

**Ministry of Heritage, Sport, Tourism and Culture Industries**  
**Public Library Operating Grant, Pay Equity and First Nation Salary Supplement application**  
**Questions and Answers**

(compiled by staff at the Ontario Library Service)

	Question	Response
1.	Section C – Contact - I cannot get the form to let me select the primary contact. It won't let me click it.	For one of the two contacts that you have listed, select “applicant” under “role” – then the check box will allow you to fill it out. For example, if the CEO is the contact, the role would be “applicant” and the title would be “chief executive officer”
2.	Section D – Grant Payment information – Who is the Payment Organization?	The payment organization is the Library (or contracting municipality), in other words, which organization is going to receive the payment from the Ministry.
3.	Section D – Grant Payment Information – Name on account at financial institution	For a municipal library - the name on the bank account should be the legal name of the library and not the municipality, nor a sub-account of the municipality. This will be the account into which the Ministry will e-transfer your funding.
4.	Section F -Certificate of Insurance	You do not have to attach a Certificate of Insurance with your application.
5.	Section F -Certificate of Insurance	While the Terms & Conditions state that a library needs \$2 million in <u>Commercial</u> General Liability, having \$2 million in <u>Municipal</u> General Liability is also fine.