Ministry of Seniors Affairs

Seniors Active Living Centres

Program Expansion

Call for Proposals 2017-18
Ministry of Seniors Affairs

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Ministry of Seniors Affairs
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Program Expansion

Introduction
This is a call for proposals to expand the current network of seniors’ centres and the programs that they offer.

Why now?
The numbers of seniors is growing. Today there are over two million seniors in Ontario and this number is expected to double in the next 25 years. For the first time, there are now more Ontarians over the age of 65 than there are children under the age of 15.

In 2013, the Government of Ontario released its Action Plan for Seniors, and in 2017 established Canada’s first stand-alone Ministry of Seniors Affairs to further enable its vision to make Ontario the best place to grow up and grow old in North America.

The Ministry of Seniors Affairs is committed to promoting the development of age-friendly communities and programs that acknowledge the contribution of seniors and keeps seniors active, healthy and engaged.

Age-friendly communities are those that have programs and resources in place for seniors to lead healthy, active independent and engaged lives and continue to learn, contribute and be safe. Ontario’s 263 Seniors Active Living Centres, formerly known as Elderly Persons Centres, are an important aspect of creating age-friendly social environments that serve approximately 100,000 older adults each year.

As a result of the 2017 Ontario Budget, the government announced its desire to expand the Seniors Active Living Centres by up to 40 new programs through an $8 million investment over the next three years. This is in addition to the $11.5 million in annual funding that will continue to be provided to the existing 263 programs.

Under its Action Plan for Seniors, the ministry completed the first ever review of funded seniors centres in 2015, which led to the development of the modernized Seniors Active Living Centres Act, 2017 (SALCA). This new act, which was recently proclaimed, replaces the Elderly Persons Centres Act, 1966, (EPCA), and is the framework of a more modern and responsive program. The new act affirms the government’s mandate to support seniors in remaining independent, active, healthy and socially engaged. It allows for more program flexibility to better meet the needs of Ontario’s seniors who are diverse in terms of their culture, age, needs, interests, abilities and geographic locations.
This call for proposals for new initiatives is a significant step to expanding access to programs and services for seniors.

New programs starting in the winter of 2018 will be eligible to apply for funding on an annual basis.

Municipalities are key partners to centres that offer senior’s programs. A legislated element of the program requires centres to work with municipalities to provide a minimum 20 per cent of the net annual cost of maintaining and operating the program. This contribution can be provided in cash, in kind, or a combination thereof. Centres can work with more than one municipality to obtain that financial requirement as long as they are contiguous (or neighbouring). This might prove particularly useful for organizations that serve seniors in neighbouring municipalities.

Through the Ontario Community Hubs initiative, the government is working to make provincial funding relationships more flexible and streamlined. In order to encourage the development of resource networks that will allow service providers to connect and tap into the wealth of knowledge that has accumulated across the community hubs sector, applicants that are currently part of a hub, a community centre or partnership model, or those that have the interest or capacity to partner with local organizations are encouraged to apply.

For more information on the new Seniors Active Living Centres Act, go to:

or see the legislation at:
https://www.ontario.ca/laws/statute/17s11

No capital projects, buildings, or capital renovations are eligible for this funding.

Applications for the initial round are due by December 21, 2017.

Proof of municipal financial commitment is due by January 19, 2018.

Recognizing that some organizations and municipalities may need more time to plan for this opportunity, applications will be continue to be accepted until March 31, 2018.

Decisions will be guided by multiple factors including readiness of organizations and commitment of the municipalities, geographic spread across the province, diversity of seniors impacted, and evidence of sustainability.

Questions? Call 1-833-724-4636 or email: SALCSupport@ontario.ca
Seniors Active Living Centres Program
Call for Proposals

The following document outlines the criteria to apply for funding of new Seniors Active Living Centre programs.

Please read this complete document, which includes the Application Guide at the end, before submitting your application through Grants Ontario.

Applicant Eligibility

Applicants can represent a senior’s centre, or a centre that offers a variety of programs to a range of people.

Applicants are responsible for the application and for fulfilling all terms of the funding agreement, if selected.

Note that any applicant that is currently in default of any Ontario grant is not eligible for funding.

Applicants must demonstrate the following to be eligible for funding:

✓ Ontario only: Programs must be located and serve seniors in Ontario.

✓ Incorporation:
  o Not-for-profit organizations must have been incorporated in Ontario and operating continuously for at least two years, since at least April 1, 2015.
  o Municipalities are eligible, and can be upper tier, lower tier or individual municipalities.
  o District Service Boards associated with a municipality are eligible.

✓ Not-for-profit

✓ Governance structure and organizational capacity
  o Must have a viable governance structure in place, such as a board of directors, council or other elected governing body.
  o Must outline the resources that will support program administration (including staffing, volunteers or administrative resources).
  o Should include an organizational strategic plan, if available.

✓ Financial viability:
  o Applicants must provide proof of financial stability.
Applicants must provide prior year financial statements that have been reviewed and certified by an independent auditor. Applicants that are municipalities must identify the tab that summarizes revenues and expenditures on the provincial Financial Information Reporting (FIR) system.

✓ **Attestation of compliance with applicable laws:**
  - Applicants must attest that the organization will comply with all applicable laws in operating the program, including but not limited to the *Ontario Human Rights Code*, building codes, accessibility, health and safety laws, including food safety, and employment standards.
  - Applicants must specify where the programs will carry out their activities and attest that they meet provincial accessibility requirements. For more information on Ontario’s accessibility laws go to: [https://www.ontario.ca/page/accessibility-laws](https://www.ontario.ca/page/accessibility-laws)

**Examples of organizations ineligible to apply:**
- Individuals
- Unincorporated bodies
- For-profit businesses
- Agencies, Boards or Commissions of the Federal or Provincial governments
- Private foundations
- Private schools
- Organizations whose purpose is related to political activity (lobbying), as defined by the Canada Revenue Agency
- Organizations that are currently in default of any other provincial government grant
Program Requirements

Applicants can apply for funding to offer programs that meet the following criteria. See Funding section below for information on what the funding can support.

Applicants must demonstrate the following:

1. Programs must benefit primarily seniors:
   - Programs must serve primarily seniors (those over 65), however, applicants can be an organization that is part of a community hub or a community centre that offers other types of intergenerational programs and services to the community.

2. Programs must promote active and healthy living, social engagement and learning:
   - Programs can include, but are not limited to fitness classes, healthy lifestyle and wellness classes, social engagement, and learning opportunities such as financial management, and elder abuse.
   - Applicants must demonstrate how their submission aligns with the program’s priorities, as outlined below.

3. Municipal contribution:
   - As legislated by the Seniors Active Living Centres Act, 2017, applicants must secure a commitment from the local municipality for a minimum of 20 per cent of the net annual cost of maintaining and operating the program, in cash or in-kind or a combination thereof.
   - Centres can partner with more than one neighbouring (contiguous) municipality to obtain the municipal contribution.
   - Applicants must provide a copy of the municipal council resolution (preferred) or a letter signed by a senior level municipal authority, such as the mayor or treasurer that clearly details the municipal commitment. This proof of municipal financial contribution is due January 19, 2018 for any organization that applies for the initial round by December 21, 2017.

4. New program funding:
   - Funding must support a new program at a unique location, and not simply expand existing programs. For example, a centre cannot apply to expand current yoga classes from 20 seniors to 40 seniors, however, a centre can
apply to offer new programs at a new location as part of its overall programming.

- Applicants must provide a program budget and an explanation that demonstrates how funding will be used for new programs that benefit either more seniors or target a specialized group of seniors.
- Applicants must provide information on existing seniors programs, if applicable, and demonstrate how new programs are different from existing programs.
- Programs can be offered at one location, multiple locations, or virtually to reach a broader group of seniors.
- Programs can be offered in any language or may serve diverse groups of seniors across the province, but cannot exclude anyone who wants to participate.

5. Performance measures:
- Centres will be required to report to the Ministry of Seniors Affairs on performance measures; therefore, programs must include at least one measurable performance indicator, including level of client satisfaction with programs and/or services.

6. Letters of support
- In cases where an applicant is partnering with another organization in addition to the municipality to offer any program or service, the applicant must submit a letter of support from those partners that outlines their roles and responsibilities.

7. Marketing and outreach:
- Applicants must outline a marketing and outreach strategy that they will employ to build awareness, specifically as it relates to any targeted population.
Program Priorities

Proposals will be assessed based on how well they demonstrate the following:

1. **Programs are offered alongside other programs and services, or where partnerships are or can be developed, to provide maximum benefit to seniors, including intergenerational programming:**
   - Seniors programs are often offered at community centres or hubs, or places that offer diverse and intergenerational programming for the whole community. Community hubs provide opportunities for local service providers to partner and collaborate, which result in better use of public properties and multi-use spaces that are financially sustainable.

2. **Programs fulfill a demonstrated need in the community:**
   - Where no or few programs for seniors are currently offered, including rural or remote communities.
   - Where there is a demonstrated need for unique or specialized programs for seniors, such as programs for a specific culture, language or diverse background that are underserved.

3. **Programs include a social inclusion strategy to reduce social isolation, and address risk factors that may lead to social isolation and loneliness such as:**
   - Health issues, reduced well-being, negative health behaviours (e.g. mental and/or physical; poor cognitive function).
   - Poor knowledge and awareness of community services and programs.
   - Challenges relating to technology.
   - Limited access (e.g. living in rural or remote areas with a lack of accessible and affordable transportation options).
   - Social relationships (e.g. experiencing ageism, i.e. attitudes that prevent seniors from accessing community services and programs or being socially active in their community).

*Note: These are the most common risk factors according to the National Seniors Council. For more information, and to read the 2014 and 2017 reports on social isolation of seniors, go to:*

4. Program models are innovative, and are provided in a unique manner to maximize outreach and inclusion of seniors, to reduce social isolation, particularly in rural and remote locations.
   - For example, a mobile program that travels to smaller communities, or a telephone program where seniors can call in to connect or learn about resources that could help them in their day-to-day activities.

5. Programs support local age-friendly community planning initiatives.
   - Age-friendly communities are characterized by inclusive and accessible physical and social environments that enable older adults to live independent, active and healthy lives, and to stay engaged in their communities.
   - Age-friendly communities promote the well-being and contributions of older residents and encourage active aging. Communities are not just “elder-friendly,” but benefit all individuals in the community.
   - Organizations that apply for seniors active living centre program funding are encouraged to find out what steps their community is taking to become age-friendly, and how the program could support the plan. For more information on age-friendly communities, see:  http://www.seniors.gov.on.ca/en/afc
   - For organizations that are part of a community that does not have a formal age-friendly action plan in place, please refer to Age-Friendly Communities Planning Outreach Initiative | sagelink.ca to learn more about the attributes of age-friendly communities and initiatives.
Funding

Maintenance and Operating Program Funding

- At this time, the maximum amount available for program costs for a 12 month fiscal year is up to 50% of net annual operating costs of maintaining and operating the program, to a maximum of $42,700.

- The funding request template must be completed.

- Funding for new programs will be allocated until March 2019.

- Payments are currently paid on a monthly basis.

- It is anticipated that the first phase of new programs will be approved by February 2018.

- Organizations that are approved to offer programs and are in good standing may apply for funding for the following fiscal year (April 1 – March 31), on an annual basis.

- Annual funding is contingent on compliance and demonstrated performance.

- All costs must be reasonable and market-competitive.

Where programs for seniors are offered at a centre that offers programs to other community members (such as children, youth or adults), applicants must identify approximately what percentage of costs are allocated to seniors programs at a centre.

Program funding may include but is not limited to the following expenditures that are directly related to the delivery of programs that benefit seniors:

- Staff salaries and wages (full or part-time);

- Overhead and administrative costs such as rent, utilities, office supplies, telephone, and communications services such as internet;

- Supplies and equipment to directly support program activities, such as:
  - Furniture and small and large kitchen appliances (fridge, microwave, kettle, dishes);
  - Rental or purchase of equipment for regularly occurring program activities (speakers, projector, televisions, games);
  - Rental or purchase of equipment for fitness programs (mats, balls, walking sticks/poles);
✓ Transportation to events for staff and seniors that are related specifically to seniors programs and services, but not for regular ongoing transportation;
✓ Membership fees for related affiliations (age-friendly, seniors);
✓ Legal fees related to provision of services to seniors;
✓ Accounting services and audit fees;
✓ Marketing and advertising costs to promote programs and services for seniors and can include development and distribution of pamphlets, flyers, local announcements and websites;
✓ Costs directly associated with community consultations, workshops or meetings directly related to research or age-friendly community planning for seniors;
✓ Ontario-only travel and meal expenses that are directly related to programs for seniors. Expenses must align with the provincial government’s *Travel, Meal and Hospitality Expenses Directive*. The directive can be found at: https://www.ontario.ca/document/travel-meal-and-hospitality-expenses-directive
✓ And routine maintenance.

**Ineligible costs include, but are not limited to:**
- Costs covered by other government funding;
- Costs not specifically related to seniors programming;
- Capital acquisition or construction projects, planning or building new facilities, major renovations or significant upgrades to buildings;
- Development of architectural, engineering or other design drawings for the construction or renovation of facilities providing services to seniors, including housing;
- Purchase or sale of alcohol;
- Investments, interest payments, and debt payment;
- Lobbying, sponsorship campaigns, or politically partisan activities;
- Programming that supports primarily those other than seniors;
- Purchase of vehicles and insurance costs.
Special Grants

Each year, approved centres can request funding for special grants, which can support unique, one-time programs, services or purchases on an annual basis.

Up to a maximum of $15,000 can be requested to support the delivery of programs to seniors.

Special grants are for program expenditures after April 1, 2018, and will be approved in 2018-19, along with all other special grant requests. Approval of special grant funding usually occurs in August.

Successful applicants may complete a separate special grant request once approved. More information will be provided to successful applicants.

Funding must be for new or different costs related to program delivery and cannot be for anything that has been approved over the last three years.

Special grants are approved on an annual basis, and the amount approved is dependent on the funding available, after program funding is allocated. Special grants may be limited if the total funding requested exceeds the funding available.

Eligible items include:

✓ Wages for new, temporary staff, such as yoga instructors, computer teachers, or first-aid instructors for new classes that have not been offered before;

✓ Supplies and equipment to directly support seniors programs, such as rental or purchase of:
  - furniture, small and large kitchen appliances (fridge, microwave, kettle, dishes);
  - equipment for entertainment programs (speakers, projector, CDs);
  - equipment for fitness programs (mats, balls, walking sticks/poles);
  - maintenance and repair expenses;

✓ Special projects such as hiring a consultant or staff to do research on issues related to seniors, including age-friendly research or projects that can be shared with other centres, or special marketing initiatives.

Ineligible expenses include but are not limited to:

× purchase of physical space (e.g. land, building);
× mortgage payments;
× loans;
× interest;
× anything already funded by other programs, such as the Seniors Community Grant Program, Ontario Trillium or New Horizons.
Municipal Funding

Under the Act, the local municipal government must provide a minimum of 20 per cent of the net annual cost of maintaining and operating the program.

Each year, in order to continue to be eligible for ministry funding, the applicant is required to provide proof that the municipality will provide the minimum contribution toward the maintenance and operation of the program.

Note that the municipal contributions must be used for expenses directly related to seniors' program activities.

The municipal funding contribution can be in cash, or in-kind, or a combination thereof. In-kind contributions must be clearly described. If requested by the ministry, applicants must provide examples of equivalent market costs.

Examples of funding models:

<table>
<thead>
<tr>
<th>Net annual maintenance and operating expenditures of the program</th>
<th>Minimum municipal contribution: 20% of net annual cost of the program</th>
<th>Provincial funding: Up to 50% of net annual operating expenditures to a maximum of $42,700</th>
<th>Provincial funding pro-rated per month</th>
<th>Balance required (i.e. fundraising)</th>
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</table>

Eligible In-Kind Contributions

Eligible in-kind contributions are non-monetary resources to support costs directly related to seniors’ program delivery, maintenance and operations.

The value of in-kind contributions should be estimated using either current market value or an appraisal.

In-kind contributions can be in the form of goods, services, use of facilities, or labour provided to the centre at no cost.

For example:

- space rental at current market value;
- yard maintenance/snow removal services;
- municipal staff time to prepare financial reports;
- consultant services for research purposes, or
municipal data reports or gap analysis to support research on seniors issues that would be provided at a cost to other clients.
The centre is responsible to ensure that the reported market value for all items involving an in-kind contribution is reasonable. The ministry can request evidence (i.e. in the form of quotes from local organizations) if there is any question about the valuation reported.

Performance Measures and Reporting
If approved for funding, recipients will be required to report to the ministry on a regular basis, which will include at a minimum, a final report at the end of each fiscal year. The recipient will be required to report on actual expenditures and program activities, including but not limited to:

- Number of seniors served over the course of a year;
- Type of programs and services offered throughout the year and related expenses (i.e. cards, foot clinic, day trips) including duration and intervals;
- Partnerships – description of any partnerships that are in place that support program activities;
- Social inclusion - the marketing and outreach efforts that were made to increase awareness of programs and services for seniors within the community, and to reach more, or a broader range of seniors;
- Level of client satisfaction with the program.

Application Timeline and Process
- Applications for the first round of funding will be accepted until December 21, 2017.
- Proof of the municipal commitment of funding: the council resolution or letter from the municipality can be submitted until January 19, 2018.
- Applicants for the first round of funding will receive a decision regarding their application by early 2018.
- Remember to read the application guide at the end of this call for proposals document to help with the completion of the application form.
- Recognizing that some organizations and municipalities may need more time to plan for this opportunity, applications will be continue to be accepted until March 31, 2018. Decisions will be guided by multiple factors including readiness of organizations and commitment of the municipalities, geographic spread across the province, diversity of seniors impacted, and evidence of sustainability.
Grants Ontario

- Applications must be submitted electronically through Grants Ontario at: www.grants.gov.on.ca.
- All applicants must be enrolled with the Grants Ontario system before completing an application.
- Applicants should enrol as soon as possible, as it may take up to two weeks to complete the enrolment process.

Assessment process and criteria

- All applications will be assessed against the criteria outlined below.
- All applications will be screened for eligibility. Ineligible applications will not be assessed.
- The ministry will notify all applicants of the results.
- The ministry may publish information about the successful applicants such as the organization name, programs offered, and approved funding amounts.

All applications will be assessed against the following criteria:

1. Governance structure, organizational capacity and financial viability (25%)
   - Governance structure, and organizational capacity including management and resources to support program administration, including volunteers.
   - Organizational strategic plan (if available).
   - Organizational operating plan.

2. Program plan (30%)
   - Proposed program plan fulfils all program requirements.
   - Information clearly explains how the new program is distinct from any other seniors programs that the organization currently operates, if applicable.
   - Demonstration of an effective and realistic work plan in terms of proposed activities/key milestones and the efficient use of available resources.
   - Partnerships are outlined, and relevant letters of support are provided.
   - Performance measures and targets for the program are described.
   - A marketing and outreach strategy are described for the new program.
3. Program priorities (15%)
   - Applicants describe how the proposed program corresponds to the five priorities.
   - Programs are offered alongside other programs and services including intergenerational activities, or where partnerships are or can be developed, to provide maximum benefit to seniors.
   - Programs fulfill a demonstrated need in the community.
   - Programs include a social inclusion strategy to reduce social isolation, and address the risk factors.
   - Programs are provided in a unique manner to maximize outreach and inclusion of seniors, to reduce social isolation, particularly in rural and remote locations.
   - Programs support local age-friendly community (AFC) planning or AFC concepts as outlined in the Age-Friendly Community Planning Guide.

4. Program budget and costs (30%)
   - Program budget is clear and all costs are defined and reasonable.
   - Financial information on the centre and other seniors programs is clear and distinct from new proposed program funding.
   - Municipal funding contribution is confirmed.

Approved Programs
   - Programs may begin once the applicant has entered into an agreement with the ministry and all terms and conditions are met.
   - Organizations that have been approved to offer programs and remain in good standing may apply for funding for the following fiscal year (April 1 to March 31), on an annual basis.
   - Funding decisions in respect to approved programs will be based on factors at the ministry’s discretion, including compliance with the act, the nature and status of the organization, and the degree to which program priorities and objectives are met.

Funding Agreement
   Process
   - Successful applicants will be required to sign a transfer payment agreement with the ministry.
• The agreement outlines the legal obligations of both the ministry and the organization that receives the funding.
• Funds will be provided via electronic funds transfer (EFT) to the account held by the recipient.

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

Proposed Changes to the Funded Program
• Recipients are required to inform the Ministry of any proposed changes that could impact a program.
• If the recipient proposes changes to the scope, budget or timelines for the program, it must obtain prior written consent from the Ministry.

Required reporting
• Recipients will be required to submit a final report and may be required to submit other information about funded programs as necessary.
• Details will be provided to the recipient.

Acknowledgement of funding
• In an effort to demonstrate transparency and accountability about how public funds are spent, recipients must credit the support of the Government of Ontario in any publicity, communications or marketing materials developed that promote program activities.
• All successful applicants may be asked to provide the ministry with advanced notice of at least ten business days of any public event(s), announcements, or promotions related to their program.

Rights of the Ministry
In submitting an application, the applicant is deemed to have acknowledged that the ministry may:
• Communicate directly with any applicant or potential applicants;
- At its sole discretion, accept applications for consideration that are not strictly compliant with the requirements outlined above;
- Verify with any applicant or with a third party any information set out in an application;
- At any time, and from time to time make changes, including substantial changes, to this call for proposals and related documents including the application form by way of new information on the ministry’s website;
- Cancel this application and call for applications process at any stage of the application or evaluation process;
- Reject any or all applications at its sole and absolute discretion; and
- Fund legal entities for similar projects regardless of whether these entities have submitted an application in response to this call for proposals.
Ministry of Seniors Affairs
Seniors Active Living Centres
Program Expansion - 2017-18 Call for Proposals
Grants Ontario Application Guide

The following provides information to help you to answer the questions in the application form.

Note that you can start an application at any time, save it, and come back to complete it later, but your application must be started by December 20, 2017 if you are applying for the first round of program funding.

For any technical questions related to accessing Grants Ontario, please contact:
Grants Ontario Customer Service: Phone: 1-855-216-3090 or 416-325-6691
Email: GrantsOntarioCS@ontario.ca

Plan Ahead!
Your applications must be submitted online, through the 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.

Application Deadline for the first round of program funding
Applications and all supporting material must be submitted through Grants Ontario by December 21, 2017.
Proof of municipal funding must be submitted through Grants Ontario by January 19, 2018.

Before you Apply
Please read the call for proposals and this application guide before you begin so that you are prepared to complete the application.
Eligibility and Supporting Documentation

- **Audit** - Applicants must provide prior year audited financial statements that have been reviewed by an independent auditor. Municipalities can choose to provide either a separate audited statements that identifies ministry funding or they must identify the tab that summarizes revenues and expenditures on the provincial Financial Information Reporting (FIR) system.

- **Budget** – The funding request template must be completed. A separate forecast of program revenues and expenditures must also be included.

- **Correspondence** - Letters of support from the community, especially partners, are encouraged.

- **Insurance** – A Certificate of Insurance liability will be required for successful applicants upon contracting.

- **Incorporation** – documents attesting incorporation for at least 2 consecutive years of operation must be attached.

- **Not-for-Profit status** – proof must be provided.

- **Organizational Structure and Resources** – Proof of a viable management structure must be provided, either in Section F, or it can be attached under “Other.”

- **Municipal contribution** - The applicant can provide a copy of the municipal council resolution (preferred) or a letter signed by a senior level municipal authority such as the mayor or treasurer that clearly outlines the municipal commitment. Proof of municipal financial contribution is due January 19, 2018 for the first round of program funding.

  - Council Resolution or Letter can be attached under “Scanned signed declaration.”

**Section A - Organization Information**

**Section B - Organization Address Information**

**Section C - Organization Contact Information**

- Ensure all fields in Sections A, B, and C are complete as this will be used to contact you for clarification and to contact successful and unsuccessful applicants.

**Section D - Organization Capacity**

6. Describe your organization’s core business or field of activity and who your organization serves.

7. Outline how your strategic plan guides your organization’s activities.
8. Outline your organization’s risk management plan for prevention of abuse to clients, members and staff.

9. Describe your management structure, and briefly explain how your board or committee is elected.

10. Describe how the composition of your board represents the community it serves.

11. Outline what practices and procedures exist to ensure the board conducts its activities with accountability and transparency.

12. Describe your organization’s history of managing similar programs.

13. Describe your organization’s ability and capacity to successfully manage this program.

14. Provide details, including experience, about who will be involved in managing and supporting program administration.

15. Describe the strategies that will be used to ensure the program is managed effectively.

16. Describe your organization’s experience in developing, tracking and reporting on outcomes and performance measures successfully.

Section E – Grant Payment Information

This information is required from successful applicants for transfer payment purposes.

Section F – Applicant Contact Information

Provide contact information for the primary contact related to this application.

Section G1 – Project Information

*Note: Please interpret the word “project” to mean “program for seniors”*

1. to 9. Complete this information related specifically to the project.

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

11. Program Description - Describe your program in detail, making sure to address all of the specific requirements outlined in the call for proposals, including the activities and services that will be offered, what need the program would fill that is currently not being met including programming that is specialized and/or targeted to a specific group. If there are other seniors centres or programs in the vicinity of the proposed new program, regardless of whether they currently receive any MSA funding, detail why the proposed new program is needed.

12. Program Objectives and Priorities - Describe how the program will meet each of the program priorities.
13. Rationale / Need – Describe why your program is viable, including steps or measures taken to ensure that your program does not overlap with existing programs with the same target audience. Be sure to address all the specific requirements in the Call for Proposals.

14. Project Beneficiaries – Who will benefit from your project or event? Geographic or demographic groups or communities.

15. Risk assessment and management – describe how you will assess risks to program delivery and to participants. What plan do you have to mitigate these risks?

16. Project outcomes – describe what the anticipated outcomes will be.
   This should also include how the program will be implemented, including outreach and marketing strategies and how performance indicators will be measured and tracked.

17. Evaluation plan - how will you determine that outcomes have been met?

18. Funding – Provide a detailed budget for a full year, as well as rationale for program costs. While approved projects will be funded based on pro-rated amount for the remainder of 2017-18, the budget should show one full year of program costs.

**Declaration / Signing**

Applicants are expected to comply with the Ontario Human Rights Code (the “Code”) and all other applicable laws (http://www.ohrc.on.ca/en/ontario-human-rights-code).

Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry.

Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (http://www.ipc.on.ca/index.asp?navid=73), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act.

Applicants are advised that the names and addresses of entities receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information that is made available to the public.