This application form is intended for public health units across Ontario interested in applying for funding through the Sheela Basrur Centre (SBC) Grant. SBC is operated and supported
by [Public Health Ontario](https://www.publichealthontario.ca/-/media/Documents/C/2023/carbapenemase-producing-enterobacteriaceae-ontario-2022.pdf?rev=fa8a756652d84799bfa8fdd19d0de479&sc_lang=en).

Sheela Basrur Centre Grant:
Application Form

Submitting Your Application Form

1. Review the Call for Proposals and [Application Guide](https://www.publichealthontario.ca/-/media/Documents/S/25/sbc-grant-application-guide.pdf?&sc_lang=en) carefully before completing your application form. This document provides essential details about the program and how to apply.
2. Fill out this Application Form.
3. Email your application form, in Word format, to SBC@oahpp.ca by **October 1, 2025, at 9:00 a.m. ET** with the subject “Sheela Basrur Grant Proposal: <Insert name of your organization>”

All project submissions must be endorsed by the office of the Medical Officer of Health for the corresponding public health unit.

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Application Form

1. Project Summary

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| **Date of Submission:** | Click here to select a date. |
| **Project Title:***(May be a working title that is finalized prior to funding being released, if approved).* |  |
| **Project Objectives:***(Specify the three to five project objectives)* |  |
| **Plain Language Summary:** |  |
| **Anticipated Deliverable(s):** |  |
| **Total Funding Requested:***(Confirm total amount of funding, including taxes required from SBC for this project)* |  |
| **Anticipated Project Start Date:***(Funding period starts October/November 2025)* |  |
| **Anticipated Project End Date:***(Funding for successful proposals will be provided from October 2025 through September 2026, distributed in three installments. Installment amounts will be determined based on the scope and details of each project submission.)* |  |

1. Project Team

This section should include the full legal names of the public health unit and authorized contact.
It should also include a brief summary of the project team’s roles, expertise, and relevant experience. Please refer to the [Application Guide](https://www.publichealthontario.ca/-/media/Documents/S/25/sbc-grant-application-guide.pdf?&sc_lang=en) for more guidance on how to fill out this section.

* 1. Authorized Individuals

Individuals listed here are considered authorized representatives/primary applicant(s) of the project team.

| **Name & Contact Information** | **Expertise, Experience and Anticipated Roles** |
| --- | --- |
| **Lead Applicant** Public health unit name: Authorized contact name: Email address: Phone number:  |  |

*(Insert additional table rows as required)*

* 1. Project Team

List additional project team members who will contribute to this project, with their expertise and anticipated role. Individuals listed here are considered project team members and not authorized representatives of the project. If the academic/research or community organization partner is not known at the time of application, please include a brief statement on how you plan on engaging a partner.

| **Name & Contact Information** | **Expertise, Experience and Anticipated Roles** |
| --- | --- |
| **Public health unit/organization name:**Contact name: Email address: Phone number:  |  |
| **Academic/Research or Community Organization Partner (if known at the time of application):**Organization name:Authorized contact name: Email address: Phone number: |  |

 *(Insert additional table rows as required)*

1. Project Information and Plan

In this section, you will provide the details about your proposed project. Please refer to the [Application Guide](https://www.publichealthontario.ca/-/media/Documents/S/25/sbc-grant-application-guide.pdf?&sc_lang=en) for more guidance on how to fill out this section.

* 1. Background and Rationale

Provide a rationale for the proposed project, including the current state of knowledge on the topic and how the project will address existing gaps in knowledge or practice **(max word count 250)**.

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* 1. Project Objectives

Define three to five project objectives.

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* 1. Project Design

Outline the proposed project design, including the rationale for selecting this approach. Your design should address four key elements: who the project is intended to benefit (target audiences and recruitment strategies), what activities will be undertaken (project components and objectives), how the project will be implemented (methods, procedures, and tools), and when key activities will occur (timeline and sequencing). If your project builds on an existing initiative, provide details on how the SBC funding will be used to expand the scope. If your project includes data collection, please describe the data collection methods, measurement tools (e.g., surveys or interview guides), and the plan for data analysis **(max word count 500)**.

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* 1. Ethics and Privacy Considerations

Describe any ethics and privacy considerations including how to securely store data and protect participants’ anonymity and confidentiality. List any required ethics approvals, responsible parties, and confirm team members’ compliance with clearance requirements (e.g., PHU, academic institution). Please note if any ethics clearance is underway or if challenges are expected. [PHO Ethics Review Board](https://www.publichealthontario.ca/en/About/Research/Ethics/Ethics-Services) may assist if no other designated review board is available **(max word count 250).**

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* 1. Feasibility Considerations

Describe any previous or preparatory work and existing resources the team will leverage to ensure the project's feasibility and success (e.g., established partnerships, existing tools and infrastructure, preliminary research or pilots, etc**.**) **(max word count: 250)**.

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* 1. Project Limitations

Identify potential limitations or challenges that may impact the project's design, implementation,
or outcomes. Describe the strategies the team will use to mitigate these limitations or challenges
**(max word count 250)**.

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1. Knowledge Exchange & Dissemination Plan

Applicants are expected to outline a Knowledge Exchange and Dissemination Plan that outlines how the results and outputs of their project will be shared to maximize impact and usability. The plan should identify key audiences and describe how project findings and outputs will be shared, with a focus on making information accessible, understandable, and actionable. The plan can be refined as projects progress. Please refer to the [Application Guide](https://www.publichealthontario.ca/-/media/Documents/S/25/sbc-grant-application-guide.pdf?&sc_lang=en) for more guidance on how to fill out this section
**(max word count 250)**.

All applicants are welcome and encouraged to present their findings through a [PHO-organized webinar or PHO Rounds event](https://www.publichealthontario.ca/en/Education-and-Events/Events#q=1).

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1. Evaluation Plan

Describe how you will measure success of the project, including both process and project outcomes as applicable. Consider your specific project objectives as well as the SBC grant objectives. Please refer to the [Application Guide](https://www.publichealthontario.ca/-/media/Documents/S/25/sbc-grant-application-guide.pdf?&sc_lang=en) for more guidance on how to fill out this section **(max word count 250)**:

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1. Timeline and Activity Reporting

Please complete the anticipated activity timeline below, including all project activities and associated deliverables. Projects are funded from October 2025 through September 2026, distributed in three installments. Project teams will be required to demonstrate meaningful progress aligned with the timing of funding installments. Project teams will have until September 2026 to submit their final deliverables and complete all knowledge exchange activities.

Required Reporting

The following are reporting timelines and requirements for successful projects, to be submitted to SBC:

| **Timeline** | **Activity** | **Deliverable** |
| --- | --- | --- |
| October/November 2026 | Final funding agreement | Signed funding agreement  |
| By February, 2026 | Progress report 1 | Progress report that outlines progress on activities and current financial spending.  |
| By May, 2026 | Progress report 2 | Progress report that outlines progress on activities and current financial spending.  |
| By September 30, 2026 | Final deliverable and knowledge exchange activities | Final report that includes final project deliverable, summary of knowledge exchange activities and final financial spending. |

Project Activities Timeline and Reporting

Indicate the proposed project activities, timelines and deliverables. This table will be used as the foundation of your progress reports described in the table above (progress report templates will be provided). Please refer to the [Application Guide](https://www.publichealthontario.ca/-/media/Documents/S/25/sbc-grant-application-guide.pdf?&sc_lang=en) for more guidance on how to fill out this section.

| **Timeline** | **Activity** | **Deliverable** |
| --- | --- | --- |
| *e.g., Nov 1 – Dec 15* | *e.g., Stakeholder consultation* | *e.g., Summary of findings* |
|  |  |  |
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*(Insert additional table rows as required)*

1. Funding

Applicants are required to provide a detailed summary of anticipated expenses to support the successful completion of their project. The proposed budget should not exceed $100,000 (inclusive of taxes). Please consult the [Application Guide](https://www.publichealthontario.ca/-/media/Documents/S/25/sbc-grant-application-guide.pdf?&sc_lang=en) for detailed information on eligible expenses and acceptable use of funds.

Funding will be disbursed in three installments, which will be determined based on the scope and details
of each project submission. Installments are contingent upon the achievement of key project milestones:

* October/November 2025: First installment after project acceptance.
* March 2026: Second installment: Approximately 40% of activities should be completed by this point.
* June 2026: Final installment: Approximately 80% of activities should be completed by this point.

The budget submitted will serve as the financial plan for the project. Applicants are encouraged to be as specific and detailed as possible in outlining projected costs. In addition, project teams are expected to allocate 10–20% of the total budget toward knowledge exchange and dissemination activities.

Please note that approved projects will be required to report on financial expenditures as part of both progress and final reporting requirements. The final funding and installment amounts may be subject to negotiation based on the scope and feasibility of the proposed work.

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| --- | --- |
| **Category** | **Overall Expected Expenses** |
| 1. **Personnel**
 | $0 |
| 1. **Materials and Supplies**
 | $0 |
| 1. **Services**
 | $0 |
| 1. **Activities**
 | $0 |
| 1. **Knowledge Exchange Costs**
 | $0 |
| 1. **Other Items**
 | $0 |
| **TOTAL (taxes incl.)** | $0 |

1. SBC Project Supports

SBC may offer some project supports throughout the project and/or preparing for final deliverables. The table below outlines potential supports available to applicants. However, please note that the availability of support is not guaranteed and will be assessed during the application review process. If selected for funding, a tailored support plan will be developed and agreed upon between the applicant and SBC to ensure alignment with project needs and available resources.

| **SBC Support Area** | **Anticipated Support Needs** |
| --- | --- |
| **Communications and project promotion** *(e.g., project promotion via PHO and SBC communication channels)* |  |
| **Skills development and training** *(e.g., webinars on topics such as building trust, combating mis- and dis- information, and knowledge exchange)* |  |
| **Infrastructure** *(e.g., teleconference infrastructure, online collaboration space)* |  |
| **Library services** *(e.g., literature review support, referencing support, copyright compliance)* |  |
| **Deliverable development** *(e.g., making documents accessible, graphic design, translation, clear communication)* |  |
| **Other** |  |

1. Signatures & Endorsements

Signatures confirm the authorized public health unit and individual has reviewed and accepted activities, roles and responsibilities outline in this Application Form. Following review, selected proposals may receive feedback and teams will make revisions accordingly.

| **Role** | **Name & Signature** |
| --- | --- |
| **Lead Public Health Unit – Authorized Representative** | **Public Health Unit:** **Authorized Individual Name, Title:** *I warrant that the information in this project charter is complete and accurate to the best of my knowledge and that it reflects the collective intentions of the collaborative team.**I acknowledge that the office of the Medical Officer of Health for my public health unit has endorsed this project.***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date:** Click here to select a date. |

Upon selection for funding, project teams and SBC staff sign the finalized Application Form and accept the terms of funding, allowing the project to formally commence.

Funding is typically released within two weeks of the completion of funding
agreements and applicant banking information.

**THE FOLLOWING SECTION TO BE COMPLETED AFTER NOTIFICATION OF AWARD.**

1. Approval and Funding: Joint Signatures

This section is to be completed prior to funding transfer and project commencement. Signatures indicate agreement between the project team and SBC.

The project will be carried out and funded as outlined in this Application Form.

* All required information and supporting documents were received by SBC in support of the project outlined in this Application Form.
* Project reviews were conducted, and project teams made revisions to this Application Form to address feedback (if applicable).
* Funding has been offered to the project team named in this Application Form to carry out the project as outlined in this Application Form and in compliance with all laws, regulations, and by-laws related to any aspect of the project, and free of any actual, potential, or perceived conflict of interest.
* All signatories will execute their roles and responsibilities in administration and support for the proposed project as outlined in this Application Form.
* Project teams will provide SBC with required financial and activity reports in a timely manner.
* Funds must be used in accordance with Section 7.0 Funding and is limited to uses outlined in the Application Guide’s Acceptable Use of Funding.
* Funds will be released in installments. Project teams should expect to receive their first installment in October/November 2025 at the start of the project period. Additional installments will be released in March 2026 and June 2026, upon submission of progress reports documenting completion of milestones and financial expenditures.
* Project teams must return any unused funds to SBC at the end of the project period.
* Project teams will not make any meaningful changes to the project, timelines and/or budget without prior written consent of SBC.
* All material of any kind relating to the project and produced by the SBC team, and all copyright and other intellectual property rights in that material, will belong to the SBC team.
* Unless otherwise directed by SBC, project teams will, in a form approved by SBC, acknowledge the support of SBC in any publication of any kind, written or oral, relating to the project.
* SBC may disclose the names of project team members and any general information about the project in forums, website and publications.
* SBC may terminate the agreement at any time without liability, penalty or costs upon giving 30 days' notice to the recipient.
* SBC reserves the right to audit the truth of any of the Recipient's representations and warranties, recipient's allocation and expenditure of the Funds, and progress of the Project. The recipient will keep and maintain for a period of eight years from their creation, including all financial records (including invoices and evidence of payment) and non-financial records relating to the Funds.
* All signatories have appropriate authority to provide signatures indicating the above.

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| **Role** | **Name & Signature** |
| **Public Health Ontario (SBC authorized representative) Vice President, People and Communications; Chief Human Resources Officer** | **Name:** Click here to enter text.*I warrant that the information in this Application Form is complete and accurate to the best of my knowledge. I agree to carry out my responsibilities as described throughout this Application Form.***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date:** Click here to select a date. |
| **Lead Public Health Unit – Authorized Representative** | **Lead Applicant Name, Title:** **Public Health Unit:** *I warrant that the information in this project charter is complete and accurate to the best of my knowledge and that it reflects the collective intentions of the collaborative team. I agree to carry out my responsibilities as described throughout this Application Form.***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date:** Click here to select a date. |

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| --- | --- | --- |
| Effective Date | Final Funding Awarded ($) | Date |
| Click here to select a date. | Click here to enter text. | Click here to select a date. |