Useful Links](#) [Contact Us](#) [Logout](#)

[Home](#) > [Representative Details - Responsibilities](#)

Representative Details - Responsibilities

Given Name	New
Surname	User 3
Position Title	Delegate
Role	Delegate
Application	<input type="checkbox"/> Create <input type="checkbox"/> Submit
Claim	<input type="checkbox"/> Create <input type="checkbox"/> Submit
Forecast of Project Expenditures	<input type="checkbox"/> Create <input type="checkbox"/> Submit
Activity Report	<input type="checkbox"/> Create <input type="checkbox"/> Submit

[Save](#)

NEXT STEP: CREATE AND SUBMIT YOUR APPLICATION FOR FUNDING

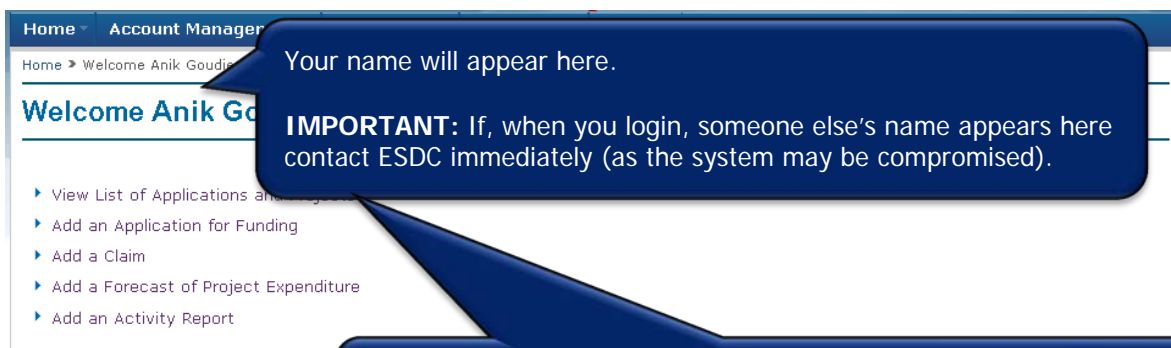
2. MODULE 2: APPLICATION AND PROJECTS

2.1 WELCOME

Once the Primary Officer has successfully entered all necessary information into GCOS (pertaining to their organization) they are directed to the “**Welcome**” screen where they 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; and
- Add an Activity Report.

. This screen can be accessed from the



“**Home/Log In**” screen (see section 1.1).



2.2 APPLICATIONS AND PROJECTS

The “**Applications and Projects**” screen displays a complete list of an organization’s applications and projects by project title, status, tracking number, modified by, dated updated and functions.

The numbers and letters in this table correspond to the following screen shot:

#	Label	Description
1	Project Title	This is the project title used when the application was initially submitted.
2	Status	<p>Represents the current status of the application/project:</p> <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 ESDC;- <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.

Home Account Management Useful Links Contact Us Logout

Home > Applications and Projects

Applications and Projects

Project Title	Status	Tracking Number	Created By	Modified By	Date Updated	Functions
November 2	Draft		Name		02/11/2012 11:10:06 AM	Edit Remove

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

Add

Click the "Add" button to create a new Application for Funding.

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

If you want to access your organization's applications and project list (when you are in an application or a project) you can click the "[Applications and Projects](#)" link in the left side navigation bar.

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

2.3 PROGRAM SELECTION

The "**Program Selection**" screen is the first in a series of screens used to complete the Application for Funding process.

Home Account Management Useful Links Contact Us Logout

Home > Program Selection

Program Selection

Program Group (Required)

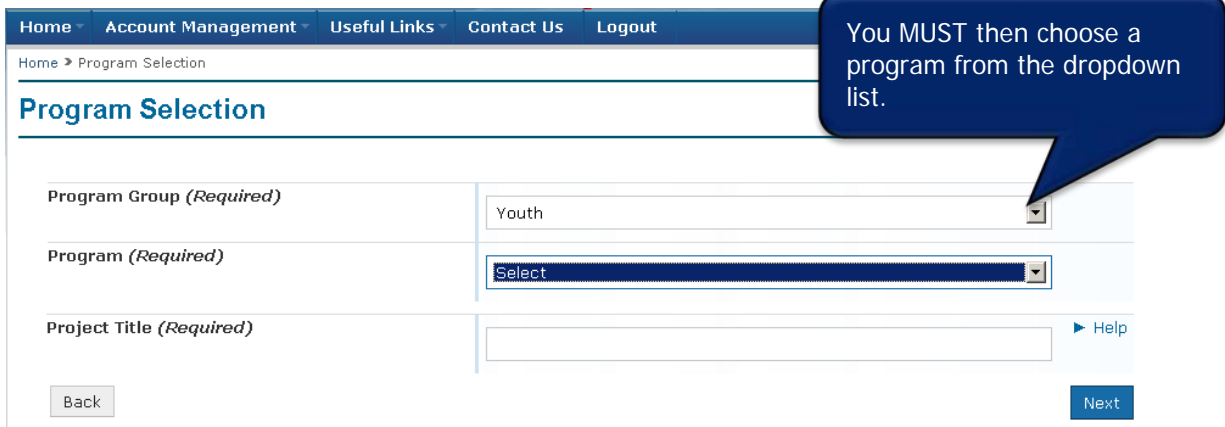
Project Title (Required)

Back

Help

You MUST first choose a program group. Once selected a program list will be generated.

The "Back" button will direct you to the "Welcome" screen (see section 2.1).



Home Account Management Useful Links Contact Us Logout

Home Program Selection

Program Selection

Program Group (Required) Youth

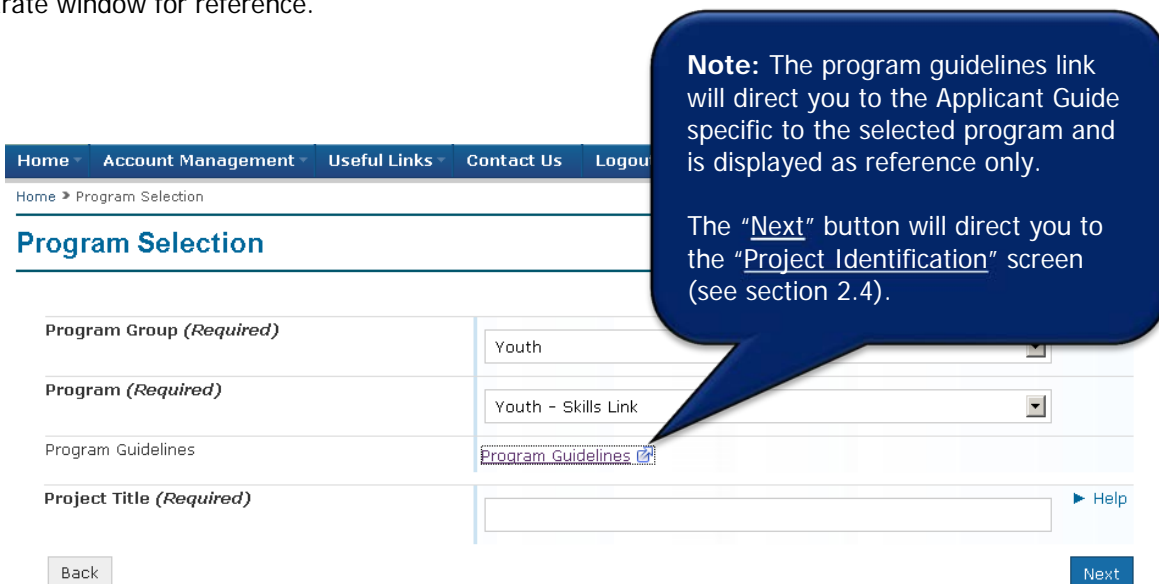
Program (Required) Select

Project Title (Required)

Back Next

You MUST then choose a program from the dropdown list.

Once you have selected a program, a link to the specific Applicant Guide will be displayed and will open in a separate window for reference.



Home Account Management Useful Links Contact Us Logout

Home Program Selection

Program Selection

Program Group (Required) Youth

Program (Required) Youth - Skills Link

Program Guidelines [Program Guidelines](#)

Project Title (Required)

Back Next

Note: The program guidelines link will direct you to the Applicant Guide specific to the selected program and is displayed as reference only.

The "Next" button will direct you to the "Project Identification" screen (see section 2.4).

2.4 PROJECT IDENTIFICATION

The “**Project Identification**” screen is the first in a series of screens where the representative enters further project information for the program for which they are completing the Application for Funding.

The screenshot shows the 'Project Identification' screen. A red box highlights the left navigation bar under 'Applications and Projects', with 'Project Identification' selected. A blue callout bubble points to the date fields, stating: 'You can type the anticipated start and end dates in the fields provided OR select the date using the calendars provided.' A red stop sign icon is next to the text 'Save Your Work!'. Another blue callout bubble points to the 'Save' button, stating: 'The “Save” button only saves your information. You will not be directed to any of the other application pages. You must use the left side navigation bar to move on.'

Home Account Management Useful Links Contact Us Logout

Home > Project Identification

Applications and Projects

- Application
- Project Identification**
- 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](#)

[Save](#)

STOP

Save Your Work!

The “Save” button only saves your information. You will not be directed to any of the other application pages. You must use the left side navigation bar to move on.

2.5 MAILING ADDRESS

The “**Mailing Address**” screen 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 addressed entered in the “**Account Management**” section will be displayed. Representatives will be required to select which mailing address to use for the application. Mailing addresses can be added in the “**Account Management**” section.

The screenshot shows the 'Mailing Address' screen. The left navigation bar under 'Applications and Projects' has 'Mailing Address' selected and highlighted with a red box. The main content area shows a list of mailing addresses with radio buttons for selection. The first address is selected.

Home Account Management Useful Links Contact Us Logout

Home > Mailing Address

Applications and Projects

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

Mailing Address

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

- ☒ 1200 St. Laurent Blvd
Ottawa
Ontario
K1K3B8
- ☐ 1 Gamelin St
Gatineau
Quebec
J8Y1V4
- ☐ 501 Smyth Rd
Ottawa
Ontario
K1H8L6
CANADA



2.6 ORGANIZATION CONTACTS

The “**Organization Contacts**” screen is used to add all organization contacts for a specific application, along with some general information about the contact.

Applications and Projects	Organization Contacts
Application	
Program Selection	<p>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 Organization contact is mandatory. Additional contacts can be added for the organization.</p> <p>There are currently no entries.</p> <div><p>The “Add” button will direct you to the “Contact Details” screen (see section 2.6.1).</p></div> <p>Add</p>
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	

Version: 1.1

2.6.1 CONTACT DETAILS

When an organization contact is added (on the "**Contact Details**" screen) the following information must be entered (*required field).

The numbers and letters in this table correspond to the following screen shot:

#	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 need to complete the telephone number fields.
8.	Address Line 1*	The street address portion of the organization contact's address.
9.	Address Line 2	
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

#	Field	Description
		they can be reached.
15.	Fax Number	The organization contact's fax number. Fax number area code Fax Number.
16.	E-mail Address	The e-mail address of the organization's contact.

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 Organization contact is mandatory. Additional contacts can be added for the organization.

Given Name	Surname	Contact Type	Functions
First Name	Last Name	Main Application contact	Edit Remove

You can “[Edit](#)” or “[Remove](#)” contacts from the organization contact list at any time, however, you must have a “[Main Application Contact](#)” at all times.

2.7 ORGANIZATION CAPACITY

The “**Organization Capacity**” screen is used to enter details relevant to the organization's capacity to properly manage the projects for which they are requesting funding (based on the organization's profile).

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

Home Account Management Useful Links Contact Us Logout

Home > Organizational Capacity

Applications and Projects

Application

- Program Selection
- Project Identification
- Mailing Address
- Organizational Capacity**
- Anticipated Sources of Contribution
- Budget
- Budget Details
- Supporting Documents
- Review & Submit

Organizational Capacity

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

HRSDC uses the information provided in this section, to assess the organization's capacity to properly manage the project.

How many employees does your organization currently have?

Has your organization undergone any important transformations in the past two (2) years? (Required)

☒ Yes ☐ No

If yes, please provide a description of the changes: (Maximum 32000 characters)

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 HRSDC and the results of the project(s). (Maximum 32000 characters) (Required)

[Help](#)

[Save](#)

Enter the number of employees currently working within your organization.

If you answer yes to the question above, then provide a description of your organization's transformation.



Save Your Work!

The “[Save](#)” button only saves your information, you will not be directed to any of the other application pages. You must use the left side navigation bar to move on.

2.8 AMOUNTS DUE

The “**Amounts Due**” screen is used to enter amounts that an organization owes to the Government of Canada (GoC). From this screen, you declare your organization's amounts owing to the GoC.

Home Account Management Useful Links Contact Us Logout

Home > Amounts Due

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
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- Review & Submit

Amounts Due

If your organization owes any amounts that are in default to the Government of Canada, please add each amount.
Owing amounts to the Government of Canada does not mean that your Application for funding will not be approved.

There are currently no entries.

Add

Version: 1.1

To add an amount due, click the “Add” button; you will be directed to the “**Amounts Due Details**” screen (see section 3.8.1).

2.8.1 ADDING AN AMOUNT DUE (AMOUNTS DUE DETAILS)

If an 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 must be added.

Home Account Management Useful Links Contact Us Logout

Home > Amounts Due Details

Amounts Due Details

Department or agency to which amount is owed: Select

Amount Owing: [Text Field]

Nature of amount owing (e.g. taxes, penalties, overpayments): [Text Field]

If an amount is owing, is a payment plan in place? ☐ Yes ☐ No

Cancel Save

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.



Save Your Work!

2.9 PROJECT DESCRIPTION

The “**Project Description**” screen 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.

Home Account Management Useful Links Contact Us Logout

Home > Project Description

Applications and Projects

Application

- Program Selection
- Project Identification
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- 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.

HRSDC 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 32000 characters) (Required)

test

Project Activities (must be broken down into clear steps). (Maximum 32000 characters) (Required)

test

Expected Results of the Project (must be clearly linked to the project objectives and be specific, concrete and measurable). (Maximum 32000 characters) (Required)

test

Save Your Work!

Save

2.10 PROJECT DETAILS

The “**Project Details**” screen allows the representative to provide further details on the project’s activities and location (*required field).

The numbers and letters in this table correspond to the following screen shot:

#	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 the organization plans to meet and track the expected results of the project.

#	Field	Description
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>Applicants need to verify if their proposed activities are listed under the above Act – Please visit http://www.gazette.gc.ca/rp-pr/p2/2012/2012-07-18/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, applicant 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>	
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



#	Field	Description
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.

Applications and Projects

- Application
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- Review & Submit

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? (Required) **A** ☐ Yes ☐ No **B** [Help](#)

2 If yes, please describe how you will meet and track the expected results of the project: (Maximum 32000 characters) **C**

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

4 If yes, please describe how: (Maximum 32000 characters) **F** [Help](#)

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

6 If 'Yes', please provide an explanation and any details on whether consultations will take place with these communities: (Maximum 32000 characters) **I**

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

8 If 'Yes', please clearly identify the role(s) and expertise they will bring to the project: (Maximum 32000 characters) **L**

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

1 If yes, please select all that apply: **O** ☐ National ☐ Regional ☐ Local

1 IMPORTANT – Update to the CANADIAN ENVIRONMENTAL ASSESSMENT ACT

Applicants need to verify if their proposed activities are listed under the above Act – Please visit <http://www.gazette.gc.ca/rp-pr/p2/2012/2012-07-18/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=6303D025-1>) for further review. The CEAA will determine if an Environmental Assessment (EA) is required based on the project description. HRSDC funding will be conditional upon receipt by HRSDC 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 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? (Required) **N** ☐ Yes ☐ No **O**

1 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. HRSDC funding will be conditional upon receipt by HRSDC 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. (Maximum 32000 characters) **P**

[Save](#)



Save Your

The "Save" button only saves your information. You will not be directed to any of the other application pages. You must use the left side navigation bar to move on.

2.11 PROJECT LOCATIONS

The “**Project Locations**” screen allows you to list all locations where the project’s activities will occur, if the locations are different than yours.

Home Account Management Useful Links Contact Us Logout

Home > Project Locations

Applications and Projects

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- Program Selection
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- Organizational Capacity
- Amounts Due
- Project Description
- Project Details**
- 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	2685 Iris St		Ottawa	Ontario	K2C 3S4	Edit Remove

Add

Version: 1.1

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 section 2.11.1).

2.11.1 LOCATION DETAILS

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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)

Cancel Save

The “Save” button only saves your information. You will not be directed to any of the other application pages. You must use the left side navigation bar to move on.

STOP

Save Your Work!

2.12 ANTICIPATED SOURCES OF FUNDING

The "**Anticipated Sources of Funding**" screen allows you to provide details on how the project will be funded.

Note: ESDC's funding Programs generally encourage and/or require funding applicants to seek cash and/or in-kind contributions to 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 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.

The screenshot shows the 'Anticipated Sources of Contribution' screen. On the left is a sidebar menu with options: Home, Account Management, Useful Links, Contact Us, Logout, Applications and Projects, and Application. The 'Application' section is expanded, showing a list of steps: Program Selection, Project Identification, Mailing Address, Organization Contacts, Organizational Capacity, Amounts Due, Project Description, Project Details, Project Locations, Anticipated Sources of Contribution (selected), Budget, Budget Details, Supporting Documents, and Review & Submit. The main content area has a title 'Anticipated Sources of Contribution' and three paragraphs of text explaining the purpose of the section and the 'stacking limit'. Below the text is a table with columns: Source Name, Source Type, Cash, In-kind (\$ value), Confirmed Cash, Confirmed In-kind value, and Functions. The first row shows 'HRSDC' as the source name and type, with '0' in the Cash and In-kind columns, and 'No' in the Confirmed columns. The Functions column contains 'Enter Requested Amount'. An 'Add' button is at the bottom right. Two blue callout boxes provide instructions: one points to the 'Enter Requested Amount' link in the Functions column, and the other points to the 'Add' button.

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 screenshot 1 in section 2.12.1).

To add new anticipated sources of funding click the "Add" button. You will be directed to the "Contribution Details" screen (see screenshot 2 in section 2.12.1).

Source Name	Source Type	Cash	In-kind (\$ value)	Confirmed Cash	Confirmed In-kind value)	Functions
HRSDC	HRSDC	0	0	No	No	Enter Requested Amount

Add

2.12.1 CONTRIBUTION DETAILS

The "**Contribution Details**" screen allows you to add or edit the following details regarding the organizations' anticipated sources of funding (*required field).

The numbers and letters in this table correspond to the following screen shot:

#	Field	Description
1.	Source Name*	When entering an amount for ESDC, this field will be read only and populated with ESDC. The name of the entity providing funding for the project.

#	Field	Description
2.	Source Type*	When entering an amount for ESDC, this field will be read only and populated with ESDC. Drop Down List: The sector type of an entity providing funding for the project.
3.	Cash	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. 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-imbursement. 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, this field will be read only and populated with No. A. Yes B. No Cash contributions should be committed to in writing by the contributing party.
6.	Confirmed In-Kind (\$ Value)	When entering an amount for ESDC, this field will be read only and populated with No. C. Yes D. No In-kind contributions should be committed to in writing by the contributing party.

Home
Account Management
Useful Links
Contact Us
Logout

Home > Contribution Details

Contribution Details

Source Name (Required)	HRSDC
Source Type (Required)	HRSDC
Cash	<input type="text"/>
In-kind (\$ value)	<input type="text"/> Help
Confirmed Cash (Required)	<input type="radio"/> Yes <input type="radio"/> No Help
Confirmed In-kind (\$ value) (Required)	<input type="radio"/> Yes <input type="radio"/> No Help

Cancel
Save

When entering the amount requested from ESDC, you only need to enter the cash



Contribution Details

1 Source Name (Required)

2 Source Type (Required)

3 Cash

4 In-kind (\$ value)

5 Confirmed Cash (Required) **A** ☐ Yes **B** ☐ No

6 Confirmed In-kind (\$ value) (Required) **C** ☐ Yes **D** ☐ No

The "Save" button only saves your information. You will not be directed to any of the other application pages. You must use the left side navigation bar to move on.



Save Your Work!

Applications and Projects

Application

Program Selection

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Organization Contacts

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Anticipated Sources of Contribution

HRSDC'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.

HRSDC 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 HRSDC. Should you have additional organizations that will contribute funds and/or in-kind contributions to this project, please add them subsequently.

Source Name	Source Type	Cash	In-kind (\$ value)	Confirmed Cash	Confirmed In-kind (\$ value)	Functions
HRSDC	HRSDC	50,000	0	No	No	Edit
Organization	Sponsor / Organization / Recipient	500	1,000	Yes	No	Edit Remove

You can "Edit" or "Remove" anticipated sources of contribution funding at any time before your application is submitted to ESDC.

2.13 BUDGET (PLANNED EXPENDITURES)

The “**Budget**” screen 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; this is a part of the Standard Application for Funding package).

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Home > Budget

Applications and Projects

Application

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Budget

HRSDC 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.

Cost Category	Planned Expenditures		
	HRSDC	Other - Cash	Other - In Kind
Administrative Costs			
Administrative Costs			
Capital Costs			
Capital Assets			
Direct Costs			
Staff wages			
Participant costs			
Project costs			
Rent			
Travel			
Total Planned Expenditures	0	0	

Save

The help text beside the cost category fields specify the types of expenses that can be included.

The “**Save**” button only saves your information. You will not be directed to any of the other application pages. You must use the left side navigation bar to move on.



Save Your Work!

2.14 BUDGET DETAILS

The "**Budget Details**" screen allows you to specify details on possible contract values and planned capital assets expenditures for the project.

The numbers and letters in this table correspond to the following screen shot:

#	Field	Description
1.	Associated Businesses or Individuals: Please check all statements that apply to your planned expenditures of ESDC 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 the applicant 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 the applicant 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 ESDC funding?	<p>Indicates whether or not the 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 right side of the page.</p>
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 32000 characters)	Additional details (if applicable).

Applications and Projects		Budget Details			
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				Refer to the Applicant Guide for the program to which you are applying, 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 Document" section from the left hand sidebar menu.	
1	Associated Businesses or Individuals: Please check all statements below that apply to your planned expenditures of HRSDC funding	A <input type="checkbox"/> Contracts valued at \$25,000 or more are part of the planned expenditures. B <input type="checkbox"/> Contracts with businesses or individuals legally associated with the applicant organization are among the planned expenditures. C <input type="checkbox"/> Contracts with outside providers to manage all or part of the project activities on behalf of the applicant organization are among the planned expenditures.	<input type="checkbox"/> Yes <input type="checkbox"/> No Help		
2	Capital Assets: Will capital assets be among your planned expenditures with HRSDC funding? (Required)	<input type="checkbox"/> Yes <input type="checkbox"/> No Help			
3	If yes, please explain the benefit of the purchase(s) that are necessary to carry out the project activities: (Maximum 32000 characters)	<input type="text"/>			
4	Further Budget Details: (Maximum 32000 characters)	<input type="text"/>			
		<input type="button" value="Save"/>			



Save Your Work!

The "Save" button only saves your information. You will not be directed to any of the other application pages. You must use the left side navigation bar to move on.

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.

- 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.

2.15 SUPPORTING DOCUMENTS

The “**Supporting Documents**” screen is used to view, add and manage files uploaded as supporting documentation for the Standard 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.

The screenshot shows the 'Supporting Documents' interface. A callout at the top right states: 'You will be able to add documents to support your application in this section.' The left sidebar lists various application sections, with 'Supporting Documents' highlighted. The main content area shows sections for 'Application' and 'Organization', both indicating 'There are currently no documents.' and featuring an 'Add' button. A 'Select / Unselect' button is also visible. A second callout explains: 'You can select a document related to your organization from the list created in the Account Management (see section 1.3.6).' Below this is the 'Document Details' form, which includes fields for 'Document Title (Required)', 'Document Type (Required)' (with a dropdown menu), and 'File (Required)' (with a 'Browse...' button). Callouts provide further guidance: 'Browse your file structure and select the document for download.' points to the 'File' field; 'Choose one option from the drop-down list that best reflects your document type (e.g. Letters of Incorporation).' points to the 'Document Type' dropdown; and 'The “Save” button will direct you to the “Supporting Documents” screen.' points to the 'Save' button. A red octagonal 'STOP' sign with the text 'Save Your Work!' is positioned to the right of the 'Save' button. A 'Cancel' button is located at the bottom left of the form.

2.15.1 ADDING A SUPPORTING DOCUMENT FOR THE APPLICATION

2.15.2 ADDING A SUPPORTING DOCUMENT FOR THE ORGANIZATION

You must select which document (s) you want to attach to the application.

Select 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.

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"/>

The “[Save](#)” button will direct you to the “[Supporting Documents](#)” screen.

Save

2.16 REVIEW & SUBMIT

The “Review & Submit” screen is a full summary of all the information entered into the application. It allows the Funding applicant 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.

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 HRSDC.

Please review the information provided by clicking on each section before submitting.

- ▶ 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

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. You will be directed to the “[Declaration](#)” screen (see section 2.17).

Submit

2.17 DECLARATION

In order for an application to be eligible for funding, it must be completed by the official representative(s) of your organization in accordance with the 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 page (see section 1.3.2).

2.17.1 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 form that will be submitted to ESDC. Once the information has been successfully submitted, a confirmation message will be displayed (see section 2.19)

2.17.2 MULTIPLE SIGNATORY

When 2 or more signatories are identified as being required to submit an application for funding to the Department, the first user will need to complete the declaration page. Prior to clicking on the "Submit" button, they will be provided with a table of the representative that have been delegated the right to submit applications for funding. They will have the option the either advise them or not by email.

Applications and Projects	Declaration
Application	
Program Selection	You indicated that 2 signatory(ies) is(are) required to submit this item to HRSDC.
Project Identification	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.
Mailing Address	The person(s) submitting this form certify (ies) the following
Organization Contacts	<input type="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;
Organizational Capacity	<input type="checkbox"/> 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
Amounts Due	<input type="checkbox"/> 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.
Project Description	
Project Details	
Project Locations	
Anticipated Sources of Contribution	
Budget	
Budget Details	
Supporting Documents	
Review & Submit	

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 HRSDC

Advise the following signatories that an action is required:

Signatories	Advise Signatories by e-mail
Signatory #1	<input type="radio"/> Yes <input type="radio"/> No
Signatory #2	<input type="radio"/> Yes <input type="radio"/> No
Signatory #3	<input type="radio"/> Yes <input type="radio"/> No

Submit

When the Submit button is selected, the users will be presented with a confirmation message.

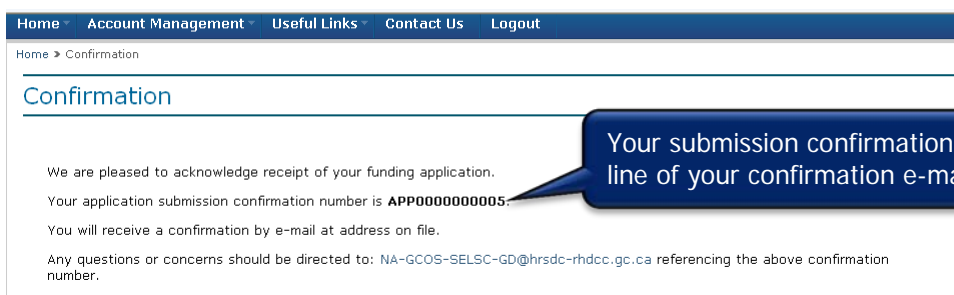
Thank you! Your signature has been captured. The submission to ESDC will only be possible once the required number of signatories has been captured. You can view how many signatories are required in the Account Management and how many signatories are outstanding on the left side menu using the Review 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 that receive the email will be advised 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 page, the last one will obtain a confirmation message. (see section 2.18)

2.18 APPLICATION CONFIRMATION

The “Confirmation” screen displays a visible confirmation that the Application for Funding has been submitted successfully. It also displays a submission confirmation message and number.



The screenshot shows a web application interface. At the top is a navigation bar with links: Home, Account Management, Useful Links, Contact Us, and Logout. Below this is a breadcrumb trail: Home > Confirmation. The main heading is "Confirmation". The body text reads: "We are pleased to acknowledge receipt of your funding application. Your application submission confirmation number is APP0000000005. You will receive a confirmation by e-mail at address on file. Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca referencing the above confirmation number." A blue callout bubble points to the confirmation number, stating: "Your submission confirmation number will be the subject line of your confirmation e-mail from ESDC."

2.18.1 CONFIRMATION E-MAIL

Your confirmation e-mail will contain the following information:

Attention:

We are pleased to acknowledge receipt of your Application for Funding. All applications are subject to a review. Your Application for Funding will be assessed in accordance with Terms and Conditions of the program.

In any future communication regarding this Application for Funding, please refer to the tracking number noted above.

Thank you for your interest in this program. Should you have any questions, please do not hesitate to contact us by e-mail at NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca

Thank you!
Grants and Contributions Online Services
<https://funding.hrsdc.gc.ca>