

# EDUCATION AND CAPACITY BUILDING PROGRAM 5.0

## FREQUENTLY ASKED QUESTIONS

For inquiries about the ECB Program, please contact ECB program staff at 416-969-6317 or [ECB@ieso.ca](mailto:ECB@ieso.ca).

**1. Can I submit a proposal after the submission date?**

No, the proposal submission deadline for the 2017 Call for Proposals is **October 2, 2017 at 12:00 PM EST**. Proposals submitted after this date will not be considered for funding.

**2. What format should I submit my Proposal in?**

You must use the Proposal Form found on the ECB Website to submit your Proposal. No other formats will be accepted.

**3. How much detail should I include in my Proposal?**

It is essential that you provide detailed information regarding the initiative, work plan, budget and project team within your proposal. The IESO Review Committee will award more or less points for each of the evaluation criteria as set out in the Rules, depending on how effective the Proposal is at responding to and conveying each element. Failure to provide detailed information in your Proposal may result in a lower score and your Proposal not being selected for funding.

You are also encouraged to ensure that your Proposal is cohesive and responds to the information required by the Proposal form, clearly articulates why the ECB funding is needed, how the funding will be used in carrying out the Initiative and includes all required supporting documentation and attachments.

**4. Are travel and hospitality costs covered under the ECB Program?**

Yes, travel and hospitality costs that are reasonably necessary to carry out the initiative are eligible under the ECB Program. Successful proponents will be required to agree that all travel and hospitality costs incurred by the successful proponent and/or any third party engaged by the successful proponent will, at all times, be made in accordance with the Travel, Meal and Hospitality Expenses Directive to which the IESO is subject. The Travel, Meals and Hospitality Expenses Directive is available at [www.ontario.ca/government/travel-expense-rules-and-claims](http://www.ontario.ca/government/travel-expense-rules-and-claims).

**5. Can we apply to the ECB Program for more than one initiative?**

A proponent may submit multiple proposals during the Call for Proposals. However, the proponent, as well as its project team, must ensure, and demonstrate, it has available capacity and resources to undertake all of the proposed initiatives, should all the proposals be selected for funding.

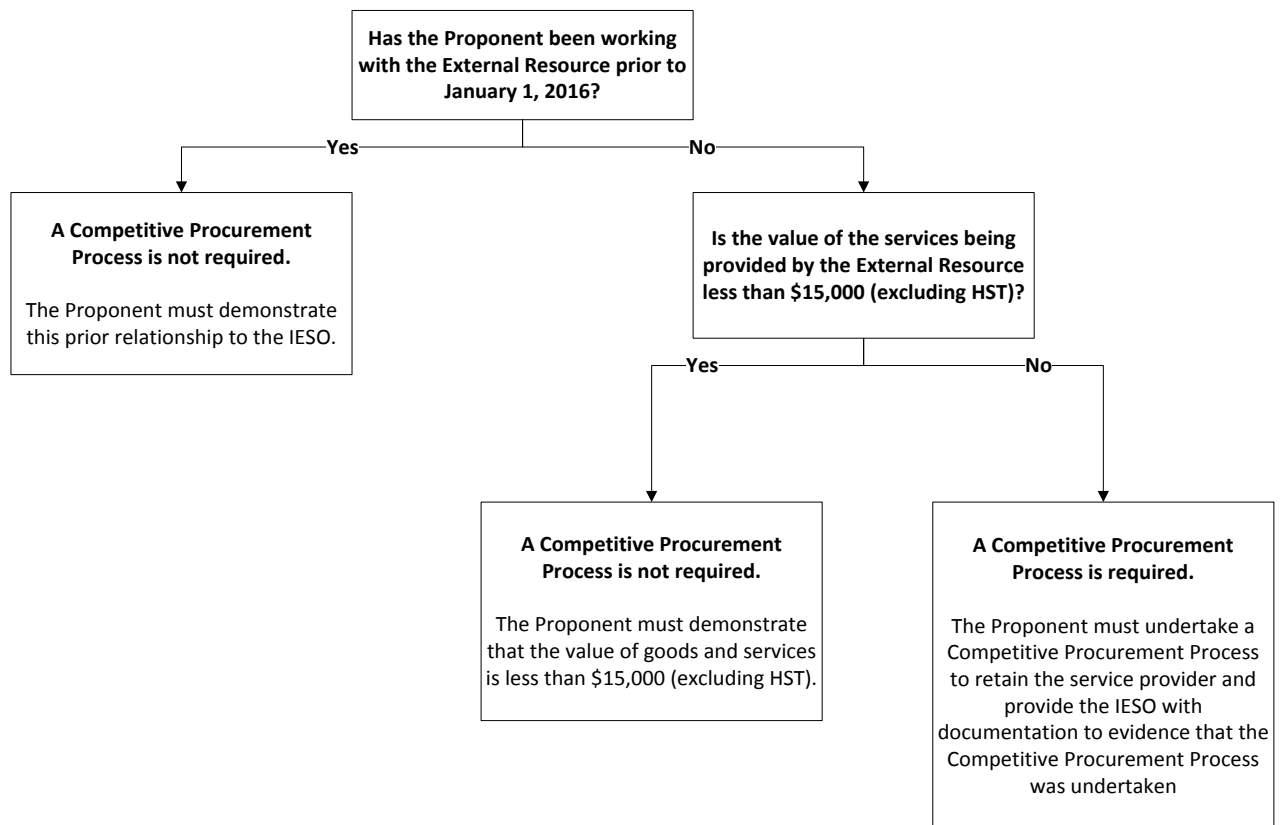
Please note that the IESO has the discretion to ensure there is diversity among proponents, proponent types, initiatives, etc. in proposals selected for funding.

**6. Can I submit a Proposal for an initiative under a past ECB Category?**

Yes, Proponents who wish to submit Proposals for initiatives related to categories from previous versions of the ECB may do so under the Open Category provided that the Proposal and Initiative are in compliance with the ECB 4.0 Rules.

**7. How do I know if I must undertake a competitive procurement process?**

Please use the flowchart below to identify whether you are required to undertake a competitive procurement process for an External Resource:



**8. What information is required to comply with the competitive procurement requirements set out in the Rules?**

- A. If you are subject to a Competitive Procurement Process under the Rules, you must provide the following attachments with your Proposal:
1. copies of all relevant requests for proposals and procurement documents; and
  2. copies of quotes and rates from the potential service providers showing the agreed upon rates for services between all External Resources and the Proponent; and

B. If you are exempt from a Competitive Procurement Process as provided for in Section **Error! eference source not found.** of the Rules you must provide one of the following attachments with your Proposal:

1. documentation evidencing the value of the services is less than \$15,000.00 (exclusive of HST) satisfactory to the IESO; or
2. demonstrated through documentation evidencing such External Resources provided the same type of goods or services to the Proponent on an ongoing basis prior to January 1, 2016, satisfactory to the IESO.

**9. If I have received funding through a prior ECB Call for Proposals, am I eligible to apply to following ECB Calls?**

Yes, if you were funded through a prior ECB Call, you are still eligible to apply for funding under subsequent ECB Calls for Proposals provided the work being applied for is not duplicative of work already funded and you can demonstrate the capacity to undertake the initiative(s).

**10. Does applying for funding under the ECB Program prohibit me from applying to other funding programs offered through the IESO?**

No, provided the work being applied for under another IESO Program is not duplicative of the work being applied for under the ECB Program, however, you must disclose other sources of funding in your Proposal.

**11. How long do I have to complete my initiative?**

A successful proponent must complete the initiative within 18 months of the date the Funding Agreement is executed.

**12. What initiatives have been funded under the ECB Program previously?**

Please visit the [Current Initiatives](#) page to learn more about initiatives that have been funded under the ECB Program.

**13. What is the difference between legal Entity wholly-owned and Controlled and a Legal Entity that is jointly owned?**

A Legal Entity that is **wholly-owned** must be owned and controlled by the **same Proponent Type**.

A Legal Entity that is **jointly-owned** must be owned and controlled by **different Proponent Types**.

For more information regarding Legal Entities, please refer to Section 2.2 of the ECB Rules.