

**Senior Advisory Committee Meeting  
AGENDA**

Thursday, February 23, 2017, 6:00 pm  
Tecumseh Town Hall  
[www.tecumseh.ca](http://www.tecumseh.ca)

**Pages**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS**
  - a. Life After Fifty - Jill Cadarette, Director of Programs & Services
5. **COMMUNICATIONS**
  - a. Senior Advisory Committee Meeting Minutes - January 26, 2017 2 - 4
  - b. Seniors Grant Program Guidelines 2017-2018 5 - 13
6. **REPORTS**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
  - a. Canada 150 Mosaic Project
  - b. Tecumseh Coffee House
9. **NEXT MEETING**
  - a. Thursday, March 23, 2017
10. **ADJOURNMENT**

## MINUTES OF A MEETING OF THE SENIOR ADVISORY COMMITTEE FOR THE TOWN OF TECUMSEH

A meeting of the Senior Advisory Committee (SAC) for the Town of Tecumseh was held on Thursday, January 26, 2017, in the Council Chambers at Town Hall, 917 Lesperance Road, Tecumseh at the hour of 6:00 p.m.

(SAC 1-1)

### **ORDER**

The Deputy Clerk calls the meeting to order at 6:04 p.m.

(SAC 1-2)

### **ROLL CALL**

Members Present:	Member	- Doug Drouillard
	Member	- Dara Pfeifer O'Connor
	Member	- Nancy Tennant
	Member	- Michelle Phillion
	Member	- Paul Morand
	Member	- Don Crowder

Also Present: Deputy Clerk - Christina Hebert

### **Election of Chair**

The Deputy Clerk opens the floor to nominations for the Chair for the SAC, for a one (1) year term, ending December 1, 2017. Member Paul Morand nominates Member Doug Drouillard seconded by Member Nancy Tennant. The nomination is accepted by Member Doug Drouillard.

**Motion:** (SAC-01/17) Moved by Member Paul Morand  
Seconded by Member Nancy Tennant

**THAT** Member Doug Drouillard be appointed Chair of the Senior Advisory Committee for the Town of Tecumseh for a one (1) year term, ending December 1, 2017.

Carried

### **Election of Vice-Chair**

The Deputy Clerk opens the floor to nominations for the Vice-Chair for the SAC, for a one (1) year term, ending December 1, 2017. Chair Doug Drouillard nominates Member Paul Morand, seconded by Member Michelle Phillion. The nomination is accepted by Member Paul Morand.

**Motion:** (SAC-02/17) Moved by Chair Doug Drouillard  
Seconded by Member Michelle Phillion

**THAT** Member Paul Morand be appointed Vice-Chair of the Senior Advisory Committee for the Town of Tecumseh for a one (1) year term, ending December 1, 2017.

Carried

(SAC 1-3)

### **DISCLOSURE OF PECUNIARY INTEREST**

None Reported.

(SAC 1-4)

### **DELEGATIONS**

None.

(SAC 1-5)

### **COMMUNICATIONS**

#### **Minutes**

a) Senior and Advisory Committee Meeting held November 24, 2016

**Motion:** (SAC 03/17) Moved by Member Nancy Tennant  
Seconded by Member Don Crowder

**THAT** the Minutes of the Senior Advisory Committee meeting held November 24, 2016, be approved.

Carried

Communication for Information

- b) Director Corporate Services & Clerk, Email dated December 5, 2016 Re:  
Senior Advisory Committee Meeting - January 26, 2017

Motion: (SAC 04/17) Moved by Member Don Crowder  
Seconded by Member Michelle Phillion

**THAT** Communication B on the January 26, 2017, Agenda of the Senior Advisory Committee be received.

Carried

The Deputy Clerk provides an overview of the Seniors Community Grant Program (Program). The Program is solely dedicated to helping seniors, which will encourage greater social inclusion, learning, volunteerism, and community engagement. Funding, under the Program, will support projects which meet at least one of the six (6) key priorities outlined in the Program Guidelines.

Discussion ensues regarding the six (6) priority areas under the Program and the examples of eligible projects that may align with the Committee's key areas of focus for 2017 i.e. workshops, conferences, and seminars are offered for organizations and seniors that are dedicated to, or include agenda items related to seniors' issues such as educational opportunities related to personal development and well-being, learning to manage personal finances or learning how to use the internet and social media.

The Deputy Clerk notes the submission deadline to make application is March 3, 2017. Additionally, all projects approved under the Program must have a start date of June 15, 2017 or later, and the project must be completed by March 31, 2018. The application would be completed by Administration.

The Members indicate they feel rushed in making application for project(s) at this time as the Committee is just getting underway and would like time to determine what organizations and local groups are already doing within the community. They would like to gather information firstly, before determining what they would like to offer as a Committee.

The Members advise they are not interested in submitting an application under the Program at this time.

(SAC 1-6)

**REPORTS**

None.

(SAC 1-7)

**UNFINISHED BUSINESS****Strategic Goal Setting Session**

The Committee reviews the key areas of focus for 2017, and the ideas raised for education and awareness initiatives to increase community safety and well-being affecting the senior population in Tecumseh, as identified at the last SAC meeting.

The Members are apprised that the Youth Advisory Committee (YAC) has also expressed an interest in conducting a Transportation Survey to gain insight on the needs of the community. Accordingly, the SAC and YAC will work with the Planning and Building Department to create one cohesive survey.

The Members reiterate they do not wish to 'reinvent the wheel' and want to validate what exists already in the community. They inform that the last meeting was a brainstorming opportunity. At this time, they are not desirous of hosting presentations and/or workshops.

Administration will arrange for Life After Fifty and the Canadian Association of Retired Persons (CARP) to make presentations at a future Committee meeting. It is requested only one presentation per meeting. The Members concur that receiving presentations from these organizations will assist in identifying and narrowing the Committee's key areas of focus for 2017 and forward.

(SAC 1-8)

## NEW BUSINESS

## Lighting at Lakewood Park

Member Nancy Tennant has received inquiries from local seniors regarding the possibility of lighting around the trail at Lakewood Park. Administration will inquire with the Parks and Recreation Department and report back to the Committee.

## Uneven Sidewalks

Member Nancy Tennant advises she has also received comments respecting uneven sidewalks within the Town. She is not aware of the exact locations but will refer any further complaints to Administration.

(SAC 1-9)

## NEXT MEETING

The next meeting of the Senior Advisory Committee will be held February 23, 2017 at 6:00 p.m.

(SAC 1-10)

**ADJOURNMENT**

Motion: (SAC-05/17) Moved by Vice-Chair Paul Morand

Seconded by      Member Nancy Tennant

**THAT** there being no further business, the January 26, 2017, meeting of the Senior Advisory Committee be adjourned at 7:18 p.m.

Carried

Doug Drouillard, Chair

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Paul Morand, Vice-Chair

## Seniors Community Grant Program Guidelines 2017-2018

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### Highlights

#### Background

The number of seniors in Ontario is increasing, and is expected to double over the next two decades. With a focus on active aging, improved safety and security and better access to high quality health care in the community, the province's Seniors Action Plan is working to provide seniors and their families with the programs and services they need to remain healthy, safe, independent and active for as long as possible.

Building on the government's work to support seniors, *Ontario's Action Plan for Seniors* was launched in January 2013 to support Ontario seniors to live healthy and independent lives. As part of the Action Plan for Seniors, Ontario is introducing, for the fourth year, a grant program, solely dedicated to helping seniors, which will encourage greater social inclusion, learning, volunteerism, and community engagement. Together with our community partners, seniors and their families, we will make Ontario the best place to age.

This year, the Seniors Community Grant Program will introduce a new priority aimed at projects focusing on raising public awareness and prevention of elder abuse, such as projects undertaken by local Elder Abuse Networks.

#### 2017-18 Funding

The Seniors Community Grant Program is worth a total of \$ 2 million for 2017-18. Funding is dedicated exclusively to help seniors across Ontario. Funding will support projects which will encourage greater social involvement, learning, volunteerism and community engagement for seniors across the province. Projects can support seniors at a local community level, a regional level, or have a broader provincial scope.

Grants for \$1000 up to a maximum of \$8,000 will be awarded for projects **that start after June 15, 2017**, and provide seniors with the opportunity to connect, contribute, learn and lead active lives. Project **funding must be fully spent by March 31, 2018**. Grants may be limited if the number of eligible applications received exceeds the funding available.

**Grants will be administered through two streams:**

**Stream 1: Grants between \$1000 and up to a maximum of \$3,000**

**Total project cost must not exceed \$10,000**

- Applications can be made by individuals who represent seniors groups, **unincorporated or incorporated** not-for-profit organizations, Local Services Boards, municipalities, or Indigenous groups that are incorporated may apply.
- Grants will support up to 100% of the total eligible project costs up to the maximum amount. If the total project cost is greater than \$3,000, the application must outline where the additional funds have come from.

**Stream 2: Grants for over \$3,000 up to a maximum of \$8,000**

**Total project cost must not exceed \$10,000**

- Applications can be made by **incorporated** not-for-profit organizations, including Local Services Boards, municipalities and Indigenous groups. Multiple organizations can work together on a project application, but must have one lead representative who will be legally responsible for the project.
- Grants will support up to 80% of the total eligible project costs up to the maximum project cost amount of \$10,000.
- The remaining 20% can be a combination of the following:
  - Cash contribution from applicant organization
  - In-kind contribution from the applicant or other sources
  - Contributions from federal, provincial or municipal government sources

#### Eligibility

- All applicants must represent seniors groups or not-for-profit organizations or offer programs or services which directly benefit seniors living in Ontario. Organizations must have been in operation for at least one year at the time of application. See Applicant Eligibility for details.

#### Project requirements

Projects must fulfill at least one of the following priorities:

- Lead to opportunities for seniors to network and become better integrated into the social fabric of their communities.
- Raise awareness about the issue of elder abuse and inform seniors about available resources.
- Encourage and support activities, events and programs that promote learning and the sharing of information as it relates to seniors issues.

- Support activities, events and programs that embrace seniors as volunteers.
- Develop plans and programs that can be shared across communities.
- Develop plans and programs that allow organizations to sustain seniors' programs over a longer period of time.

### Application Process and Timeline

- Applications will be accepted **between November 25, 2016 and March 3, 2017, at 5:00 p.m. E.S.T.**
- All projects must have a start date of June 15, 2017 or later, and the project must be completed by March 31, 2018.
- Each organization or individual may apply for one project ONLY.
- Please note that receipt of applications will be acknowledged electronically. Following the evaluation period, the organization's main contact will be contacted regarding the status of the application in the spring of 2017.

### Acknowledgement of Funding

In an effort to demonstrate transparency and accountability related to how public funds are spent, recipients must credit the support of the Government of Ontario in any communications or marketing materials developed that promote activities funded by the grant.

### Collection and Sharing of Information

The Ontario Seniors' Secretariat (OSS) is subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA). Personal information related to the Seniors Community Grant Program is collected by the OSS for the proper administration of the program, and will only be used for those purposes including evaluation of the project application, administration of agreements, funding and project reporting.

In accordance with subsection 38(2) of FIPPA, this collection of personal information is necessary to the proper administration of a lawfully authorized activity.

Information about projects that are funded by this program (including the project name, project description and organization that is undertaking the project) may be made public by the Government of Ontario through public announcements.

Applicants should be aware that any information provided to the OSS in connection with their application may be subject to disclosure in accordance with the requirements of FIPPA.

**Questions about the collection, use and disclosure of information may be directed to, as well as for all questions about the Seniors Community Grants, please contact:**

Ministry of Seniors Affairs  
777 Bay Street, Suite 601C  
Toronto ON M7A 2J4 Canada  
E-mail: [seniorscommunitygrant@ontario.ca](mailto:seniorscommunitygrant@ontario.ca) <<mailto:seniorscommunitygrant@ontario.ca>>  
Toll Free: 1-866-SCG-2017 (1-866 724-2017)  
TTY (for the hearing impaired): 1-800-387-5559 Fax: 416-326-7078

### Overview

**The Ontario Seniors' Secretariat Seniors Community Grant Program will provide seniors with the opportunity to connect, contribute, learn and lead active lives.**

The program has six key priorities, and applicants are encouraged to develop projects which address more than one priority. Projects should:

- **Foster initiatives and ideas that provide opportunities for seniors to network and be part of the social fabric of their communities.**
- **Raise awareness about the issue of elder abuse and inform seniors about available resources.**
- **Encourage and support activities, events and programs that promote learning and the sharing of information as it relates to seniors issues.**
- **Encourage and support activities, events and programs that embrace seniors as volunteers.**
- **Develop plans and programs that can be shared across communities. (Stream 2 only) \***
- **Develop plans and programs that allow organizations to sustain seniors' programs over a longer term. (Stream 2 only) \***

**In addition, at least 50% of the participants benefiting from the project should be 65 or older.**

\* For projects related to developing plans (priorities 5 and 6), it is expected that project plans and best practices will be shared with other organizations and communities, so that the benefit of the plan will have a broader impact beyond the applicant's community and will contribute to the long-term operation of an organization.

Projects should also consider incorporating these secondary priorities:

- **Supporting seniors in rural areas who may not have access to broader range of resources offered in larger centres**
- **Supporting seniors from diverse cultures, including recent immigrants**
- **Supporting senior women**
- **Developing intergenerational relationships**
- **Supporting seniors in Indigenous communities**

Anticipated project outcomes:

- Seniors and the diverse organizations and communities that support them will become stronger as they work together and learn together.
- Seniors are given more and better opportunities to be an integral and contributory part of the fabric of their communities.

Organizations will develop plans, sustainable programs and best practices that will be shared

with other organizations and communities, which will benefit more seniors provincially.

## Projects and Priorities

All projects must meet at least one of the six key priorities. Applicants are encouraged to submit proposals that meet more than one of the following priorities, and also include secondary priorities if possible.

### Priority 1

**Projects will foster activities that provide opportunities for seniors to network and be part of the social fabric of their communities.**

Examples of eligible projects:

- Organization of and participation in local community events that encourage seniors to get together and be part of local social networks, activities and opportunities to network.
- Organized tours or events which would benefit seniors.
- Organized outreach and support services, such as hiring a driver to bring in seniors with limited access to transportation, to involve seniors in community events.
- Organized linkages to seniors to support volunteer opportunities in the community.

Examples of measurable outcomes:

- Group activities were held and well attended by target audience.
- Promotional products and activities were developed and shared with the target number of seniors.
- The event is usually attended by approximately 25 individuals, but with outreach and support activities, attendance was up 50%.
- Participants voluntarily complete assessment forms.

### Priority 2

**Raise awareness about the issue of elder abuse and inform seniors about available resources.**

Examples of eligible projects:

- Organizing and delivering education sessions for older adults and community organizations about elder abuse prevention and response.
- Developing a guide to community resources that may be of assistance to older adults experiencing abuse.
- Creating resources for community service providers to clarify and coordinate roles and responsibilities in elder abuse response.

Examples of measurable outcomes:

- Group activities were attended by target audience.
- Participants indicate increased ability to identify potential elder abuse.
- Participants indicate increased confidence/willingness to address potential elder abuse.
- Participants indicate increased knowledge of community resources related to elder abuse and where to find help.

#### Note:

An unincorporated elder abuse network may receive Stream 2 funding for the execution of an elder abuse project provided that the lead applicant is an incorporated body. In these cases, the lead applicant:

- may receive the majority of their annual operating base funding from the province; and
- may only use the Seniors Community Grant Program funding to deliver the approved elder abuse grant project.

### Priority 3

**Encourage and support activities, events and programs that embrace seniors as volunteers.**

Examples of eligible projects:

- Development of a local senior's volunteer recruitment initiative.
- Training of volunteers or development of a volunteer training program.
- Recruitment aimed at acquiring senior volunteers for specific events.
- Development and implementation of a seniors volunteer recognition program.

Examples of measurable outcomes:

- The target numbers of seniors did participate as volunteers.
- The target numbers of seniors were engaged and trained as volunteers.
- Community activities requiring volunteers recruited the target number of volunteers.
- Local community events experienced an increase in number of volunteers participating.

### Priority 4

**Encourage and support activities, events and programs that promote education and learning related to senior's issues.**

Examples of eligible projects:

- Workshops are offered for seniors on mentoring opportunities in the community and skills and tips on how to be an effective mentor.
- Workshops, conferences and seminars are offered for organizations and seniors that are dedicated to, or include agenda items related to seniors' issues such as educational opportunities related to personal development and well-being, learning to manage personal finances or learning how to use the internet and social media.
- Train-the-trainer workshops are organized for seniors.

Examples of measurable outcomes:

- Events are organized, promoted and well-attended.
- Target numbers of seniors are involved in specific activities.
- Participation in local conferences and seminars is planned and attended.

#### Priority 5

**Develop a comprehensive project plan and implement programs or services that provide seniors with the opportunity to connect, contribute and lead active lives.**

Example of eligible projects:

- A comprehensive plan is developed and implemented by an organization (which includes expected outcomes, budget and implementation plan) based on specific theme, with specific outcomes, tracking of lessons learned and best practices.
- A local community develops a plan and establishes a local network of seniors who have internet expertise and are willing to meet on a weekly basis to teach others at the local community centre, which can be rented for a nominal fee.

Examples of measurable outcomes:

- Plans for projects are developed and implemented. The plan can be applied in other organizations or communities.
- Plans include implementation plan, best practices, lessons learned, and other resources.

Includes details about who the plans will be shared with, how the plans will be shared, and by when.

#### Priority 6

**Develop a comprehensive project plan, which includes the implementation of programs or services that allow organizations to sustain seniors' programs over the longer term.**

Examples of eligible projects:

- Development (content and production) of an annual events calendar.
- Purchase of computer hardware or software that will be used to support the events and activities of an organization that support inclusion, volunteerism and education of seniors.
- Development of a plan that will identify ways to increase the participation and inclusion of seniors on a regular basis, such as the annual or seasonal events calendar that could be shared in a pro-active manner with local senior's organizations or transportation services to support increased participation for each event.
- Investment into resources to research private sector funding to achieve a specific goal to increase volunteerism, inclusion, or education of seniors in the community.
- Investment into resources to research the development of a comprehensive approach to increase volunteerism, inclusion and educational opportunities for seniors, such as the identification of gaps and overlaps in local or regional activities and services. For example, resources within one community may not be able to undertake an activity to train seniors on computers, but outreach could be done to pool the resources of a variety of local community groups to undertake training.

Examples of measurable outcomes:

- Funding used to initiate a project which will be sustained by other resources in the longer term.
- No sustaining provincial investment is required.
- The project has been/can be sustained over an identified minimum period of time.
- Project themes can be replicated.
- The purchase of computer or software has led to organizational efficiencies and other benefits.
- The plan that was developed has been shared at the municipal level and will be incorporated into broader planning exercises.
- The plan that was developed and implemented has increased the involvement of seniors who participate in local events and activities.

**Projects should also consider incorporating these secondary priorities:**

- Supporting seniors in rural areas who may not have access to broader range of resources offered in larger centres
- Supporting seniors from diverse cultures, including recent immigrants
- Supporting senior women
- Developing intergenerational relationships
- Supporting seniors in Indigenous communities

#### Applicant Eligibility

**Individuals who represent a seniors group and who are willing to undertake a project that benefits seniors can apply for Stream 1 funding.**

- Individuals who apply must represent a group or organization. The group does not have to be incorporated, but the group as a whole must support the project that is being proposed. A letter of support will be required from the group to demonstrate their support for the project.
- The individual representing the group will be responsible to the province for the project that they are undertaking.
- Individuals must have a permanent address and have lived in Ontario for at least one year prior to the application deadline.
- The group that the individual represents must have been in existence for at least one year prior to application, and must provide a letter of support from a community member to validate this.

**Not-for-profit organizations that are incorporated, municipalities, Local Service Boards and Indigenous groups can apply for Stream 1 or Stream 2 funding.**

- Organizations must have been in continuous operation or incorporated in Ontario for at least one year at the time of application.
- Organizations must have seniors' issues and programs as a clear part of their mandate and be able to develop programs and initiatives targeted at seniors. This requirement does not apply to municipalities, Local Services Boards or Indigenous groups.
- Organizations must have a local, regional or provincial mandate. The organization should clearly identify what community or geographic area of Ontario that the organization serves. A provincial mandate means that the organization serves the province as a whole.
- Not for profit retirement homes whose primary source of annual base funding is not the province of Ontario.
- Not-for-profit incorporated organizations include cultural associations, such as (but not limited to):
  - Ethno-cultural organizations
  - Organizations that have mandates that are based in local Ontario community or who have a provincial (Ontario) mandate
  - Municipalities
  - Local Services Boards
  - Indigenous groups, including First Nations, Inuit and Métis
  - Elderly Persons' Centres
  - One organization may apply on behalf of a group of organizations or a network. The lead organization will be legally responsible for the agreement and the project on behalf of the group that they represent.
  - The lead applicant must meet the program's eligibility criteria.
  - Applications that involve partner organizations must rationalize the involvement of each of the participating organizations.
  - A letter of support must be provided by each partner organization to indicate the support of each organization involved in the project, the role that each group will play in planning and implementing, and how the organization will benefit from the project.

### Who Cannot Apply for Seniors Community Grants

- Agencies, Boards or Commissions of the Federal or Provincial governments
- Private or charitable foundations
- For-profit organizations
- Private schools
- Public schools, college and universities
- Organizations whose purpose is related to political activity (lobbying), as defined by the Canada Revenue Agency (<http://tinyurl.com/PoliticalActivity> <<http://tinyurl.com/PoliticalActivity>> )
- Organizations that are currently in default of a previous provincial government grant.
- Organizations that plan to directly deliver a Seniors Community Grant funded program and receive the majority of their annual operating base funding from the province.

### Eligible Project Costs

Expenses that are **directly related to the project** and deemed reasonable and necessary for the successful implementation of the project are eligible.

#### Eligible expenses include but are not limited to:

- Website development or upgrades
- The purchase of technology for educational purposes, with a limit of \$2,000 of the overall funding request. Eligible technology is defined as computers (laptop or desktop), and tablets/iPads only
- Software directly related to the implementation of the project
- Portable asset purchases directly related to the project, can account for up to 25% of the requested funding and could include items such as: electronic or sports equipment, art supplies, gardening equipment and supplies (tools, soils, seeds and flowers, shrubs, etc.)

*Please note: the technology limit of \$2,000 is a stand-alone amount and does not fall under the 25% funding restriction*

- Group tours, travel and admission costs to cultural or learning events
- Creation or presentation of seminars or instructional classes
- Costs to hire a consultant or an employee to plan or execute the initiative to a maximum of \$5,000.
- Organization of group training, such as workshops and conferences
- Events to be held for recognition, or generic holiday (non-religious) celebrations
- Conference or registration fees
- Honorarium for speakers (to be paid in cash or by cheque)
- Space and equipment rental
- Promotional materials
- Wages: The value of existing staff time allocated to the project must be reflected in the project work plan and must not exceed 20% of the total grant amount. For example, where a project receives an \$8,000 grant, no more than \$1,600 can be used toward existing staff wages.
- Transportation and travel expenses for employees, volunteers or participants, in Ontario only\*
- Catering, meals and refreshments (no alcohol)\* :
  - All requests are eligible for Stream 1 applications
  - Stream 2 applications can request up to 50% of the total project cost in food.

\* Funding to support travel or catering expenses must align with the provincial government's *Travel, Meal and Hospitality Expenses Directive*.

Details can be found at: [www.ontario.ca/government/travel-expense-rules-and-claims](http://www.ontario.ca/government/travel-expense-rules-and-claims)  
<<http://www.ontario.ca/government/travel-expense-rules-and-claims>>

#### Ineligible project costs include but are not limited to:

- Capital projects, including renovations or upgrades to buildings or the building of permanent fixtures (patios, gazebos, facility upgrades)

- Gardening projects involving repairs or installations of stone walkways, permanent planting structures, irrigation systems, etc.
- Furniture
- Health care equipment (dentures, assisted devices, walkers, etc.)
- Events or initiatives to promote religious beliefs or practices
- Purchase of vehicles or travel expenses that are not related to supporting the project
- Insurance for vehicles or organizations
- Office supplies and equipment
- Grants or funding to other organizations
- Gifts, including t-shirts, mugs, gift cards, etc.
- Credit and non-credit courses at a college or university
- Deficit reduction plans
- Legal, audit, bookkeeping or interest fees
- Telephone bills or equipment purchases, cellular or land-based
- Project components already completed or partially funded by another organization or grant
- Events or initiatives that are already part of the organization's ongoing operations (activities or events can be planned that enhance existing events, but funding will not support activities that have already been taking place regularly or were supported in the past by the Seniors Community Grant Program)
- Fundraising, lobbying or sponsorship campaigns
- Technology (computers or software, software development) that will not directly support the proposed project and ongoing operation of the organization and its activities to support seniors. This includes the initiation of internet systems
- Feasibility and market studies, general or non-specific research that does not directly support the project goal
- The creation or growth of endowment funds, direct contribution to fundraising drives, capital campaigns or special fundraising events and campaigns
- Refundable taxes and expenses – funding will not pay for any tax or expenses that the organization can claim refunds, rebates or credits, such as goods and services (i.e. HST)
- General operating costs of the organizations that are not specifically related to the project, including standard utilities and rent
- Employee benefits

## Application Process

It is very important to read the attached **Application Guide and Checklist** which provide detailed instruction to help you complete the application form and project plan.

- Applications will be accepted between **November 23, 2016 and March 3, 2017, at 5:00 p.m. E.S.T.**
- It is strongly encouraged that your application be submitted electronically.
- Applications will be accepted by email at [seniorscommunitygrant@ontario.ca](mailto:seniorscommunitygrant@ontario.ca) [<mailto:seniorscommunitygrant@ontario.ca>](mailto:seniorscommunitygrant@ontario.ca), as well as by fax at (416) 326-7078 and by post at 777 Bay Street, Suite 601C, 6th Floor, Toronto, M7A 2J4.
- All projects must have a starting date of **June 15, 2017 or later**, and all grant funding must be spent by the organization on or before **March 31, 2018**.
- It is important that all areas of the applications be fully completed.
- All applications will be evaluated at the same time following the closing of the application period.
- Ensure that the total project costs do not exceed \$10,000 and all services proposed in the project plan are undertaken within the province of Ontario, benefit Ontario seniors and provided by an Ontario based vendor.
- The specific date(s) of your event(s) must be defined to the best of your ability. If it is a weekly/monthly event, define it as such. If it is ongoing work (not event-based), please define that in your application.
- Allow for sufficient planning and development of your project when determining your project start date.
- Please provide accurate and up to date contact information and we urge you to regularly monitor the contact phone number and e-mail address provided to facilitate prompt communication regarding the status of your application.

## Funding Terms

Once the application has been approved for funding, successful applicants will be required to enter into an agreement with the Province that sets out the terms and conditions of the funding.

The following terms and conditions are applicable to all projects funded under both **Stream 1** and **Stream 2**.

- Projects can occur on a specific date or over a period of time, but all grant funding must be spent by **March 31, 2018**.
- Unspent portions of the grant must be returned to the province.
- Grants will fund eligible cash expenditures and will not be provided for in-kind contributions to a project.
- Cash and in-kind contributions can come from the recipient, a partner or from other levels of government.
- Funding from other provincial programs or federal and 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.
- In-kind contributions can include the time, based on salaries and benefits, that existing staff contribute directly to the project. In-kind contributions may also cover ineligible expenses required, if outlined clearly.
- Staff time (volunteer labour) donated by a partner organization is an in-kind contribution to the project.
- The combination of financial assistance received from the program and other sources cannot exceed the actual budget for the project.
- Grants will be paid in two installments: 80% upon signing the agreement, and 20% payment upon receipts of the final report. The Final Report is due within 30 days after the project is

completed.

- Grant recipients must credit the support of the Government of Ontario in any communication or marketing materials promoting funded activities.

**And, specific to funding for each funding stream:**

**Stream 1 - between \$1000 and up to and including \$3,000**

- Grants will fund 100% of the total eligible project costs up to the above noted maximum amount.
- Projects must not exceed \$10,000 in total project costs. If the total project cost is greater than \$3,000, the application must outline where the additional funds have come from.
- Recipients must provide a final report to receive the final payment.

**Stream 2 - over \$3,000 up to \$8,000 for incorporated organizations**

- The grant will fund up to 80% of the total eligible costs of the project up to the above noted maximum amount. Projects must not exceed \$10,000 in total project costs.
- The remaining 20% can come from combination of the following: applicant cash contribution, in-kind funding from applicant or other sources, and funding from other federal, provincial or municipal government sources.
- **Stream 2** applicants will be required to disclose all confirmed and potential sources of funding before the start and at the end of the project. If at the end of the project, total government assistance exceeds 100% of eligible expenses, or the actual cash expenditures for the project, it will be necessary for the recipient to repay the Province of Ontario up to the amount of the full provincial grant.

## **Assessment Process and Criteria**

**Projects will be evaluated based on:**

- Relevance of Project (50%)
- Organizational Capacity (10%)
- Financial Feasibility of the Project (20%)
- Anticipated Results of Project (20%)

All applications will be assessed against the established criteria outlined below, based on how well the projects meet the goal and priorities of the program while ensuring that the request is within the eligibility parameters. Grants awarded may be limited if the number of requests for funding exceeds the funding available.

The relative importance of each criterion is shown in brackets:

- **Relevance of the Project (50%)**
  - 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.
- **Organizational Capacity (10%)**
  - Demonstration that there are other resources to support the project (i.e. volunteers, administrative resources).
  - Track record of the applicant to undertake the initiative.
  - Any noted funding issues with the organization as it relates to governmental funding.
  - An effective and realistic work plan in terms of proposed activities/key milestones, funding timelines.
  - Extent of support from the community through letters of support from collaborators, their level of engagement, financial contribution or in-kind support.
- **Financial Feasibility of the Project (20%)**
  - The proposed budget is realistic in terms of proposed activities and planned results, and demonstrates efficient use of resources.
  - Leveraged financial and in-kind contributions from other sources.
  - The project's value for investment is clearly demonstrated.
- **Anticipated Results of Project (20%)**
  - Evidence of realistic goals (i.e. how many people will benefit) and 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 or culture sector.

## **Agreement Terms and Conditions of Funding**

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

### **Agreement**

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

### **Certificate of Insurance (COI) – Stream 2 grants only**

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 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 all receipts and financial statements signed by the responsible party.

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

### Communications, Acknowledgement Of The Government Of Ontario And Announcements

Successful applicants will be required to adhere to a communication protocol as part of the contracting process.

Successful applicants will be asked to provide the Ontario Seniors' Secretariat 7 days advance notice of any of any event(s) being held related to their project, if not already indicated in the application.

In an effort to demonstrate transparency and accountability related to how public funds are spent all media and promotional/public materials must acknowledge funding from the government of Ontario.

This includes 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. The issuance of media releases will also be subject to the approval of the Ontario Seniors' Secretariat.

Successful applicants will be asked to refrain from making local media announcements until the Ontario Seniors' Secretariat has made a province-wide announcement about the program.

Information about organizations that receive grants including the name, address, telephone/fax numbers or e-mail addresses may be made public by OSS who also reserves the right to make a public announcement about any approved grant.

Other funding from the Government of Ontario: You must not be in default for any other funding that you have received from the provincial government.

### Inquiries

Please refer to the Application Guide, Checklist and Application Form for detailed information about the application process.

If you have questions about the application process, please contact:

Ministry of Seniors Affairs  
777 Bay Street, Suite 601C  
Toronto ON M7A 2J4 Canada  
E-mail: [seniorscommunitygrant@ontario.ca](mailto:seniorscommunitygrant@ontario.ca) <<mailto:seniorscommunitygrant@ontario.ca>>  
Toll Free: 1-866-SCG-2017 (1-866-724-2017)  
TTY (for the hearing impaired): 1-800-387-5559  
Fax: 416-326-7078

### Glossary

**Audit:** Examination of a recipient's accounts, records or other evidence deemed necessary in the circumstances.

**Elder abuse:** While there is no single accepted definition, elder abuse, or the abuse or mistreatment of older adults, is often defined as any act or omission that harms a senior or jeopardizes his or her health or welfare. The World Health Organization defines abuse of older adults as "a single or repeated act, or lack of appropriate action, occurring in any relationship where there is an expectation of trust that causes harm or distress to an older person." It can take place in the home, in other residential settings, or in the community. It may include financial, physical, psychological and emotional, or sexual abuse, as well as neglect.

**Elderly persons' centre:** A non-residential facility which provide a range of services for older adults that include social and recreational programs as well as preventative, health education and support services.

**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, or 1 month 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. As part of the Final Report, all details of financial activity must be documented and reported, such as a financial statement summarizing all project costs, expenses and incomes (such as in kind contributions). Details will be provided in the agreement.

**Grant:** Transfer payment for a specified purpose for which obligations are outlined in program

guidelines, the agreement and program correspondence.

**In-kind contribution:** Donation to a project by an individual, business or organization of materials, goods, services or time that would otherwise have been paid for by the recipient. It involves non-cash asset transactions such as equipment, use of facilities, labour and goods. An in-kind donation to a project must: (a) be essential to a project's success; (b) represent an expense that would have otherwise been incurred and paid for by the recipient as part of the project; (c) be noted in the application, and documented in the recipient's accounts; and (d) be reasonably estimated at fair value on the date it is made, using either market value or an appraisal. In-kind contributions can and should be included as part of a project's total value, especially Stream 2 projects.

**Lead organization:** A project may be supported by several organizations; however, one organization must be responsible for the project as a whole and for the legal agreement. (See also Partner Organization)

**Local projects:** Projects that address community need at the local level. See also PROJECT SCOPE.

**Local services board:** A local services board (LSB) is a volunteer organization that has the authority under the *Northern Services Boards Act* to deliver approved powers (services) to residents. These boards are set up in rural areas where there is no municipal structure to deliver services such as fire protection or library services. Area residents vote to determine an LSB's boundaries.

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

**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. Inside the plan you'll learn about new and existing programs, services and benefits for seniors, their families and caregivers. For complete information, go to [www.ontario.ca/health-and-wellness/ontarios-action-plan-seniors](http://www.ontario.ca/health-and-wellness/ontarios-action-plan-seniors) <<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](mailto:infoseniors@ontario.ca) <<mailto:infoseniors@ontario.ca>> or write to: Ministry of Seniors Affairs, 777 Bay Street, Suite 601C, Toronto ON M7A 2J4.

**Operational expenses:** Costs incurred by an organization to support their ongoing day to day activities not specifically related to administration of the project. Operational expenditures are not eligible for funding under the Seniors Community Grant program.

**Organizational mandate:** See MANDATE.

**Outcomes:** Changes that are the result of implementing the project. They are the effects or consequences of the project that are considered significant in relation to its initial commitments. Outcomes must be measurable and may occur within organizations, communities and/or individuals. They may relate to behaviour, skills, knowledge, attitudes, values, conditions or other attributes. While there is less degree of control over outcomes, there should be a direct relationship between outputs and outcomes.

**Partner organization:** An organization that supports the Lead Organization (and recipient) to undertake the project. A partner organization must provide written confirmation in the form of a letter about their role in the proposed project and what activities they will undertake. A partner can play a significant role in the project, including taking part in the planning, development, implementation and/or evaluation 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.

**Project:** A set of activities or functions that a recipient proposes to undertake. A project has a clear start and end date, occurs within a reasonable period of time, and demonstrates measurable outputs and outcomes.

**Project scope:** The scope of the project identifies who will benefit from this project. The project should identify whether the results will benefit a small local group of seniors, a larger community of seniors (such as francophone seniors or seniors in northern Ontario), or if the project has a provincial scope, which means that the project will benefit all seniors living in Ontario.

**Seniors:** Individuals age 65 and older.

**Volunteer services:** For donated services, applicants must calculate the value of donated labour using minimum wage rates, unless information from a reliable source included in the application demonstrates that the donated labour has a higher value than minimum wage (e.g. information from a professional association).