



MINISTRY FOR SENIORS AND ACCESSIBILITY

2022-23

**SENIORS COMMUNITY GRANT
PROGRAM GUIDELINES**

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TABLE OF CONTENTS

| | |
|---|-----------|
| 1. INTRODUCTION | 3 |
| 2. APPLICATION PERIOD | 4 |
| Account Set Up..... | 4 |
| Application | 4 |
| 3. FUNDING AMOUNT | 5 |
| 4. PROJECT REQUIREMENTS | 5 |
| 5. PROJECT PRIORITIES | 6 |
| 6. WHO CAN APPLY?..... | 8 |
| 7. APPLICATION CHECKLIST | 10 |
| 8. ELIGIBLE EXPENSES..... | 11 |
| 9. INELIGIBLE EXPENSES..... | 12 |
| 10. ASSESSMENT PROCESS AND CRITERIA | 13 |
| 11. TERMS AND CONDITIONS OF FUNDING | 15 |
| Acknowledgement of Provincial Funding and Communication Protocols | 16 |
| Collection and Sharing of Information..... | 17 |
| Compliance with Environment, Labour and Tax Laws..... | 17 |
| 12. GLOSSARY | 18 |
| 13. APPENDIX A: MINISTRY REGIONS IN ONTARIO..... | 21 |
| 14. APPENDIX B: CERTIFICATE OF INSURANCE (COI) | |
| GUIDELINES..... | 22 |

SENIORS COMMUNITY GRANT PROGRAM

1. INTRODUCTION

Seniors Community Grants (SCG) support local not-for-profit community groups and organizations to deliver programs and opportunities that encourage greater social inclusion, volunteerism and community engagement for older adults (aged 55+).

More than 950 organizations have received Seniors Community Grants to benefit older Ontarians since 2018.

In addition, the COVID-19 pandemic continues to place an enhanced focus on the health and safety, and mitigation of the negative effects of social isolation of older adults. As Ontario's vaccination rollout progresses, older Ontarians and the community organizations that serve them are encouraged to undertake safe initiatives through successful applications for Seniors Community Grants as a positive way to engage and respond to the needs of older adults.

With this in mind, the Seniors Community Grant Program will focus on supporting organizations that enable older adults to connect from the safety of their home or other safe environments, according to local health authority guidelines.

Following province-wide consultations in 2019 with seniors and their family members, caregivers and support organizations, the ministry has identified four priority areas to support older Ontarians across the province:

1. Age at home and in communities
2. Be safe and secure
3. Remain healthy, active, and socially engaged
4. Participate in the labour market and economy as they wish.

The Senior Community Grant Program will support these priorities by funding organizations that will:

1. Strengthen the safety and well-being of older adults (e.g., delivery of programs about falls prevention or elder abuse awareness / prevention).
2. Adapt and deliver programs and services to isolated older adults either virtually (e.g., internet or telephone-based programs) or in-person (following current provincial guidelines) so they can stay active and socially engaged.
3. Create safe opportunities for older adults to network and increase participation in community labour markets through virtual mentoring, volunteerism, and training to support entrepreneurship.
4. Focus on supporting these priorities for rural and urban Indigenous communities, specifically, Indigenous seniors.

2. APPLICATION PERIOD

You can apply for a Seniors Community Grant up until April 28, 2022 5:00 pm EST.

Account Set Up

You can apply for a Seniors Community Grant through [Transfer Payments Ontario](#) (TPON). First, you'll need to register and update your organization's contact information to ensure you receive all important communications.

It is also important that you provide up to date [banking information](#) to set up direct deposit payments so that you are able to receive funding if your organization is successful. See the list of [frequently asked questions](#) for more information.

Registration and direct deposit set up can take several days, so register or update your information as soon as possible so that you can submit your application without any delay. You can get started on these steps now, even before you are ready to apply.

Application

Once you are registered, complete an application online through TPON. For help, refer to the *Transfer Payment Ontario System – Reference Guide for Applicants* on the TPON website under "How to Apply".

You may submit only one application for funding.

Note that when you have submitted your application, the TPON system will send you an email confirming it has been received. If you have any technical questions about the application process, please contact the **TPON Client Care** at **(416) 325-6691 or 1-855-216-3090**, Monday to Friday from 8:30 a.m. to 5:00 p.m. EST or by email at TPONCC@ontario.ca.

For any questions that you may have about applying for a grant that are not related to the TPON application process, including requesting guidance with your project proposal, the ministry's **Regional Development Advisors** are available to support you.

It is strongly recommended that you contact a Regional Development Advisor **as early in the application period as possible** to discuss your plans and questions.

[Click here](#) to find the Regional Development Advisors in your area.

3. FUNDING AMOUNT

- Grants are available between \$1,000 and \$25,000.
 - **Not-for-profit incorporated organizations** can apply for up to \$25,000.
 - **Individuals** representing small, unincorporated seniors' groups can apply for a maximum of \$10,000.
- Grants can support up to 100% of the total eligible project costs.
- While cash or in-kind contributions are not required, applicants are encouraged to partner with other local community groups that will assist with the delivery of their initiatives. Having partners helps demonstrate support and increased capacity to deliver on the proposed activities.
- Applicants must explain the project expenses that will be paid for by a Seniors Community Grant, and how other project expenses will be paid.
- A Seniors Community Grant cannot be used to support costs that are funded by another source.

4. PROJECT REQUIREMENTS

Projects will provide older adults with the opportunity to connect, contribute, learn, and lead active lives.

Projects must:

- Meet at least one of the ministry's key priorities (see section 5 below).
- Start once the ministry approves the project (as of the date of the Minister's letter).
 - It is anticipated projects will be approved by Summer 2022.
- End by March 31, 2023.
- Involve older adults.
 - It is strongly encouraged that you involve older adults throughout all steps of the project, from the planning stage through to client satisfaction feedback after the project ends.
 - At least 50% of the participants benefiting from the project should be 55 years of age or older.
- Take place in Ontario, benefit Ontario's older adults, and be provided by an Ontario-based service provider.
- Align with the most current public health guidelines set out by the Province and the local public health authorities.

5. PROJECT PRIORITIES

Your project must meet **at least one of the ministry's key priorities**. Applicants are encouraged to submit proposals for projects that address more than one priority.

Below are the ministry's program priorities. When you apply for funding, you will be asked to describe how your project's outcomes will support these priorities.

Outcomes must be measurable, which means that they can be monitored and reported on. You can use quantitative data (i.e., numbers, measurements, statistics) or qualitative characteristics (i.e., survey participants for behaviour change: increased awareness, knowledge) – or both.

Ideally, the outcomes you establish for your project at the beginning should be used to track the project's progress throughout the grant period, guide any necessary changes, and evaluate its success once it has been completed.

1. Strengthen the safety and well-being of older adults.

Examples:

- Increase awareness and engagement of older adults by developing and delivering live, interactive virtual education sessions about falls prevention, safety proofing your home, financial security, aging and nutrition, and physical fitness.
- Increase knowledge of and help mitigate elder abuse by developing a community resource guide to educate community members.
 - Note: the development of new resources and tools must provide evidence that there is a need that is not met by existing resources.
- Develop and deliver initiatives that increase awareness of the needs of those aging with a disability as well as those experiencing mobility, functional, and cognitive changes as they age.
- Create resources for community service providers to clarify and coordinate roles and responsibilities related to awareness of, and services addressing safety issues such as falls prevention or elder abuse.
- Develop and deliver provincial, regional or local plans that address safety and well-being issues for a target audience or sector.

2. Adapt and deliver programs and services to isolated older adults either virtually (e.g. internet or telephone-based programs) or in-person (following provincial guidelines) so they can stay active and socially engaged.

During this time of increased physical distancing, this priority aims to address the needs of isolated older adults in rural and remote areas or high needs urban neighbourhoods. We encourage applicants to support extending the capacity of organizations that deliver [Seniors Active Living Centre \(SALC\) programs](#) to help ensure that some of the most vulnerable can receive frontline services to meet their mental and physical health needs.

Examples:

- Demonstrate an increase in the reported mental and physical health of older adults in the community by delivering virtual and/or in-person activities focusing on well-being such as exercise classes, yoga, educational seminars, wellness services.
- Increase confidence among older adults in accessing community services by establishing a local community navigator and delivering virtual information services about existing programs, services and resources currently available in the community.
- Work with centres that deliver SALC programs to expand and enhance the activities and services that they currently offer so more isolated older adults are mentally and physically engaged.
- Increase social interactions by establishing safe activities, such as weekly check-ins with isolated older adults, intergenerational activities, friendly step-count competitions, or light exercise classes.

3. Create safe opportunities for older adults to network and increase participation in community labour markets through virtual mentoring, volunteerism, and training to support entrepreneurship.

Examples:

- Deliver online community events that encourage older adults to connect and be part of local social networks, activities, and opportunities to link with peers or those from younger generations.
- Deliver remote/virtual technology education sessions geared towards learning styles of older adults.
- Link older adults to volunteer training (e.g. governance, intergenerational mentoring) and opportunities for remote/virtual participation in community volunteering.
- Reach older adults who have not previously participated in activities or sustained interest in a program.
- Deliver programs and services focused on underserved older adults who would like to continue to participate in the labour market such as those in rural and remote areas, as well as those from Indigenous, Francophone, 2SLGBTQI+, and culturally diverse communities.
- Increase participants knowledge of [ageism](#) by developing tools and educational workshops with local businesses to raise awareness of age-discrimination and reducing prejudice by providing accurate information.
- Recognize local businesses and promote their anti-ageism practices by highlighting the positive contributions of older workers to the labour market, promoting the benefits of age diversity and inclusiveness; and promoting intergenerational contact through mentoring and job-sharing.
- Work with local employers to encourage age-inclusive and age-diverse workplaces.

4. Organizations are encouraged to deliver projects that focus on rural and urban Indigenous communities; specifically, Indigenous seniors.

The application should describe how the project will address Indigenous seniors needs and interests and whether they are developed by Indigenous communities or how Indigenous communities were engaged in their development.

Examples:

- Providing regular intergenerational social and recreational activities in a First Nations Community and/or virtually for isolated Indigenous seniors;
- Supporting knowledge sharing, storytelling, cultural practices, and promotion of Indigenous peoples of Ontario.
- Programs that provide counseling to address physical, mental and/or emotional issues, crisis prevention and intervention, health promotion and education.

6. WHO CAN APPLY?

Eligible applicants must:

- Be an incorporated not-for-profit organization.
- Be an individual that represents a community organization or group that contributes to the well-being of local older adults.
- Represent seniors' groups and/or offer programs or services that directly benefit older adults living in Ontario.
- Be registered in Transfer Payment Ontario. If you are not registered, [click here to register](#) now. Scroll down to create a ONE-key account first, and then register for Transfer Payment Ontario.
- Individuals and organizations that are approved for funding are accountable for the funding, reporting to the ministry on project expenditures, and liabilities outlined in the agreement.

Not-for-profit organizations that are incorporated and have been in operation since at least April 2021 are eligible to apply for up to **\$25,000**. Examples of these types of organizations include:

- Municipalities or regional governments
- Local Services Boards
- District Social Services Administration Boards
- Indigenous groups, including band council, tribal council, self-governing entity, health access centre, First Nations, Inuit, and Métis communities or organizations
- Not-for-profit licenced retirement homes
- Organizations that have mandates that are based in a local Ontario community, or who have an Ontario provincial mandate.
- Organizations that receive Seniors Active Living Centre funding.

- For organizations with offices in multiple locations, each individual location is eligible to apply for funding, however, each must operate independently and have a separate governing structure.
- As part of the application form and the agreement with the Province, the Terms and Conditions must be signed by the person representing the incorporated organization.

Individuals that represent local unincorporated community groups are eligible to apply for up to **\$10,000**. Individuals interested in applying should consider the following:

- A letter of support is required to validate the community group and the project that will be delivered. The letter should describe the work that will be done, and reflect the endorsement of the community group members. This letter must be signed by all members of the group, and must include contact information for each member.
- The individual representing the group will be responsible to the province for the project's implementation, financial management, and reporting (including documenting all expenditures for audit purposes). The group that the individual represents must have been in existence for at least one year prior to the date of application and must provide a letter of support from a recognized community member to validate this.
- **NOTE: If approved for funding, individuals will be required to provide their Social Insurance Number and other documents as part of the validation process to receive funding.**

Any First Nation community and/or Indigenous organization that is a legal entity, such as Métis community organizations, Inuit organizations and other urban Indigenous service providers including Friendship Centres can apply for a Seniors Community Grant. Some examples of eligible Indigenous communities and organizations include:

- Any of the 133 First Nation communities in Ontario
- Provincial Territorial Organizations (PTOs)
- Tribal Councils
- Inuit specific service provider organizations (Tungasvvingat Inuit and Inuuqatigiit Centre for Inuit, Children, Youth and Families)
- Friendship Centres
- Ontario Native Women's Association member organizations
- Métis organizations (Métis Nation of Ontario and Red Sky Métis Independent Nation)
- Indigenous health centres (e.g. Anishnawbe Health Toronto)

The following organizations are **not** eligible to apply for funding:

- × Agencies, boards or commissions of the federal or provincial governments
- × Organizations that fundraise to provide funding to other organizations
- × For-profit organizations
- × Private schools

- × Organizations whose purpose is related to political activity (lobbying), as defined by the Canada Revenue Agency (www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/public-policy-dialogue-development-activities.html)
- × Organizations that are currently in default of a provincial government grant.

If you are not sure if your organization is eligible, contact your Regional Development Advisor.

7. APPLICATION CHECKLIST

Please note that only one application per applicant will be accepted. Below you will find helpful information to assist you as you prepare to submit your application.

- Register in TPON at least two weeks before deadline.
- Submit your completed application at least two days before the deadline to give yourself time to address any technical challenges. **Applications submitted after the deadline will not be accepted.**
- Provide a complete application, including a detailed project plan and budget that are aligned.
 - All costs must be identified in the budget and correspond with an explanation in the project plan. Costs must be reasonable.
- **A person that applies on behalf of an unincorporated community group** must provide a letter of support that describes the work to be done, and the endorsement of the project and the applicant by the group members. The letter must include 1) the names of all group members, 2) their addresses and phone numbers, and 3) their signatures.
 - The letter must endorse both the **person** who is applying for funding and the **project** that is proposed.
- The person applying must provide prior-year financial documents for the group that they represent.
- **Not-for-profit Organizations** must provide supporting documentation, including a copy of the following documents:
 - One of either: Certificates of Status, articles of incorporation, letters patent of the applicant, special acts of incorporation, or Canada Revenue Agency 15-digit business registration. These documents must show that the organization has been operating in Ontario since at least April 1, 2021.
 - Municipalities and First Nations are exempt.
 - Not-for-profit registration number.
 - Proof of insurability: a letter from your insurance company to confirm that the organization is insured.
 - Prior year audited financial statements:
 - Applicants with gross annual revenues less than \$250,000 over the last two fiscal years combined can alternatively submit board-

endorsed financial statements that include both a statement of revenues and expenses and a balance sheet.

- Municipalities are exempt as ministry staff can access financial information from the Financial Information Returns submitted to the Ministry of Municipal Affairs and Housing.
- Letter of support from an independent person or organization that validates both the mandate of your organization (the work that you do) and supports your application for your proposed project.
- Information regarding your organization's mandate, strategic or business plan, and website.

Applications that do not include the required components will be deemed incomplete and will not be evaluated for funding.

Once all submissions have been evaluated, all applicants will be contacted with their results. Those that are approved will be asked to provide additional documentation before funding can be transferred:

- **Organizations** will be required to provide a [Certificate of Insurance \(COI\)](#). See details of COI requirements below.
- **Individuals** will be required to provide their Social Insurance Number in order to receive funding.

8. ELIGIBLE EXPENSES

All projected costs must be itemized and explained in the project plan. During the project, organizations are responsible for obtaining at least two quotes for purchases of \$1,500 or more and must keep a record of the quote for audit purposes.

Project costs that can be included as part of the grant funding request include, but are not limited to:

Portable asset purchases:

- ✓ Items directly related to the project or the health and safety of those involved can account for up to 25% of the requested funding.
 - For example, organizations can request up to \$6,250 and individuals can request up to \$2,500.
- ✓ An asset is considered portable if it can easily be moved by an individual. Portable assets should support the organization beyond the life of the program for sustainability. Examples include: personal protective equipment (e.g. masks, gloves, sanitizer, etc.), art supplies, social and recreational supplies (cards, projectors, speakers), sports equipment, gardening supplies.

Technology:

- ✓ The purchase of technology to support virtual program delivery. Costs can include software or hardware (e.g., iPads, video software, projectors, laptops).
- ✓ A maximum of \$4,000 can be spent on technology project costs.
 - If you have previously received funding for similar technology, you must clearly specify how the new request is different.

Program expenses:

- ✓ Costs associated with establishing COVID-19 control measures in order to ensure the health and safety of project staff, volunteers, and participants (e.g. license fees to use virtual programs, fees to facilitate online payment transactions).
- ✓ Creation or presentation of seminars or instructional classes.
- ✓ Organization of group training, such as workshops or conferences.
- ✓ Admission costs to cultural or learning events.
- ✓ Recognition or generic holiday (non-religious) celebrations.
- ✓ Space and equipment rental.
- ✓ Marketing and advertising, e.g., website or promotional materials development.

Human Resources:

- ✓ Human resource costs cannot exceed 50% of funding requested.
- ✓ HR costs can include:
 - Wages: The value of existing or new staff or consultant time directly allocated to the project, and must be described specifically in the project plan and itemized and explained in the budget.
 - Honorarium (A lump-sum payment for a service such as a speaking engagement to a person who is not an employee).
- ✓ Consultants who are hired should also mentor or share their expertise to increase the capacity of existing staff, if possible.

Travel, Meals, and Accommodation Expenses:

- ✓ Transportation and travel expenses for employees or volunteers in Ontario only.
- ✓ Catering, meals, and refreshments (no alcohol or cannabis).

*Note: 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

9. INELIGIBLE EXPENSES

The following costs are **not** eligible for funding. If your project includes these components, your project plan and budget should explain how costs will be paid, and that they will not be paid using funding.

- ✗ Any community events, projects, services, or programs that do not align with the social gathering guidelines set out by Ontario's Chief Medical Officer of Health and the local public health authorities

- ✘ Any regular business, programming delivered on a regular basis, direct and indirect operating costs, including regular annual events, and costs not directly related to the project (e.g. office supplies, rent, equipment, insurance, utilities)
- ✘ Project components completed, funded in whole or in part by another organization or grant
- ✘ 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 not related to supporting the project
- ✘ Insurance for vehicles or organizations
- ✘ Grants or funding to other organizations
- ✘ Alcohol, cannabis
- ✘ Gifts, including t-shirts, mugs, gift cards
- ✘ Flowers and decorations
- ✘ Credit and non-credit courses at a college or university
- ✘ Legal, audit, bookkeeping, interest fees, courier fees, or shipping/handling
- ✘ Telephone bills or equipment purchases (cellular or land-based) outside of costs associated with connecting with program participants remotely
- ✘ Fundraising, lobbying, or sponsorship campaigns
- ✘ Technology (hardware, software and software development) that will not directly support the proposed project
- ✘ 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 for, such as HST
- ✘ Employee benefits

10. ASSESSMENT PROCESS AND CRITERIA

Applications must be complete, include all documents required, and must meet the eligibility requirements.

Applications that are incomplete or are ineligible will not be evaluated.

Applications are assessed by a team of evaluators against specific and consistent criteria outlined below.

Applications must meet minimum scoring requirements in order to be eligible for funding.

Note that decisions are final, and there is no appeals process.

Applications will be evaluated on how the application demonstrates the following:

Project quality, relevance (30%)

1. The project aligns with at least one of the ministry's priorities.
2. The project plan meets the requirements of the program and is eligible.
3. The plan is clear and provides good details about how it will be implemented.
4. The project plan outlines all resources required and roles and responsibilities of individuals involved in the project.
5. The plan is comprehensive and demonstrates a high likelihood of success.
6. A letter of support is provided from a third party that supports the relevance of the project that is proposed.
7. The timeline for the project demonstrates that it is achievable by March 31, 2023.

Anticipated impact of project (25%)

1. How the project will increase older adults' engagement in their community and meet the priorities of the program as outlined in the program guidelines, such as how the project will impact more seniors, more diverse seniors).
2. The number of older adults that will benefit is identified and aligned with the budget.
3. Realistic and clear performance measures are identified, and the application describes how they will be measured.
4. The target population is identified, and the project plan clearly describes how the population will benefit, and what the impact of the project will be on the community.
5. The project plan demonstrates the short, medium and long-term outcomes.
6. The project demonstrates that it will have a sustainable impact in the community or sector, even after the project ends.
7. The letter of support validates the impact of the project.

Budget, financial feasibility (25%)

1. All costs are eligible.
2. Confirmation of the impact this grant funding would have on the project's financial viability.
3. Costs are broken down to show line-by-line expenditures.
4. Costs are aligned with the project plan; items are all matched and rationalized in the project plan.
5. All fields in the application's budget form are complete.
6. Quotes are obtained for significant expenditures.
7. Evidence that the project expenditures are reasonable and demonstrate good value for money.

Organizational capacity (20%)

1. The organization serves older adults in some capacity.
2. The organization mandate is clear and aligned with the project.
3. The organization structure is clearly described, has proper oversight and policies to ensure accountability.
4. The organization is financially stable, has provided recent financial statements.
5. The organization provides evidence of size, membership, number of volunteers, experience; previous projects successfully managed and delivered.
6. The application describes who will be responsible for the project.

7. The organization provides evidence that it has the resources and capacity to manage and deliver the project on time and on budget.
8. The project plan shows evidence the organization has protocols in place to ensure the health and safety of everyone involved in the project, including staff, volunteers and participants (e.g. masks, gloves, physical distancing, virtual participation options, etc.).
9. The organization does not have a record of non-compliance related to organizational management, funds, reporting or other concerns.
10. The organization is well positioned to deliver this project as proposed.
11. The letter of support endorses the organization's capacity to carry out the project.

Also, to ensure that funding addresses underserved, isolated and vulnerable older adults in diverse areas, applications will be prioritized if the project:

- Is delivered in a rural or remote area;
- Has not received funding in the past;
- Targets populations such as:
 - Indigenous Peoples
 - Older adults with disabilities
 - Members of racialized groups
 - Newcomers to Canada in Ontario
 - Members of LGBTQ2+ communities
 - Francophones
 - Low-income older adults

11. TERMS AND CONDITIONS OF FUNDING

Applicants must sign the terms and conditions that are included in the application form.

The terms and conditions form a part of the legal agreement between the ministry and your organization, so it is important that all individuals who will be responsible for the funding and also the project read and understand these conditions before the application is submitted to the ministry.

The agreement is comprised of the program guidelines, the completed application, the terms and conditions, the ministry letter or letters confirming approval of funding and the approved amount of funding (which may be different from what was requested), and any additional terms and conditions which may be imposed by the Province in subsequent correspondence between the ministry and representatives of your organization. The ministry approval letter will identify the project completion date, the expiry date of the agreement, and the payment schedule.

It is recommended that the application, including the terms and conditions, be downloaded and shared electronically with anyone responsible for the project.

Organizations who are approved to receive funding will receive an email from the ministry to confirm approval of their application.

Agreement: By completing the application process and submitting an application, you will have agreed to and signed the terms and conditions, which form a part of the transfer payment agreement between your organization and the Province of Ontario.

Approved funding amount: Ministry staff will complete a final review of your application to ensure all expenses and activities listed are eligible for funding. If adjustments are required, ministry staff will contact you to discuss changes.

Changes, Amendments: You must inform the ministry (your Regional Development Advisor) in writing (i.e. email) of any proposed changes to the project, and changes must be reviewed and approved by ministry staff before making any of the changes. Where significant changes are required and have been approved, an amending agreement may be required.

Payment Process: Recipients will receive a funding confirmation letter that includes the approved grant amount and payment schedule, and a first payment will follow soon after.

Reporting: When the project ends, you must submit a final report, which will be reviewed and reconciled against your actual expenditures, and a final payment may be made based on the reconciliation, or you will be required to return unspent funding within 30 days. Organizations may be required to provide the ministry with additional information regarding the success and sustainable impact of their project.

Receipts: You are required to keep all receipts associated with the project for seven years after project completion, for ministry audit purposes. **For public transparency and accountability purposes, the ministry may request receipts for your project.**

Social Insurance Number and other documents: Prior to receiving funds, any individual representing an unincorporated group approved for funding is required to provide their S.I.N. number and verification documents as required by the ministry to demonstrate ability to contract with the province.

Acknowledgement of Provincial Funding and Communication Protocols

To demonstrate transparency and accountability related to how public funds are spent, recipients must credit the support of the Province of Ontario in any communications related to Seniors Community Grants funding. This includes all media, publicity, and marketing materials developed for the promotion of project activities, as well as all other project materials developed, including reports, visual and oral presentations.

Successful applicants are required to adhere to the communication protocol that will be forwarded as part of the contracting process. This includes:

- Providing the ministry 7 days advance notice of any event(s) being held in relation to their project, if not already indicated in the application.

- Refraining from making local media announcements until the ministry has made a province-wide announcement about the program.
- Obtaining the approval of the ministry before issuing any media releases related to the grant project.
- Obtaining the approval of the ministry on all promotional and/or resource material that uses the Province of Ontario's visual identity prior to publication.

Collection and Sharing of Information

The ministry is subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA). Personal information related to the program is collected by the ministry for the proper administration of the program, for purposes including evaluation of the project application and the administration and management of funding agreements.

Information about individuals, organizations and projects that receive funding under the program may be made public by the Province of Ontario which reserves the right to make a public announcement about any approved grant.

Information can include the organization's name, address, telephone numbers, email addresses, website, other social media platforms, the project's name, description and funding received.

Applicants should be aware that any information provided to the ministry in connection with their application may be subject to disclosure in accordance with the requirements of FIPPA. For questions about the collection, use, and disclosure of information go to: www.ontario.ca/document/freedom-information-and-protection-privacy-manual

Compliance with Environment, Labour and Tax Laws

Prior to entering into a net-new agreement, renewing an existing agreement, or amending an existing agreement to receive new funding, certain organizations must complete both an attestation to confirm good standing with environment and labour laws, and a Tax Compliance Verification to confirm compliance with tax laws.

You must complete the attestation and tax compliance verification if your organization received cumulative transfer payment funding of \$10 million or more from the Province in the previous fiscal year or is entering into a transfer payment agreement with a contract value of \$10 million or more.

The attestation and tax compliance verification are valid for one year from the date of completion. You can complete your attestation and tax compliance verification in TPON, under your organization profile. Please contact TPON Client Care if you need assistance to complete the attestation and the Ministry of Finance (TCV@ontario.ca) for assistance with Tax Compliance Verification.

12. GLOSSARY

AGEISM: According to the World Health Organization, ageism refers to the negative stereotypes (how we think), prejudice (how we feel) and discrimination (how we act) towards others or oneself based on age.

AGE-FRIENDLY COMMUNITIES: Communities that are undertaking one or more of the planning steps outlined in Ontario's Age-Friendly Communities Planning Guide.

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.

COMMUNITY NAVIGATOR: A person or service that helps community members to explore local programs and services that are available in their area.

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.

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 to be submitted by the grant recipient within 30 days, or 1 month after the 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.

INTERGENERATIONAL: Intergenerational activities are social engagements and interactions, bringing together younger and older generations for a common purpose. They build on the strengths that different generations have to offer, nurture understanding and mutual respect, and challenge ageism. Participation in intergenerational programs and meaningful cross-age relationships may decrease social isolation and increase older adults' sense of belonging, self-esteem, and well-being, while also improving social and emotional skills of children and youth participants.

LOCAL SERVICES BOARD: A local services board 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 a local services board'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. These organizations may be incorporated and, for the purposes of the program, must provide proof of incorporation and not-for-profit status by producing a copy of the Articles of Incorporation or letters patent.

OLDER ADULTS: Individuals aged 55 and older.

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 program.

OUTCOMES: Changes that are the result of implementing the project. They are the effects or impact of the project that are considered significant. 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. There is a direct relationship between outputs (i.e. quantitative results) and outcomes, but they are not the same thing. For example, an elder abuse education workshop might measure the number of attendees (output) while also measuring whether the workshop helped increase community awareness of elder abuse (outcome) by having the attendees answer survey questions asking about increased awareness.

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.

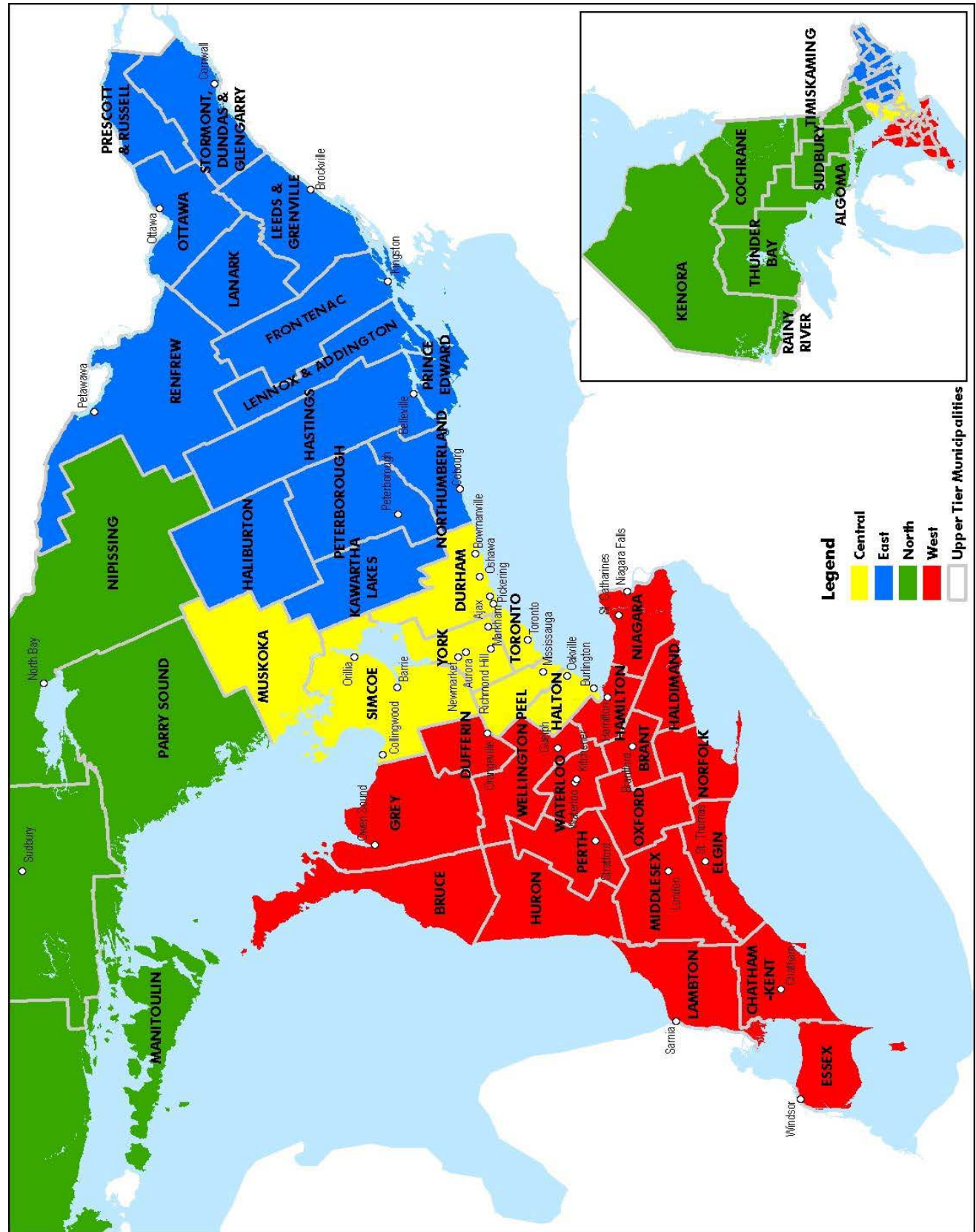
PROJECT: A set of activities or functions that a recipient proposes to undertake. A project has a clear start and end date, occurs within a reasonable period of time, and demonstrates measurable outputs and outcomes.

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 older adults or seniors, a larger community of seniors (such as francophone seniors or seniors in rural Ontario), or if the project has a provincial scope, which means that the project will benefit all seniors living in Ontario.

SENIORS ACTIVE LIVING CENTRE (SALC): An organization that receives funding under the Seniors Active Living Centres Act (2017) to deliver social and recreational programs, as well as wellness, education and support services to older adults.

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).

13. APPENDIX A: MINISTRY REGIONS IN ONTARIO



14. APPENDIX B: CERTIFICATE OF INSURANCE (COI) GUIDELINES

Approved recipients will be required to submit an insurance certificate that should:

1. Have an inclusive limit of not less than two million dollars (\$2,000,000) on a per occurrence basis, which references the grant by project name and file number. 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 ministry promptly.
2. State that the insured party is the recipient organization with whom the Ministry has contracted. This is important since a policy will only cover the Named Insured on the policy.
3. Identify the date of coverage (e.g., the project duration, and should be updated if the project is extended).
4. Identify the Ministry as an additional insured in language that is consistent with the language used in the Terms and Conditions, at the end of the 2022-23 Application Form: "Her Majesty the Queen in Right of Ontario, her Ministers, agents, appointees and employees". This phrase should appear on the certificate face under a memo heading or special note box.
5. Identify the type (a) and amount (b) of coverage (Commercial General Liability Insurance is listed and is on an occurrence basis for two million dollars).
6. Identify all the endorsements requested in the Terms and Conditions at the end of the application form.
7. Include a statement that the certificate holder (the Ministry) will be notified of any cancellation or material change within 30 days.
8. Include the signature of an authorized insurance representative.

Example:

| | | | | | |
|--|----------------------|----------------------|--|---|---|
| Name and address to whom issued: (4) Her Majesty the Queen in Right of Ontario as represented by the Minister of Seniors and Accessibility, 777 Bay Street, Suite 601C Toronto, ON, Canada M7A 2J4 | | | Name and address of Insured (1) | | |
| Type of insurance (4a) | Insurer | Policy Number | Expiration | Coverages | Limits of Liability |
| Commercial General Liability (5) Including: - Non-owned Automobile - Blanket Contractual Liability - Products and Completed Operations - Cross Liability and Severability of interests clause - Personal Injury - Employers Liability or WSIB Clearance | Insurance Co. Canada | xxx | 31-03-2022 (2) | Inclusive Limits, Bodily Injury and Property Damage Liability | Each Occurrence or Accident: \$2,000,000 General Aggregate: \$2,000,000 (4b) |
| Automobile | IC of Canada | xxx | 31-03-2022 | Inclusive Limits Bodily Injury and Property Damage Liability | Each accident: \$2,000,000 - Accident Benefits - Self-Insured for Physical Damage |
| Errors and Omissions | IC of Canada | xxx | 31-03-2022 | Wrongful Acts committed in the performance of or failure to perform | \$2,000,000 per claim and Aggregate Claims Made |
| Additional Insured: Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees. (3) | | | | | |
| SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE ABOVE NOTED POLICIES | | | | | |
| (6) **EVIDENCE OF INSURANCE ONLY** CANCELLATION: Should any the policies described herein be cancelled before the expiration date thereof, the insurer(s) affording coverage will endeavour to mail 30-days written notice to the Certificate Holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) affording coverage, its agents or representatives. | | | | | |
| Issued at: Toronto, Ontario | | | | | |
| Date: (7) Signature: | | | | | |