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ONTARIO SENIORS' SECRETARIAT

AGE-FRIENDLY COMMUNITY PLANNING GRANT

2014-15 PROGRAM GUIDELINES

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TABLE OF CONTENTS

AGE-FRIENDLY COMMUNITY PLANNING GRANT

BACKGROUND

An age-friendly community is a one where policies, services and structures related to the physical and social environments are designed to support and enable older people to live in a secure environment, enjoy good health and continue to participate fully in their communities.

The number of seniors in Ontario is increasing, and is expected to double over the next two decades. Building on the government's work to support seniors through Ontario's Action Plan for Seniors which was launched in January 2013, Ontario is undertaking a three-tiered Age Friendly Communities approach to promote and support the development of local social and physical environments that enable older people to live active, safe and meaningful lives.

- In August 2013, Ontario launched *Finding the Right Fit: Age-Friendly Community Planning*, which is a guide that provides step-by-step processes and tools to help municipalities and communities develop, implement and evaluate their local aging plans.

- At this time, Ontario is launching the Age-Friendly Community Planning Grant Program, which will support innovative local planning initiatives across the province.

- Also, Ontario is planning to launch the Age-Friendly Communities Recognition Program, which will promote, celebrate and applaud the efforts of Ontario cities, towns and organizations that have developed initiatives aimed at making their communities more accessible to and inclusive of older people.

Through the Action Plan for Seniors, together with our community partners, seniors and their families, we will make Ontario the best place to age.

PROGRAM HIGHLIGHTS

The new Age-Friendly Community Planning Grant Program will offer a total of up to $1.5 million over two years for short and longer-term projects that take place between **June 15, 2015 and March 31, 2017**. Funding will support local governments and community organizations to undertake strategic planning with a focus on seniors as outlined in the Age-Friendly Community Planning Guide and lead to the development of local aging plans that will eventually be implemented, evaluated and improved upon. The purpose of this funding is to help communities become age-friendly by ensuring that the needs of seniors are considered at every stage of community planning and development.

APPLICANT ELIGIBILITY

Local governments, as well as community organizations that demonstrate that they have the endorsement of the local government, may apply for funding.

FUNDING

Grants will be available for amounts **up to $25,000** for small municipalities (populations of under 20,000 residents), **up to $35,000** for medium-sized municipalities (20,000 to 99,999), and **up to $50,000** for larger municipalities (more than 100,000 residents).

PROJECT REQUIREMENTS

Projects will result in planning, implementation and evaluation of activities that contribute to the creation and ongoing development of age-friendly communities.

1. Projects must involve seniors or organizations that represent seniors.

2. Planning projects must result in activities that support at least one of the steps outlined in the Age-Friendly Community Planning Guide, including defining local principles; developing a custom needs assessment; developing an action plan; and implementing the action plan and evaluating the action plan results.

3. The local government must endorse the age-friendly community plan.

4. Projects must identify which of the World Health Organization's eight age-friendly community dimensions (Outdoor Spaces and Public Buildings; Transportation; Housing; Social Participation; Respect and Social Inclusion; Civic Participation and Employment; Communication and Information; Community Support and Health Services) the local action plan supports.

5. The project plan must identify the next step in the development, implementation or evaluation of the age-friendly community plan, which will help to maintain momentum and ensure that planning continues.

PRIORITIES

Priority will be given to projects that target small municipalities and communities with diverse populations, and those in rural and remote areas of Ontario. Priority will also be given to communities that have not yet begun age-friendly community planning work or do not have a local age-friendly action plan.

APPLICATION DEADLINE

Applications will be accepted between Monday November 24, 2014 and **Friday January 30, 2015 5:00pm (EST)**. All applicants will receive a decision regarding their application by Spring 2015. Projects may begin after June 15, 2015 and only once a contract is in place, and must be completed by March 31, 2017.

Please read these Program Guidelines completely. If you have any questions about the AFC Planning Grant program or potential planning projects that you are considering, please do not hesitate to contact the Regional Advisor for your area. The list of your Regional Advisors is located here:

The list of your Regional Advisors is located here: http://ontario.ca/byy6

AGE-FRIENDLY COMMUNITY PLANNING GRANT PROGRAM

PURPOSE

The Age-Friendly Community Planning Grant Program will support local governments and their community partners to undertake planning activities that will result in local age-friendly action plans, implementation and evaluation activities. The program supports the broader provincial goal to have age-friendly communities throughout the province. Communities that embrace the goal of becoming "age –friendly" can review plans and development efforts in the community to ensure that they reflect the community's age-friendly goals.

Planning, implementation and evaluation activities should be guided by using the tools and resources documented in *Finding the Right Fit: Age-Friendly Community Planning*. This guide can be found at: www.seniors.gov.on.ca/en/afc/guide.php

Resolution to undertake Age-Friendly Community Planning
All applications must reflect the support of the local government, which, in turn, must support age-friendly community planning. Support for age-friendly community planning will be demonstrated by the approval of a local government council resolution. Resolutions must express commitment to local age-friendly planning and the intention to develop a local action plan.

All applicants must submit a copy of the approved council resolution by March 31, 2015. Applications that do not include evidence of an approved council resolution by this date will be deemed ineligible.

APPLICANT ELIGIBILITY

The following groups are eligible to apply for funding:
- **Local government**:
  - Municipalities (Single-tier, Upper-tier or Lower-tier municipalities)
  - District Social Services Administration Boards
  - First Nations, Inuit, Métis and organizations with the support of local band councils.

- **Community organizations** must:
  - Be not-for-profit;
  - Be incorporated;
  - Have been in operation for at least one year prior to application.

o Applicants must include at the minimum a letter of endorsement from the local government by the application deadline of January 30, 2015.
o Local government must approve a council resolution demonstrating support of age-friendly community planning. Applicants will have up to March 31, 2015 to submit this resolution in support of their application.

Municipalities should consider working together with their accessibility advisory committee (AAC) if one has been established. Municipalities with more than 10,000 residents should have an AAC in place. The work these committees do can make a real difference for people with disabilities in their communities. For more information on AACs, please visit: http://ontario.ca/bxwp

Partnerships and collaboration at the local level are encouraged. One municipality or community organization may apply on behalf of a group of communities where local age-friendly action plans will benefit a broader community or multiple neighbouring municipalities.

Alternatively, neighbouring municipalities who collaborate on local planning initiatives may each apply for funding for the development of age-friendly community planning activities that would be shared and would benefit all partnering communities.

Who cannot apply for this grant?

× Individuals
× Agencies, Boards or Commissions of the Federal or Provincial governments
× Private foundations
× Private schools
× Publicly funded provincial schools, college and universities
× Unincorporated bodies
× Religious organizations
× Organizations whose purpose is related to political activity (lobbying), as defined by the Canada Revenue Agency (http://tinyurl.com/PoliticalActivity)
× Organizations that are currently in default of any other provincial government grant
× Organizations whose **primary source of annual base funding (more than 50%) i**s from the province of Ontario.

FUNDING

Funding will be made available based on the size of the municipality that benefits from planning initiatives.

- Up to $25,000 for applicants that represent municipalities that have populations under 20,000 people;
- Up to $35,000 for applicants that represent municipalities with populations between 20,000 and 99,999 people;
- Up to $50,000 for applicants that represent municipalities with populations of 100,000 people or more.

Where projects are proposed for multiple municipalities, the total population of all municipalities involved will be taken into consideration. Population figures reported by the applicant should be based on official statistics reported by Statistics Canada in the 2011 Census of Population.

A small community that is part of a larger municipality may apply for funding and may act as the lead in the work that is required to develop age friendly planning. Population statistics that accompany the application should be based on the size of the municipality because it is the municipality that will pass the resolution and make the commitment to implement age-friendly planning strategies across all of its communities.

Funding from other provincial, federal or municipal programs is permitted, but not required. Other funding must covers a separate portion of the project costs and separate sources of funding must be clearly identified in the application budget and financial reports.

In order to ensure that as many municipalities as possible benefit from this funding, only one project per municipality or organization will be funded at this time.

PROJECT REQUIREMENTS

Communities in Ontario are at different stages in the age-friendly community planning process. This grant program aims to encourage widespread adoption of the age-friendly community principles, and support the development and implementation of local action plans to realize truly age-friendly communities throughout the province.

1. **Projects must include the involvement of seniors or organizations that represent seniors to ensure that planning activities include the views of seniors in the community.**

   One way of building age-friendly communities is to develop an action plan that considers the physical and social environments of seniors. Action plans that take the needs of seniors into consideration translate into the development of policies, programs and services that benefit everyone in a community.

2. **Projects must result in initiatives that support at least one of the steps outlined in the Age-Friendly Community Planning Guide.**

   Developing age-friendly communities begins with planning. Communities that do not have an action plan in place, or are in the process of developing one, are strongly encouraged to use the Age-Friendly Community Planning Guide for reference.

   The guide outlines four significant steps in the development of an action plan, which include:
   a) Defining local principles;
   b) Developing a custom needs assessment;
   c) Developing an action plan;
   d) Implementing the action plan and evaluating the action plan results.

3. **The local government must support both the grant application and more broadly, endorse the activities that lead to the development, implementation and evaluation of their local age-friendly community action plan.**

   Developing local age-friendly community action plans should be a part of the broader local planning process. As a result, it is important to involve the local government at an early stage, and ensure that the local government is supportive of the work that is required to develop and implement an action plan.

   The grant application must include written endorsement by the local government, which can take the form of a letter signed by an appropriate authority. Project activities must also be endorsed by local government, ideally resulting in a council resolution committing to the development and implementation of a local age-friendly community action plan.

4. **Projects must identify which of the World Health Organization's age-friendly community dimensions are targeted through the activities.**

Eight age-friendly community dimensions were developed by the World Health Organization (WHO), and are considered a key checklist to ensure that plans consider both the physical and social dimensions that contribute to independent and active aging. At early stages of planning, a specific focus may not be identified, so all eight dimensions could be considered as planning is explored. For more detailed information on each of the eight key dimensions, please refer to Appendix 1 and Section 3 of the Age-Friendly Community Planning Guide.

Age-Friendly Community Dimensions
    a) Outdoor Spaces and Public Buildings
    b) Transportation
    c) Housing
    d) Social Participation
    e) Respect and Social Inclusion
    f) Civic Participation and Employment
    g) Communication and Information
    h) Community Support and Health Services

5. **The project plan must identify the next step in the development, implementation or evaluation of the age-friendly community action plan.**

It is important to plan ahead, and ensure that planning for the next stage of development is reflected in the current activities. By including a vision or description of next steps in your current process, your planning efforts will have a greater chance of maintaining momentum and continuing forward in the planning process.

Planning work and implementation may extend over a period of many years. Eligible projects may be, for example, for short-term consultation activities or for longer term planning. The work funded under this grant must be clearly defined and must take place between June 15, 2015 and March 31, 2017.

PROJECT PRIORITIES

Priority will be given to projects that target small municipalities (municipalities that have populations under 20,000 people), communities with diverse populations, and those in rural and remote areas.

Priority will also be given to communities that have not yet begun age-friendly community planning work, or have started planning but have not completed a local age-friendly action plan. Projects leading to the development of new action plans are encouraged.

For examples and information on potential projects, refer to *Appendix 1, Tips and Tools: Key Action Steps to Become Age-Friendly.*

ELIGIBLE PROJECT ACTIVITIES AND COSTS

The grants will support activities and expenses that are directly associated with the development, implementation and the evaluation of local action plans.

Eligible activities and project costs can include, but are not limited to:
- Creating a seniors' advisory committee;
- Conducting community needs assessments to identify opportunities for improving a community's age-friendliness;
- Developing an action plan;
- Implementation and evaluation of the local action plan.
- Staff salaries specifically required to undertake the project.
- Consulting fees and expenses which justifies the time spent by a consultant on the project.
- Costs associated with producing or sharing the results of the project (e.g. gap analysis research, translation costs).
- Costs directly associated with community consultations, workshops or meetings related to the project.
- Ontario-only travel and accommodation expenses that are directly related to the project. Expenses must align with the provincial government's *Travel, Meal and Hospitality Expenses Directive.* Details can be found at: http://www.mgs.gov.on.ca/en/Spotlight2/STDPROD_080798.html
- All project costs must be reasonable and market-competitive. The Ontario Seniors' Secretariat has the discretion to deny any unreasonable project expenditures and any expenditure that was not pre-approved.

All applications must include a detailed budget outlining all anticipated project costs. Funding recipients will be required to submit a final report within 30 days of the project end date, which must include an updated balance sheet that identifies actual expenditures related to the project.

The following are not eligible activities or project costs:

- Capital projects, including renovations or upgrades to buildings.
- On-going operating or regular planning activities. This includes regular maintenance and operating expenses, core administrative and overhead costs such as rent, office supplies, telephone, and communications services such as internet.
- Acquisition of long-term assets such as computers, laptops, printers or other technology.
- Website development or upgrades.
- Development of architectural, engineering or other design drawings for the construction or renovation of facilities providing services to seniors, including housing.
- Fundraising, lobbying or sponsorship campaigns.
- Legal, audit or interest fees.
- Purchase of vehicles, fuel that is not related to supporting the project, and vehicle insurance
- Grants or funding to other organizations
- Credit and non-credit courses at a college or university
- Deficit reduction plans
- Project components already completed or funded by another organization

Projects with ineligible activities or costs may be deemed ineligible for evaluation.

APPLICATION PROCESS

- Applications will be accepted between Monday November 24, 2014 and Friday January 30, 2015 by 5:00pm (EST).
- Applicants are encouraged to use the Age-Friendly Community Planning Guide and the resources referred to in the guide, in the development of any project plan.
- All applicants will receive a decision regarding their application by Spring 2015.

<u>Grants Ontario</u>

- Applications must be submitted electronically through Grants Ontario at: www.grants.gov.on.ca.
- All applicants must be enrolled with ONe-key through the Grants Ontario system before completing an application.
- Applicants should enrol as soon as possible at www.grants.gov.on.ca as it may take up to two weeks to complete the enrolment process.
- If you require technical support related to Grants Ontario, contact Grants Ontario Customer Service which is open from Monday to Friday 8:30 a.m. to 5 p.m. (EST) at 416-325-6691 or 1-855-216-3090 or via email at GrantsOntarioCS@ontario.ca.

ASSESSMENT PROCESS AND CRITERIA

Using the eligibility criteria outlined below, all applications will be assessed based on how well the projects meet the goal and priorities of the program. Grants awarded may be limited if the number of requests for funding exceeds the funding available. The Ontario Seniors' Secretariat will notify all applicants of the results of their applications and may publish information about the projects and the successful grant recipients.

In order to ensure regional representation across the province, we encourage applications from rural and remote communities.

Project Eligibility Criteria
All applications will be assessed based on the degree to which they meet the following criteria.

a) **Relevance of the Project (30%)**
   - Description of the work that will be undertaken and when.
   - The quality of the proposed initiative and degree to which it is timely and likely to succeed.
   - The extent to which the initiative addresses the priorities of the program.
   - The extent to which the initiative supports new collaborations and/or opportunities.
   - The degree of innovation represented by the project.
   - Identification of who will benefit from the work, which community, municipality, and description of demographics.

b) **Organizational Capacity (20%)**
   - Identification of who will undertake the work, their roles and responsibilities, and demonstration that there are sufficient resources to support the project (i.e. project leads, partners, what administrative resources will support the project).

- Track record of the applicant to undertake the initiative.
- Any noted funding issues with the organization as it relates to government funding.
- Demonstration of support from the community or partners (through letters of support) indicating of the support that they will be providing: time, resources or financial.

c) Financial Feasibility of the Project (20%)
- The budget is realistic in terms of proposed activities and planned results, and demonstrates efficient use of resources.
- Identification of financial or in-kind support provided by other partners.
- The project's value for investment is clearly demonstrated.

d) Anticipated Results of Project (30%)
- Identification of project activity and results.
- An effective and realistic work plan with clear timelines, including project components and related dates, key milestones, project deliverables and overall project timelines.
- Evidence of realistic goals, decision points, involvement of city council or partners, identification of performance measures, or ways that project outcomes can be clearly measured.
- Identification of immediate and longer term impacts of the project.
- Identification of project outcomes and the degree to which anticipated benefits will have a sustainable impact in the community sector.

FUNDING TERMS

Once the application has been approved for funding, successful grant recipients will be required to enter into an agreement with the Ontario Seniors' Secretariat.

The following terms and conditions are applicable to all projects funded

- All funded activities must take place after contracting, and before March 31, 2017.
- Projects must be completed, and funding must be spent by March 31, 2017.
- Unspent portions of the grant must be returned to the province.
- Grants will be paid in instalments based on the project deliverables.
- Proposals must include a project plan that identifies key target dates for deliverables.
- It is anticipated that projects less than 10 months will have a payment schedule with two payments: 70% upon signing and 30% upon completion of the project and approval of the final report. Projects more than 10 months will have a payment schedule with three payments: 70% upon signing, 15% upon approval of the interim report, and 15% upon completion of the project and approval of the final

report. Funding requested through the Age Friendly Community Planning Grant must not duplicate funding requested or received from other sources and cannot exceed the total budget for the project.

- Funding from other provincial, federal or municipal programs is permitted, as long as each funder covers a separate portion of the project costs and separate funding is clearly identified in the application and reports.
- The applicant will make information about the age-friendly community initiative (e.g. action plans, project plans, and outcomes) available to the public in an accessible format. For more information and tools on how to make information and documents accessible, visit the website of the Accessibility Directorate of Ontario at: www.mcss.gov.on.ca/en/mcss/programs/accessibility/

AGREEMENT TERMS AND CONDITIONS

The following is an outline of the terms and conditions that will be set out in the agreement that the successful recipient is required to sign.

Applicants who are approved to receive project funding will receive a letter to confirm approval and grant amount. Applicants approved for project funding will enter into an agreement with the Ontario Seniors' Secretariat. The agreement will set out project grant amount, the project deliverables, responsibilities and reporting requirements. In order to receive the grant, the Ontario Seniors' Secretariat will make payment by electronic funds transfer (EFT) to the bank account that the grant recipient identifies.

Acknowledgement of Funding
In an effort to demonstrate transparency and accountability related to how public funds are spent, recipients must credit the financial support of the Government of Ontario in any publicity, communications or marketing materials developed that promote activities funded by the grant, as well as all other project materials developed, including reports and oral presentations.

Announcements and Events
The Ontario Seniors' Secretariat would like to build awareness of the program. Successful grant recipients should contact the secretariat when an event or public announcement is planned. The Ontario Seniors' Secretariat is supportive of funded project, and would like to help municipalities and organizations celebrate their events and successes.

Certificate of Insurance (COI)

A valid COI with an inclusive limit of not less than two million dollars ($2,000,000) on a per occurrence basis and which references the grant by project name and file number must be provided to the Ontario Seniors' Secretariat before any funds are released. The COI must be valid and in effect for the duration of the project and any policy renewals and/or replacements that occur during the term must be provided to the secretariat promptly. Details will be provided to successful grant recipients.

Project Activity
Recipients are required to inform the Ontario Seniors' Secretariat, as well as any project partners of any proposed changes that could impact a project. Changes to the project involving scope, budget or timelines require written consent from the Ontario Seniors' Secretariat prior to making any changes. Requests must be made in writing (email is acceptable) and must be approved before any change to the project scope or funding are made. When significant changes are required and have been approved, an amending agreement may be required.

Reporting
Recipients will be required to submit a final report within thirty days of the completion of the project, outlining actual activities and expenditures. Recipients are required to include proof of expenditures such as copies of receipts and financial statements signed by the responsible party.

All grant recipients are required to keep all original financial and non-financial records relating to the grant or to the project for a period of 7 years. This includes records of all expenditures related to the grant, and records substantiating project-staffing costs.

GLOSSARY

AUDIT: Examination of a recipient's accounts, records or other evidence deemed necessary in the circumstances. An audit may be done to review the expenditures related to a specific project, or the audit may concern the expenditures of an organization for the fiscal year.

DISTRICT SOCIAL SERVICES ADMINISTRATION BOARDS: For administrative purposes, northern Ontario is divided into territorial districts, which are not municipalities. All municipalities in northern Ontario are single tier. There are currently ten District Social Services Administration Boards (DSSABs) that provide consolidated municipal services. These DSSABs serve both municipalities and unorganized territory.

ENDORSEMENT – See local government endorsement

EVALUATION: The systematic collection and analysis of information on the performance of a policy, program, project or initiative to make judgements about relevance, progress or success and cost-effectiveness and/or to inform future programming decisions about design and implementation.

FINAL REPORT: The Final Report is submitted by the grant recipient within 30 days after a project is completed. The Final Report will provide information on both the project administration as well as the financial activity. It will provide details related to whether the project's objectives were met, how the success of the project was measured, the level of community participation and response, and any other details required, as outlined in the agreement. The Final Report will include the Financial Report, which will be signed by the chief financial authority of the organization.

GRANT: Transfer payment for a specified purpose for which obligations are outlined in program guidelines, the agreement and program correspondence.

LEAD ORGANIZATION: The lead organization is one of several organizations that partner together to undertake a project. A representative from the lead organization is responsible for the agreement, and may also have a representative from the partner organization co-sign the agreement. See also, PARTNER ORGANIZATION.

LOCAL GOVERNMENT ENDORSEMENT: Local government must demonstrate its support to adopt an age-friendly planning approach and its intention to develop a local action plan. In order to demonstrate the endorsement of the local government, a council resolution must be submitted with the application. In the interim, if a council resolution has not yet been passed, a **letter of support** signed by the CAO, the City Manager, or City Clerk, or another person deemed responsible by the municipality may be submitted by the application deadline. **A copy of the resolution passed by council must be submitted by March 31, 2015.**

LOWER-TIER MUNICIPALITY: A municipality that forms part of an upper-tier municipality for municipal purposes; ("municipalité de palier inférieur").

MANDATE: The mandate, or organizational mandate, defines the purpose or intention that the organization serves.

NORTHERN ONTARIO: is comprised of 10 territorial districts (145 municipalities) including Kenora, Rainy River, Thunder Bay, Cochrane, Algoma, Sudbury, Timiskaming, Nipissing, Manitoulin, and Parry Sound.

NOT-FOR-PROFIT ORGANIZATION: A not-for-profit organization is a club, society, or association that's organized and operated solely for social welfare, civic improvement, pleasure or recreation or any other purpose except profit.

ONTARIO'S ACTION PLAN FOR SENIORS: This document lays out a plan to help seniors stay safe, healthy, vibrant and active. The plan highlights new and existing programs, services and benefits for seniors, their families and caregivers. For complete information, go to http://www.ontario.ca/health-and-wellness/ontarios-action-plan-seniors or call Toll Free: 1-888-910-1999, TTY (for the hearing impaired) 1-800-387-5559, email infoseniors@ontario.ca or write to: Ontario Seniors' Secretariat, 777 Bay Street, Suite 601C, Toronto ON M7A 2J4.

PARTNER ORGANIZATION: An organization that undertakes the project with the Grant Recipient. A partner organization will support the agreement and may even co-sign the agreement, and must provide written confirmation in the form of a letter about their participation in the proposed project, their role and their support of the project.

PERFORMANCE MEASURES: Indicators that provide qualitative and/or quantitative information needed to measure the extent to which a project is achieving its intended outcomes. Qualitative data can be expressed in terms of change or comparison between two states, while quantitative indicators can be in the form of a ratio, percentage, comparison or figure.

RURAL COMMUNITY: a community with less than 30,000 that is greater than 30 minutes away in travel time from a community with a population of more than 30,000.

SINGLE-TIER MUNICIPALITY: A municipality other than an upper-tier municipality that does not form part of an upper-tier municipality for municipal purposes; ("municipalité à palier unique").

UPPER-TIER MUNICIPALITY: A municipality of which two or more lower-tier municipalities form part for municipal purposes; ("municipalité de palier supérieur").

APPENDIX 1: TIPS AND TOOLS: KEY ACTION STEPS TO BECOME AGE-FRIENDLY

Communities are encouraged to use *Finding the Right Fit: Age-Friendly Community Planning Guide* to help get started on becoming age-friendly.

Key Action Step	Tips

1. Build partnerships and define local principles
 	
Age-friendly community initiatives benefit from the participation and contributions of everyone in the community. Involve a diversity of people and organizations interested in the wellness and vibrancy of the community.
 	
Key Tasks:
✓ Form a steering committee.
✓ Establish guiding principles.
✓ Build partnerships.
✓ Create an age-friendly community profile.
✓ Discuss priorities.
	• Create a committee or collaborative that includes a broad range of community partners (for example, local government, businesses, community service organizations, seniors organizations, academic institutions, and professionals from different sectors).
	
	• Include local seniors in your collaborative and/or engage local seniors throughout the various stages of your initiative. Seniors bring a wealth of experience and insight into current issues and how they could be addressed. They can also encourage other seniors to be involved.
	
	• Consult widely in developing the vision, guiding principles and key goals for your initiative.
	
	• Visit the MAREP Age-Friendly Community website for templates and tools for:
	    ○ Creating a steering committee (See *Stage 1: Set the Stage for Change*).
	    ○ Identifying key objectives for your community initiative (See *Stage 2: Clarify Values and Objectives*).

2. Assess local needs Collect detailed information about your community's needs to guide the creation of your action plan. Identify gaps as well as opportunities to build on existing policies, programs and	• Invite community members to participate in focus groups and surveys. • Host a "World Café" event that invites community members from different sectors to mingle and brainstorm ideas for age-friendliness.

	services.	• Visit the [MAREP Age-Friendly Community website](#) for templates and tools for assessing your community's needs (See *Stage 3: Assess Your Community*). • Use the Age-Friendly Communities [database of assessment questions](#), available through the University of Waterloo's website.
	Key Tasks: ✓ Examine your tool set. ✓ Create a draft list of questions. ✓ Finalize the needs assessment.	
3. Develop an action plan Using the findings from your needs assessment, develop an action plan to guide your community's work towards age-friendliness. Include specific goals and objectives, activities, and ways to measure success. **Key Tasks:** ✓ Analyze the information collected through your needs assessment. ✓ Develop strategies to address the gaps identified. ✓ Turn these strategies into an action plan with specific goals and objectives.	• Align activities with existing municipal priorities and/or municipal strategic plans. • Consult a diversity of community members from different sectors in interpreting the information collected through your needs assessment. • Provide an opportunity for seniors to provide feedback on drafts of your action plan. • Utilize your partnerships with community members from different sectors and groups to communicate the action plan to the public. • Visit the [MAREP Age-Friendly Community website](#) for templates and tools for developing your action plan (See *Stage 4: Determine Goals and Develop a Strategic Plan*).	
4. Take action and monitor progress Put your plan into action, and look for opportunities to get more community members involved. Evaluate the success of your activities both during and after implementation. This will help you improve your action plan along the way.	• Use newsletters, website and posters to raise awareness of your action plan activities and successes to date. • Approach partners in different sectors to help implement the various activities in your action plan. • Look for existing tools and resources to help you track progress and measure success.	

Key Tasks: ✓ Implement the action plan. ✓ Track progress and evaluate the success of your action plan.	• Visit the MAREP Age-Friendly Community website for tips and tools for implementing and evaluating your action plan (See *Stage 4: Determine Goals and Develop a Strategic Plan*). • Celebrate your community's accomplishments to recognize the efforts and contributions of individuals and organizations, and to inspire others to get involved.

Additional tips:
- Share what your community is doing with local media and on the MAREP website.
- Consider applying to become a member of the WHO Global Network of Age-friendly Cities and Communities.

APPENDIX 2:   DIMENSIONS OF AGE-FRIENDLY COMMUNITIES

The World Health Organization framework for Age-Friendly Communities can be used to assess and enhance the age-friendliness of communities. The framework identifies eight aspects of community life that overlap and interact to directly affect older adults.

The table below provides examples of initiatives in each dimension.

Age-Friendly Dimension	Examples of Initiatives
1. Outdoor Spaces and Public Buildings Outdoor spaces and public buildings that are pleasant, clean, secure and physically accessible.	• Design pavements and sidewalks with low curbs that taper off to the road and are wide enough to accommodate wheelchairs and other mobility devices. • Add accessible public washrooms with clear signage in convenient locations. • Increase outdoor seating at transit stops, in parks and public spaces that are well spaced and well maintained.
2. Transportation Public transportation that is accessible and affordable.	• Design public transportation routes with good connections to all municipal areas. • Start a community transportation service that is affordable and accessible. • Launch an outreach campaign to provide information about transportation options, routes, costs and timetables.
3. Housing Housing that is affordable, appropriately located, well built, well designed and secure.	• Include affordable housing options for older adults in municipal plans. • Develop affordable services and/or programs that support the option for seniors to remain in their homes. • Design accessible indoor spaces to allow freedom of movement in all rooms and passageways.

Age-Friendly Dimension	Examples of Initiatives
4. Social Participation Opportunities for seniors to participate in leisure, social, cultural and spiritual activities with people of all ages and cultures.	• Organize free or affordable events, activities or courses held at venues that are accessible, well lit and conveniently located. • Start an outreach program for older adults who do not or cannot leave their homes. • Offer a range of events or activities, including both age-specific and intergenerational activities.
Age-Friendly Dimension	**Examples of Initiatives**
5. Respect and Social Inclusion Older adults are treated with respect and are included in civic life.	• Invite older adults to participate in and contribute their input on public issues or services. • Create local awards and events to honour the contributions of seniors in the community. • Create community activities that bring together different generations, such as arts and crafts, youth-taught computer courses, and "honorary grandparent" programs.
6. Civic Participation and Employment Opportunities for employment and volunteerism that cater to older adults' interests and abilities.	• Create training opportunities for older adults to learn or improve their skills in paid, civic or volunteer work. • Introduce programs or services that support older adults in finding paid employment. • Encourage the representation of older adults on councils, boards and committees.
7. Communication and Information Age-friendly communication and information is available.	• Organize regular and widespread distribution of information in a variety of formats (for example, audio, print and electronic). • Provide access to computers and the Internet in public places at minimal or no cost. • Set up a program that invites seniors to sign up for monthly telephone calls that provide information about upcoming local activities and events.

8. Community Support and Health Services Community support and health services tailored to older adults' needs.	• Coordinate the availability of specialized health care services in the community. • Provide affordable health and home care services. • Offer education programs on elder care for caregivers and health care professionals.

For more information about the eight features of age-friendly communities and more examples of initiatives, see:
- World Health Organization Checklist of Essential Features of Age-friendly Cities
- World Health Organization Global Age-friendly Cities: A Guide
- Age-Friendly Rural and Remote Communities: A Guide

APPENDIX 3: EXAMPLES OF AGE-FRIENDLY COMMUNITY SUCCESS STORIES

Brantford
Through the support of volunteers, grants and in-kind donations, Brantford has developed a Master Aging Plan. Brantford's AFC planning experience has led to one key conclusion: the need to look beyond 'age' as a determinant of appropriate action. If the focus is placed more on an individual's functional capacity and social capital, it becomes possible to not only generate more effective solutions, but to generate solutions that benefit people in all stages of life.

Cambridge
Cambridge has worked together with older adults and service providers to assess the needs of the community and put forth 5 key areas for community improvement: housing, transportation, community health services and support, respect and social inclusion as well as communication and information.

Dryden
Dryden's Age-Friendly Network formed partnerships to address service gaps, improved access to services and improved the quality of life for seniors. Many improvements have already been made, including the creation of a community service guide, hosting education sessions targeting caregivers and seniors, the creation of an Anishenaabe Community Liaison, expanding the use of Telehealth Ontario and the establishment of a regional caregiver support network.

Haliburton
The Haliburton, Kawartha, Pine Ridge District Health Unit and the Haliburton Highlands Family Health Team partnered to provide education, awareness and activity sessions to seniors on falls prevention. Through a county-wide survey, focus groups, and in-depth interviews, the Committee created a list of priorities for action in four areas: accessibility, housing, transportation and communications.

Hamilton
The Hamilton Council on Aging has worked to implement recommendations including increasing the walkability and accessibility of retail centres as well as raising awareness of seniors focused services such as workshops to assist older adults in navigating the Hamilton Street Railway. Next steps include increasing the age friendliness of Hamilton's

public transportation system and connecting older adults from diverse ethno-cultural communities to community services.

London

As a member of the World Health Organization's Global Network of Age-Friendly Cities and Communities, the City of London has approved a Three Year Action Plan for an Age-Friendly London. Improvements already made include the installation of countdown timers on crosswalks, improved readability of street signs, and the advertisement of the London Transit Commission's "Get On Board" program. Future improvements include the creation of a "check-in" service for isolated seniors and a recognition program for older adult volunteers.

Ottawa

The Age-Friendly Ottawa Project has established their community as a member of the World Health Organization's Global Network of Age-Friendly Cities and Communities. Age-Friendly Ottawa has also recently launched a Business Recognition Project that will engage seniors in recognizing, acknowledging and highlighting exemplary age-friendly business practices in Ottawa.

Thunder Bay

The Age-Friendly Thunder Bay Committee has established their community as a member of the World Health Organization's Global Network of Age-Friendly Cities and Communities. Key goals include a respectful attitude toward seniors, access to places for walking, volunteer opportunities for seniors and cultural events and activities. The Committee has received funding from the Ontario Trillium Foundation for a project that focuses on promoting and marketing their age-friendly concept.

Toronto

The Toronto Seniors Strategy builds on existing city work, available research, community consultations and proven best practices. The strategy recommends 91 actions, which have received council approval, that are practical, achievable, measurable and linked to specific outcomes.

Waterloo

Waterloo's age-friendly initiative led to the creation of a comprehensive and representative needs assessment. As a result of the assessment the City plans to address concerns about housing affordability, high curbs, and a lack of outreach to socially isolated seniors.

APPENDIX 4: RESOURCES

Age-Friendly Community Planning Guide: *Finding the Right Fit*
http://www.seniors.gov.on.ca/en/afc/guide.php

University of Waterloo – Questions Database
www.uwaterloo.ca/env/finding-the-right-fit

MAREP AFC Website:
http://afc.uwaterloo.ca

World Health Organization (WHO) Global Age-Friendly Cities: A Guide
http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf

Age-Friendly Rural and Remote Communities: A Guide
http://www.phac-aspc.gc.ca/seniors-aines/publications/public/afc-caa/rural-rurales/index-eng.php

WHO Global Network of Age-Friendly Cities and Communities:
www.who.int/ageing/age_friendly_cities_network/en/index.html

Ontario Initiatives for Seniors

Ontario Seniors' Secretariat
http://www.seniors.gov.on.ca/en/index.php

Independence, Activity and Good Health: Ontario's Action Plan for Seniors
http://www.seniors.gov.on.ca/en/afc/guide.php

APPENDIX 5: SAMPLE MUNICIPAL COUNCIL RESOLUTIONS
FOR AGE-FRIENDLY INITIATIVES

Though local governments should develop a resolution that is appropriate for their own age-friendly initiative, the following examples could be adapted.

Example 1
Whereas older persons are an important part of our community, and

Whereas it is our community's interest that these citizens continue to live active lives and participate fully in the activities of the community;

Whereas the City/Town/Village/Rural Municipality of _____ accepted the invitation from the Province of Ontario to participate in the Age-Friendly Community Planning strategy.

Therefore be it resolved that the _____ Age-Friendly Community Planning strategy be endorsed by the City/Town /Village/Rural Municipality of _____ to support participation and healthy active lifestyles for older adults and all citizens.

Be it further resolved that an elected Council Member be an active participant on the Committee/Working Group that represents all sectors of the community, and report regularly to Council on the activity of the Committee.

Be it further resolved that the plans of the Age-Friendly Community Planning strategy be publically posted to develop public support.

Be it further resolved that the staff involved with Age-Friendly Community Planning work co-operatively with existing community organizations to ensure that their programs and services are more age-friendly.

Example 2

Note that commitment to WHO is suggested, not required. This second paragraph may be omitted.

With respect to the report of the Age Friendly Community Planning Committee, we recommend that City Council endorse the Committee's efforts to have the City of _____ declared Age Friendly;

AND THAT the City of _____ join the World Health Organization's (WHO) Global network of Age-Friendly Cities and support community efforts to develop a three-year action plan that will set out goals and strategies for achieving international Age-Friendly status.

Example 3

If a community wishes, the Age-Friendly Community Planning strategy may be led by a Committee of Council formed by a clause of a resolution such as the following:

The Council of the City/Town/Village/Rural Municipality of _____ will establish an Age-Friendly Community Planning Committee that will include community representation, including older adults; and the Committee will report to Council regularly.

AGE-FRIENDLY COMMUNITY PLANNING GRANT

2014-15 APPLICATION GUIDE

How to Apply

This guide provides the information needed to apply for an Age-Friendly Community Planning Grant, including links to the program guidelines, the Grants Ontario website, the Grants Ontario System Registration Guide for Applicants, as well as contact information for technical support and questions about the program.

Plan Ahead!

Your applications must be submitted online, through the internet-based Grants Ontario website.

In order to access Grants Ontario, you must be registered with ONe-key. ONe-key is a unique electronic credential that allows you to communicate securely with online government services.

New Applicants

If you are not registered with ONe-key, you must complete a one-time, two-step enrolment process to apply through Grants Ontario.

> ***New applicants will need at least one week to register with ONe-key and have the registration processed before an application can be completed on Grants Ontario.***

1. The first step is to create your ONe-key account and ID. ONe-key is used for secure access to the Government of Ontario system. *We strongly recommend that you create Account Recovery Info during this process in case you forget your log-in information. Administrators are unable to retrieve ONe-key IDs.*

2. Next you request an Enrolment ID and PIN that will give you access to the Grants Ontario System.

3. The last step is to log into the Grants Ontario System using your new ID and PIN. From here you can continue to apply for a grant.

We've provided you with two tools to help you through the process:

The Grants Ontario System - Registration Guide for Applicants and Grants Ontario System – Reference Guide for Applicants can be printed or read on-line for your convenience.

Open the *Registration Guide* and have it handy as you create your ONe-key account and apply for access to the Grants Ontario System.

Please register immediately and allow at least 5 business days for processing.

Need help?

Call 1-855-216-3090 or 416-325-6691

Email: grantsontariocs@ontario.ca

Already Registered?

If you are currently registered with ONe-key, you do not have to register again.

Complete your Application

To access Grants Ontario, go to: www.grants.gov.on.ca

Once you have registered with ONe-key, you can log into Grants Ontario using your ONe-key username and password to apply for the grant.

You can complete your application online directly in Grants Ontario, or you can download the application, complete it offline, and upload it later into Grants Ontario.

Regardless of your method of submission, remember to click the "Validate" button at the top right of the page prior to attempting to submit.

If you've missed any mandatory questions in the form, the Validate process will notify you of the sections yet to be completed. Complete all fields identified by the Validation process. When finished, press the Validate button again. You'll know if you've completed the form properly when you receive a message stating that the application has been successfully validated. Save the application and then attempt to submit. NOTE: You cannot submit an incomplete form.

If you want to download and complete an application offline, here are the steps:

1. If you don't already have it on your computer, you will need software called Adobe Acrobat Reader (Version 9 or 10). This can be downloaded for free from Adobe Acrobat at **http://get.adobe.com/reader/**
2. Log into **Grants Ontario**.
3. Create a new application.
4. Click DOWNLOAD APPLICATION FORM. The application is now saved on your computer.
5. Open the application form on your computer.
6. Fill in the application form as instructed.
7. Click SAVE as you work on your application. The application will be saved on your computer.
8. Click the VALIDATE button on the form to see if you have missed any mandatory fields
9. Read over all of your information and make sure it's complete and signed electronically.
10. Log in to Grants Ontario. Go to the new application you started in step 3 above.
11. Click UPLOAD APPLICATION FORM. Your application is submitted to Grants Ontario.

Need technical assistance?

Call 1-855-216-3090 or 416-325-6691

Email: grantsontariocs@ontario.ca

Submit Your Application

As soon as a completed application is uploaded and submitted electronically through Grants Ontario, an email is sent to the main applicant confirming receipt of the application. If you have not received confirmation, you can follow up with Grants Ontario Customer Support at 1-855-216-3090.

Application Deadline

Applications and all supporting materials must be submitted through the Grants Ontario System by Friday January 30, 2015 by 5:00pm (EST).

Before You Apply

Please read these Program Guidelines and this Application Guide completely before completing the grant application. If you have any questions about the AFC Planning Grant program or potential planning projects that you are considering, please do not hesitate to contact the Regional Advisor for your area.

The list of your Regional Advisors is located [here](http://ontario.ca/byy6): http://ontario.ca/byy6

It is essential to establish relevant project objectives, a specific project plan, and an effective evaluation strategy or performance measures to be able to measure the success of the project.

Consider:

- Who will the project will benefit? How many people are there in the community?
- What the project will achieve and how does this project fit into the development of a local action plan?
- What priorities will the project meet?
- Who will be involved; what their role will be?
- Project timeline?
- Project budget?
- What are the next steps (i.e. consultation, approval of recommendations, implementation, evaluation)?

Supporting Documentation

Applications must include a number of supporting documents, as outlined below. A document file must be attached for each of the applicable sections in Grants Ontario. If you have one file that contains multiple documents, you should consider saving each of the components as a separate file that can be attached to the relevant section.

Applications will be screened for completeness and may be considered ineligible if required documentation is not included with the application.

Resolution to undertake Age-Friendly Community Planning

The local government must support age-friendly planning. This support will be demonstrated by the approval of a council resolution. Resolutions must express commitment to local age-friendly planning and the intention to develop a local action plan.

All applicants must submit a copy of the approved council resolution by March 31, 2015. While the application deadline closes January 30, 2015, applicants are still able to access their application file and attach this document. Applications that do not include evidence of an approved council resolution by March 31, 2015 will be deemed ineligible.

Municipalities (including district social services administration boards-DSSAB) must provide:

- List of current council members and position title;
- Letter of support or partnership letter, if applicable, that validates any partnership outlined in the proposal.
- Copies of all available quotes for items over $5,000 to justify any procurement costs;
- The person deemed responsible by the local government must sign the application.
  (Note that Ontario municipalities and DSSABs are not required to provide incorporation statements and financial statements.)

Community Organizations must provide:

- Copy of documents that confirm the eligibility of the organization, such as a Certificate of Status, articles of incorporation, letters patent, or special acts of incorporation of the applicant. Incorporated branches, chapters or member agencies of provincial or national organizations must submit proof of eligibility of the provincial or national organization. If you have already sent your proof of status as part of registering with ONe-key, you do not have to attach it again when you apply for a grant.

- Financial Statements:
  - for organizations with operating budgets at or over $100,000 – audited financial statement for most recently completed fiscal year;
  - for organizations with an operating budget under $100,000 – audited financial statement or review engagement for the most recently completed fiscal year.

- List of current elected Board of Directors and position title.

- Letter of support or partnership letter, if applicable, that validates any partnership outlined in the proposal.

- Copies of all quotes for items over $5,000 to justify any procurement costs.

Eligibility

Applications will be reviewed for eligibility of the organization, project activities and projects costs. Projects that are deemed as ineligible will not be assessed.

Projects with ineligible activities or costs may be deemed ineligible for evaluation.

Remember that if you have any questions about this program or your potential project, you can contact the Regional Advisor for your area. The list of your Regional Advisors is located here: http://ontario.ca/byy6

After you Apply

Applicants will receive written notification on whether their application was approved or declined as soon as possible after the review and approval process is complete.

Completing the Grant Application

Grants Ontario Tips

- Additional information is available for each section of the application. Hover the mouse arrow over the heading in the application form and additional information will be revealed.
- Some fields indicate a maximum number of characters. The curser will stop moving after the maximum number has been reached and no further information may be entered.

The grant application is divided into the following sections:

A.   Organization Information

B.   Organization Address Information

C.   Organization Contact Information

D.   Organization Capacity

E.   Grant Payment Information

F.   Application Contact Information

G1.   Project Information

G2.   Additional Questions

G3.   Project Work Plan

H.   Project Financial Information

I.   Performance Metrics

J.   Partnership / Stakeholder Information

P.   Declaration/Signing

Sections A, B and C – Organization Information, Address Information and Contact Information

These sections are explained directly in the Application. Sections A and B should be pre-populated (i.e., automatically filled in) with information provided by applicants during the Grants Ontario System registration process. If there is incorrect information, you can log in to your account on Grants Ontario and make the changes to some fields by clicking the "My Account" link and then clicking the "Organization Profile" link. Other information contained in these sections cannot be edited by you and you will need to send an email to GrantsOntarioCS@ontario.ca or create an Assistance Request in the Grants Ontario System explaining what needs to be changed or added.

REMEMBER: Section A and B are READ-ONLY and cannot be edited in the form.

Section C may contain contact information about your organization that was entered during a previous application submission. You may edit this information if you wish or leave it as it appears.

Section D – Organization Capacity

This section requests information about your organization, including staffing, volunteers, governance, past performance and skills that will make the proposed project successful.

Questions 1-5: Please complete.

6. Describe your organization's core business or field of activity. (Note: this section has a 2,000 character limit)
   - What does your organization do? What is your organization's primary purpose (mandate) and the primary audience or clients served? Briefly describe your organization's current programming and services that are relevant to your project application.

7. How does the organization's strategic plan guide your organization's activities? (2,000 character limit)
   - Your response to this question will help evaluators understand how your project will help your organization(s) further overall goals.

8. Outline your organization's risk management plan for the prevention of abuse to clients, members and staff. (2,000 character limit)
    - Not applicable; please enter N/A in the field.

9. How is your board elected?
    - Not applicable - please enter N/A in the field.

10. How does the composition of your board represent the community it serves?
    - Not applicable; please enter N/A in the field.

11. What practices / procedures exist to ensure the board conducts its activities with accountability and transparency? (2,000 character limit)
    - Please provide a brief description.

12. Describe your organization's history of managing similar projects and include past achievements. (2,000 character limit)
    - Describe successful strategies your organization has used to ensure that program outcomes are achieved.
    - Describe your organization's experience developing, tracking and reporting on outcomes and performance measures successfully.
    - Provide additional details on whether your organization is current in meeting all requirements related to funding received from the Government of Ontario, any agency of the Government of Ontario. For example, do you have any outstanding reports or funds owing to the government?

13. Describe your organization's ability and capacity to successfully undertake this project. (2,000 character limit)
    - Briefly outline the governance and management of your organization, its mission

and mandate, and key activities and/or services. Please attach your financial statements for the last completed fiscal year, and outline any significant changes since then.

14. Provide details on your staff and relevant staff experience for those involved in the project. (2,000 character limit)

   ▪ Briefly outline training or experience which your staff (paid and volunteer) bring to this project specifically.

15. Describe successful strategies your organization has used to ensure achievement of program outcomes. (2,000 character limit)

16. Describe your organization's experience developing, tracking and reporting on outcomes and performance measures successfully. (2,000 character limit)

Section E – Grant Payment Information

This section is explained directly in the online Application Form. Complete all fields in this section before moving to the next.

Section F – Application Contact Information

Section F is explained directly in the online Application Form. Complete all fields in this section before moving to the next.

Section G1 – Project Information

1) Project Name (250 character limit)

   1. A short descriptive title that will easily identify your project.

2) Project Start Date

> 2. Projects may begin after June 15, 2015. Please indicate your anticipated start date of the project. Successful applicants can choose to start their project after this date, but not before receiving notification from the Minister.

3) Project End Date

- This is the anticipated end date of the project. Projects must be completed by **March 31, 2017**.

4) Event Start Date and 5) Event End Date

- Please indicate any events related to project activity OR leave blank

6) Target Sector

- What best describes your organization and who you serve. Select all applicable descriptions from the drop-down menu.

7) Project Scope

- Choose "Local".

8) Host Community

- Choose your municipality.

9) Project Priority

- Select as many of the project priorities from the list. All projects must address at least one of the priorities identified in these Program Guidelines.

10) Project Summary (2,000 character limit)

- Provide a brief description of your project. If your application is successful, this wording may be published in both official languages on the ministry website.

11) Project Description (4,900 character limit)

- Describe your project in detail, making sure to address all of the specific requirements in these application guidelines, including what priorities will be addressed; who will be involved; what their role is; what activities will be undertaken; who will the project impact; how many people will the project impact; what are the anticipated results; and how will the results be implemented and shared.

12) Project Objectives (2,000 character limit)

- Provide the project objectives that will be accomplished along the way to achieving the overall project outcomes, making sure to address all the specific requirements in these application guidelines. For each objective, be sure to indicate what successful achievement of the objective would "look like". For example:
- Local age-friendly principles are defined, and include the following steps:
  - Formation of a steering committee
  - Development of guiding principles
  - Creation of an age-friendly community profile
  - Identification of age-friendly community goals

- Gaps and opportunities for age-friendliness are identified through implementation of a custom needs assessment.
- A local action plan is developed
- The local action plan is Implemented and evaluated.

13) Rationale / Need (1,000 character limit)

- Describe why your organization needs to undertake this project.
- Describe why it is a priority for your organization.
- Describe how the project supports the goal of Age-Friendly Community Planning and how it is aligned with at least one of its strategic priorities.

14) Project Beneficiaries (2,000 character limit)

- Describe how your organization(s) will benefit from the project and include identification of any benefit to audiences, members, stakeholders and/or the broader sector as a result.

15) Risk Assessment and Management (2,000 character limit)

- Provide a description of your strategy.

16) Project Outcomes (1,000 character limit)

- Identify the relevant outcomes for your project.

17) Evaluation Plan / Criteria (2,000 character limit)

- Describe your project's evaluation plan.   How will you determine whether your objectives have been met?

Section G2 – Additional project required information:

1. Does the application and related local age-friendly community planning have the support of the local government? (maximum 4,900 characters)

Please enter Yes or No. Explanation can be provided if necessary. It is anticipated that a copy of the local government resolution will be attached with other supporting documentation.

Section G3 – Project Work Plan

The work plan is designed to provide the secretariat with a clear idea of how the organization or project collaborators are going to carry out the project. The Work Plan should demonstrate a systematic approach as to how you will accomplish all phases of the project. A comprehensive work plan with specific achievable milestones demonstrates strong organizational capacity and is an indicator of likely project success.

Each row of the Work Plan contains six fields that must be completed: Key Milestones, Activities, Start Date / End Date, Responsibility, and Performance Indicator. You may add as many rows as you like by clicking on the "+" symbol to the far right of the table. If you have added a row in error, press the "X" symbol to the far left of the table to delete the selected row.

Applicants are required to include the following work plan components in their proposals:

- Key Milestones – mark the completion of a work phase;
- Activities – tasks that will be undertaken to complete the project;
- Start Date – anticipated start date of each activity;
- End Date – anticipated end date of each activity;
- Responsibility – indicates who is responsible for completing the activities; and,
- Performance Indicator – signal that demonstrates task achieved successfully.

When drafting the Work Plan remember to complete all fields in the row as each cell is mandatory and must contain a response. You will not be able to submit your application if a cell is blank in your Work Plan.

Section H – Project Financial Information

Applicants are required to complete the budget template as part of their online application. Below are instructions for completing the template. Please review these carefully before proceeding.

When completing the project budget, please provide complete and detailed information for each section.

In preparing the project budget, please note that:

- Total project revenues **must equal** total project expenditures;
- All contributions from the applicant, partners, or other public and private sources must be clearly identified as revenues;
- Revenues from all government sources must not exceed the total budget for the project.

Before completing Section H, please read the information on eligible and ineligible costs in the Program Guidelines.   Project financial information (revenues and expenditures) must be entered in **Project Cost (Year 1) and Project Cost (Year 2) if you are applying for a two year project**.   All expenses must be reasonable, well supported and justified. For all project expenditures, applicants must provide a detailed *Item Description* that provides the following information and is set out in this order:

1. List the budget item (e.g. workshop venue rental)
2. Provide a breakdown of costs for the budget item (e.g. 3 workshops x $300 daily rental fee).
3. State the source(s) of funding for the budget item by name (e.g. name of applicant, name of collaborator, name of federal government department, provincial ministry or municipal government)
4. State whether the funding being contributed by the funding source is confirmed or pending.

Example - Item Description with one funding source:

Workshop venue rental / 3 workshops x $300 daily rental fee / XYZ organization / confirmed.

*Example –Item Description with **more than one** funding source:*

*Project Manager (new hire) annual salary and benefits / $70,000 x 100% for a 12 month period x 100 % of time dedicated to project **/ MTCS pending / XYZ organization confirmed***

- List all project expense items in the first column (on the left side of the budget template under each relevant heading). **Please note that there is a limit of 255 characters (including spaces) in each cell.**
- Itemize ALL expenditures and show contributions from your organization, from other organizations, including partners or sponsors, and from all levels of government, and provide the following explanation:
    - provide details for each item beginning with Source of Item;
    - provide an estimated total dollar value and breakdown. For purchased items, include the cost per unit and number of items needed (e.g. Venue Rental /10 workshops x $150 daily rental fee = $1,500). For staffing positions, include a description of responsibility, number of hours per week and wage and benefits as they relate to the project;
    - tell us how your project costs will be covered (e.g. by "Requested" funding and/or through the "Cash" and "In-kind" contributions of your organization, its partners or sponsors and/or other funders (put this information in columns 2, 3, and 4);
- All cash and in-kind contributions from other organizations must be confirmed in writing and included as an attachment.
- Rows can be added by clicking the '+' symbol on the template.
- The financial table appears five times allowing for a 5-year projection. Since the Age-Friendly Community Planning Grant allows for a 2-year funding period only, please collapse the rest of the tables for easier reading and a shorter table. This can be done by clicking on the "-" sign.
- All totals and sub-totals will be automatically calculated in the "Project Cost (Year 1 and/or Year 2)" table.
- The Total Project Financials (All Years) for both Revenues and Expenses will auto-calculate.
- The "Requested Funding" column on the extreme right does not need to be added up and therefore will not auto-total. Requested Funding figures need to be reported even though they are not factored into any portion of the project's budget.

Section I – Performance Metrics: Not applicable; please enter N/A in the field.

Section J – Partner / Stakeholder Information

Please complete if the applicant is working with a partner organization.

This section is not applicable if the project does not involve a formal partnership.

1. **Name**
   - Provide the name of each partner organization that has committed to assisting your organization with delivering your project (each of which must also provide a letter of support for your project).

2. **Type**
   - Identify the sector that each partner organization represents using the drop-down menu. Please select only the "partner" value. All other terms apply to different grant programs offered by other ministries and are not applicable.

3. **Role**
   - Specify whether each partner is an existing or new partner and describe what their role and contribution to the project will be.

4. **Description**
   - Describe how your partners are involved in the planning, development, implementation and evaluation of the project.

Note: Applicants must include signed letters from each partner listed indicating their involvement in the project and verifying their financial and/or in kind contributions to the project. **Please attach these letters to the online application**. Remember to note the cash and/or in-kind contribution by each partner in your attached project budget. Partners identified in the work plan (Section G3) must also be listed as partners in this section.

Section Z – Declaration / Signing

This section is explained directly in the online Application Form. By signing the Application Form and submitting it (through Grants Ontario) to the Ontario Seniors' Secretariat, the organization applying is formally verifying that it agrees to the following:

a.   the information given in support of this application for a grant is true, correct and complete in every respect;

b.   the applicant has read, understood and agrees to abide by the terms and conditions governing the grant outlined above and in subsequent correspondence from the secretariat;

c.   applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;

d.   the applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;

e.   the applicant understands that the information contained in this application or submitted to the secretariat in connection with the grant is subject to disclosure under the provincial *Freedom of Information and Protection of Privacy Act*;

f.   the applicant understands that if it is selected for funding, the applicant will be required to sign a funding agreement;

g.   the applicant has read and understands the information contained in the Application Form.