



MINISTRY FOR SENIORS AND ACCESSIBILITY

2024-25

INCLUSIVE COMMUNITY GRANTS

PROGRAM GUIDELINES

Application Deadline:

May 22, 2024, 5 p.m. ET

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BACKGROUND

Inclusive communities create more accessible environments for people of all ages, abilities and backgrounds.

Inclusive communities respond to both the opportunities and challenges of an aging population by creating physical and social environments that support independent and active living and enable older adults and people with disabilities to continue contributing to all aspects of community life.

Community leaders and residents in inclusive communities work together to ensure that local policies, programs and services support the social and physical environments that enable all Ontarians to live safe, active and meaningful lives.

Inclusive communities are also Age-Friendly Communities - a World Health Organization endorsed planning and evaluation framework that has been adopted internationally and across Canada. An age-friendly community (AFC) fosters local partnerships, allows for local needs assessment and action planning, and engages older adults as well as people with disabilities in the process.

The World Health Organization identified **eight (8) domains of community life** that overlap and intersect to affect an individual's personal well-being and their independent and active living in physical and social environments:

1. Outdoor spaces and buildings
2. Transportation
3. Housing
4. Respect and inclusion
5. Social participation
6. Civic participation and employment
7. Communication and information
8. Community support and health services

Benefits of an age-friendly community for older adults and people with disabilities include:

- Improved accessibility, walkability, and safety of communities;
- Reduced social isolation, improved inclusion and intergenerational connections;
- Improved communication and collaboration between planners and the community;
- Increased opportunities for participation and volunteerism; and,
- Improved access to, and awareness of health and community services.

PROGRAM HIGHLIGHTS

Overview

The Inclusive Community Grants (ICG) Program increases awareness of age-friendly community planning principles including accessibility planning by funding projects that help local governments, not-for-profit organizations and Indigenous communities develop local age-friendly community plans that consider Ontarians of all ages and abilities.

ICG projects that follow age-friendly community planning principles help communities become more inclusive and have sustainable outcomes that address the needs of Ontarians throughout their lives.

The ICG Program supports the creation of new plans to increase inclusiveness and accessibility in communities, the implementation of those plans, evaluation of their progress, and also helps to promote greater awareness of existing age-friendly community plans to ensure that they are impactful over time.

The 2024-25 ICG Program will provide up to a maximum of \$60,000 per successful applicant for projects that take place between **August 2024 and March 31, 2025**.

PROGRAM PRIORITIES

This year, the ICG Program will prioritize projects that address the following priorities:

Priority 1: Increase the accessibility of outdoor spaces through projects that make improvements to the built environment so seniors and people with disabilities can enjoy equitable access to community resources.

Example: In alignment with a local AFC plan, a not-for-profit organization renovates a public park to include inclusive elements such as accessible picnic tables, exercise structures for older adults, and play structures for families that incorporate universal design.

Priority 2: Promote accessible housing for seniors and people with disabilities through projects that result in tangible products.

Example: A municipality improves accessibility and safety in select seniors' homes by installing walk-in showers, grab bars, electronic bidets and raised toilets. From there informational resources targeting the construction sector are developed to promote the best practices that support universal accessible design.

Priority 3: Increase accessible housing, outdoor spaces and buildings, as well as meeting transportation needs through projects that will lead to practical, timely improvements.

Example: A town develops an AFC action plan and implements tangible changes that will benefit the community. Activities could include consulting with community members to update a local action plan, which results in adding specific information on affordable housing opportunities, installing new lighting and benches in parks to offer greater accessibility and increased community participation, retrofitting public buildings for greater accessibility and safety, adding buses for high-volume routes, and promoting new alternative transportation options.

PRIORITY POPULATIONS

Ontario has a rich, diverse history and culture and has many unique rural and small urban communities, ethno-cultural immigrant, and Indigenous communities that all have aging populations embedded within them.

Applicants are recommended to read the [Diverse Populations Addendum](#), which is a companion document to the [Creating a More Inclusive Ontario: Age-Friendly Community Planning Guide for Municipalities and Community Organizations](#) (Age-Friendly Community Planning Guide). It includes factors to consider when engaging older adults from diverse populations in work to create inclusive and accessible age-friendly communities. This resource offers detailed information about three such populations:

- small urban and rural communities
- older immigrants
- Indigenous peoples.

Applicants are encouraged to also offer activities related to their projects virtually or remotely to meet the needs of older adults and persons with disabilities who may not feel comfortable with in-person activities (such as consultations) or have difficulty accessing the location where activities are being held.

APPLICATION PROCESS

Timelines

The deadline for ICG applications is **May 22, 2024, 5 p.m. ET.**

All applicants will receive a decision regarding their application during **the summer of 2024**. Projects may begin only after an agreement is in place, anticipated by **August**, and must be completed by **March 31, 2025**.

Please ensure that you have reviewed these program guidelines, have completed the entire online application form, and have uploaded the required supporting information as applicable.

Submission Process

Applications must be submitted online through [Transfer Payment Ontario](#) (TPON) by **May 22, 2024, 5 p.m. ET**. Refer to the **TRANSFER PAYMENT ONTARIO PROCESS (page 19)** for details on how to access and apply through TPON.

Each organization may submit one (1) application for funding.

Review the checklist to ensure that you have completed all requirements related to your application.

Please ensure that all activities proposed in the application are:

- undertaken within the province of Ontario;
- benefit older Ontarians and/or Ontarians with disabilities; and,
- provided by an Ontario-based vendor if possible.

Consultation

If you would like guidance with your project and application for funding, 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 related to your project proposal.

Use the [provincial directory to find a Regional Development Advisor in your area](#).

Payments

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.

Registration for 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 apply.

APPLICANT ELIGIBILITY

Who can apply for this grant?

The following groups are eligible to apply for funding:

Local governments:

- Municipalities (Single-tier, Upper-tier or Lower-tier municipalities)
- District Social Services Administration Boards
- Local conservation authorities.

Community organizations, which must:

- Be not-for-profit
- Be legal entities (please submit documented proof of legal status as part of the application)
- Have been incorporated and in operation for at least one year prior to application

Indigenous Communities

- First Nations, Métis, and Inuit communities and/or organizations

Community organizations are encouraged but not required to seek the written endorsement of both the application and the project plan by the local government or Indigenous community/organization representative (e.g., First Nation band council).

Collaboration is encouraged among municipalities, community organizations, Indigenous communities and others.

Municipalities should consider working together with their Accessibility Advisory Committee if one has been established:

- Under the *Accessibility for Ontarians with Disabilities Act, 2005*, municipalities with more than 10,000 residents are required to have an Accessibility Advisory Committee in place. The work of these committees can make a meaningful difference for people with disabilities in their communities. [Find more information about Accessibility Advisory Committees.](#)

Note that only one application per applicant will be accepted.

Who cannot apply for this grant?

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

- Individuals
- For-profit organizations
- Agencies, Boards or Commissions of the Federal or Provincial governments

- Private foundations
- Private schools
- Unincorporated associations, organizations, and other non-legal entities
- Organizations whose purpose is related to political activity (lobbying), as defined by the [Canada Revenue Agency](#)
- Organizations that are currently in default of any other provincial government grant
- Schools, hospitals, postsecondary institutions

FUNDING

Grants of up to a maximum amount of \$60,000 each will support up to 100% of the total eligible project costs.

While no cash or in-kind contribution is required, applicants are encouraged to establish partnerships to cover the cost of their projects.

The grant funding amount should be based on the activities proposed in the age-friendly community planning cycle, including:

- Defining local principles
 - Assessing the needs and assets of the community
 - Development of a local age-friendly community action plan (“action plan”)
 - Evaluation of the action plan
- And also:
- Projects that enhance inclusiveness for older adults and people of all abilities, including ramp installation, increasing signage, or developing tool kits for inclusive communication and service standards. Please consult the [Age-Friendly Community Planning Guide](#) for other examples.

It is understood that age-friendly community planning work and implementation may extend over a period of many years. However, the work funded under this grant must be clearly defined and must take place within the grant timelines.

Funding from other provincial, federal, or municipal programs is permitted for the proposed project, but not required. Applicants are required to itemize and describe additional funding they are requesting or have received from other sources if that funding is directly relevant to the outcomes of the ICG project.

ICG funding can be used to support age-friendly community projects that are funded by other grants to achieve outcomes towards a broader project, however, the project plan and budget should clearly describe which outcomes will be supported by the Inclusive Community Grant. Applicants may not use ICG funding to cover any cost that has or will be funded or reimbursed by one or more of any other ministry, agency, or organization of the Government of Ontario or by any other third party, including but not limited to (i)

other governments, their ministries, departments or organizations; (ii) not-for-profit entities; or (iii) for-profit entities.

PROJECT REQUIREMENTS

1. Projects must involve older adults and/or people with disabilities, or organizations that represent these populations in their planning and/or proposed staffing to help ensure that project activities include their views. For example, applicants may engage older adults or people with disabilities in activities related to the promotion or development of project work and ensure that these groups are included in consultations during the planning and the evaluation phases.
2. Project activities must support at least one of the steps outlined in the Province's [Age-Friendly Community Planning Guide](#)
 - 1) Define local principles
 - 2) Undertake a needs assessment
 - 3) Develop an action plan
 - 4) Implement the action plan and evaluate the progress and status on a regular cycle

An “action plan” may refer to an age-friendly community action plan or other community plans directly related to developing or enhancing inclusion and accessibility.

Developing inclusive communities is a process that begins with planning. Communities that do not have an action plan in place, or are in the process of developing one, are strongly encouraged to use [the Province's Age-Friendly Community Planning Guide for reference](#).

3. Project plans must identify the next step in the development, implementation or evaluation of the action plan which will help to maintain momentum and help ensure that planning and implementation continues when the funded portion of the project is completed.
4. Projects must address one or more of the World Health Organization's eight (8) age-friendly community domains:
 - 1) Outdoor spaces and public buildings
 - 2) Transportation
 - 3) Housing
 - 4) Social participation
 - 5) Respect and social inclusion
 - 6) Civic participation and employment
 - 7) Communication and information

8) Community support and health services

These eight (8) AFC domains are considered a key checklist to ensure that action plans consider the personal, physical and social dimensions that contribute to independent and active aging. At early stages of AFC planning a specific focus may not be identified, so all eight (8) domains could be considered as planning is explored. At later stages of AFC action plan implementation, a particular area or particular areas of focus (and related domains) may be identified. For more detailed information about the eight (8) domains, please refer to the Executive Summary and Background sections of the Province's [Age-Friendly Community Planning Guide](#).

5. Applicants are encouraged but not required to provide written endorsement of both the application and the project plan (e.g., a letter of support) from the local government or Indigenous community (e.g., First Nation band council).

Developing a local action plan should support the broader local planning process. It is important to involve the local government at an early stage to help ensure it is supportive of the work required to develop and implement an action plan and project that aligns with local initiatives and priorities.

In the ICG Program Application Form, you will be required to specify the broad community planning document that your project supports, and how the outcomes of your project align with the goals of the broader plan.

It is recommended that you use the province's Age-Friendly Community Planning Guide to help you develop your project. When developing an age-friendly community plan, you should ensure that it has a community profile, a description of the consultation process, an overview of the current state and a definition of the future state. It should also demonstrate the plan's short and long-term strategies to enhance older adults' quality of life.

6. Performance Measurement: During the funding year, you must provide a survey to your project participants asking questions related to the outcomes of your project. For example, "On a scale of 1 to 5, how much do you agree with the statement: This project helped me feel more engaged in my community." The survey questions will be provided to you by your Regional Development Advisor to share with your project participants.

APPLICATION CHECKLIST

Review the following information to ensure that you have everything you need for a complete application.

- Contact a Regional Development Advisor to discuss any questions you have about your project.
- Register in TPON at least two weeks before deadline.
- Set up your banking information.
- Submit your completed application **at least two (2) days before the deadline** to give yourself time to address any technical challenges. **Applications submitted after the deadline will not be accepted.**
- Only one (1) application per applicant will be accepted.
- Ensure that all fields of your application are complete and validated, and that it includes a detailed project plan and budget.
 - All costs must be identified in the budget and correspond with an explanation in the project plan. Costs must be reasonable.
- Provide prior-year financial statements, independently audited, Board-endorsed or Treasurer-certified. Municipalities and First Nation, Métis and Inuit communities or organization applicants are exempt.
- Organizations are required to provide proof of incorporation, such as a Certificates of Status, Articles of Incorporation, Letters Patent, or Special Acts of Incorporation. These documents must show that the organization has been incorporated and operating for at least one year in Ontario. Branches, chapters or members of provincial or national organizations that are not incorporated are not eligible to apply. Municipalities and First Nation, Métis and Inuit communities or organization applicants are exempt from this requirement.
- Evidence of community planning activities that your project supports. Include the name and web link if possible. Examples of community planning documents and activities include:
 - Community needs assessment
 - Age-Friendly Community Plan (“action plan”)
 - Confirmation that an Accessibility Advisory Committee is in place for your municipality
 - World Health Organization Age-Friendly Community designation
 - Accessibility Plan
 - Municipal Strategic Plan
 - A relevant community-level planning document that the project supports

- Letter of support: Organizations are encouraged to provide a letter of support from their local municipality or community to endorse the proposed project and validate the local action plan that the project supports.
 - A letter of support from each project partner should be provided to confirm that they will participate in the project, as well as their in-kind and/or cash contributions towards the project, if any. This type of letter of support may include a letter of agreement with the project partner or an endorsement in the form of a by-law or resolution from a governing body of the project partner.
 - Letter(s) of support can also validate the capacity of the organization to carry out the project, the impact of the project and support the relevance of the proposed project. Municipalities and First Nation applicants are exempt from this requirement.
- Reminder that recipients are accountable for the funding, reporting to the ministry on project expenditures, and liabilities outlined in the agreement.
- All supporting documents should be uploaded to your TPN case file.

ELIGIBLE PROJECT ACTIVITIES AND COSTS

The grants may support activities and expenses that are directly associated with the development, implementation and the evaluation of local AFC action plans or other strategic plans for the community.

Eligible activities and project costs can include, but are not limited to:

Examples of eligible activities:

- ✓ Creating an advisory committee for older adults and people with disabilities
- ✓ Establishing a local council on aging which engages local networks of individuals, municipal representatives, and organizations to implement recommendations
- ✓ Conducting community needs assessments to identify opportunities for improving a community's age-friendliness
- ✓ Undertaking surveys or consultations with community groups, older adults' organizations, organizations serving people with disabilities and service providers to determine local needs to inform local action plans
- ✓ Developing an Age-Friendly Community plan
- ✓ Implementing components of a local action plan such as, but not limited to:
 - moderate changes to the built environment and public spaces to be more inclusive and supportive of older adults and people with disabilities (e.g., adding lights, benches, ramps, etc.) so long as they are part of a local government-approved strategic plan

- creating communication opportunities for older adults and people with disabilities to continue to socially engage and safely participate in their communities (e.g., online digital gatherings)
- promoting sharing of information and services with older adults and people with disabilities who may need to self-isolate or reduce social contact to stay safe and healthy (e.g., virtual resources, food delivery programs, support to improve capacity to access internet resources and platforms)
- ✓ Evaluating local action plan activities, with a view to maintaining momentum and achieving sustainability

Example Costs:

- ✓ Human resource costs specifically required to undertake project activities (e.g., existing staff salaries, new hires, consultants)
- ✓ Costs associated with producing or sharing the results of the project (e.g., gap analysis research, translation costs)
- ✓ Costs directly associated with community consultations, workshops or meetings related to the project
- ✓ Capital costs, such as those that support moderate changes to physical spaces (e.g., adding lights, benches, ramps, etc.) or communication devices (e.g., tablet, computer) to enable greater social interaction and access to information
- ✓ Travel, Meals, and Accommodation Expenses*:
 - Transportation and travel expenses for employees or volunteers in Ontario only.
 - Catering, meals, and refreshments (no alcohol).

*Note: Funding to support travel or catering expenses must align with the [provincial government's Travel, Meal and Hospitality Expenses Directive](#).

All applications must include a detailed budget outlining all anticipated project costs. Approved recipients will be required to submit a final report within 60 days of the project end date which must include an updated balance sheet that identifies actual expenditures related to the project.

You are required to keep all receipts associated with the project for seven (7) years after the project ends for ministry audit purposes. For public transparency and accountability, as part of the final reporting process, some recipients will be asked to provide a summary of their project expenses, followed by copies of invoices and/or receipts to verify that funding was spent on eligible expenses.

All project costs must be reasonable and reflect current market rates. The Ministry for Seniors and Accessibility has the discretion to deny any unreasonable project expenditures and any expenditure that was not pre-approved. The ministry has the further discretion to consider and approve funding project activities and costs not included in the two example activities and example costs lists above.

Examples of projects that are *not* eligible:

- × Ongoing operating or regular planning activities. This includes regular maintenance and operating expenses, core administrative and overhead costs such as rent, office supplies, telephone, and communications services such as internet
- × Development of architectural, engineering or other design drawings for the construction or renovation of facilities providing services to older adults and people with disabilities, including housing
- × Purchase of land and banking fees
- × Fundraising, lobbying or sponsorship campaigns
- × Legal, audit or interest fees
- × Purchase of vehicles, fuel and automotive insurance
- × Grants or funding to other organizations
- × Credit and non-credit courses at a college or university
- × Deficit reduction plans
- × Project components already completed or fully funded by another organization

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

Please contact your [Regional Development Advisor](#) if you have questions pertaining to project eligibility.

ASSESSMENT PROCESS AND CRITERIA

Applications will be assessed using the following evaluation criteria, each of which is described in greater detail below:

- Relevance of the project
- Organizational capacity
- Financial feasibility of the project
- Anticipated impact of the project

There will be space in the online application form to outline how the project meets the evaluation criteria. Please note that while the form has character limits, you may provide additional details in a separate document and upload it with your application. Please keep additional details to a maximum of 5 pages.

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

Project quality, relevance (25%)

1. Workplan is clear, with good details about how it will be implemented. Project is achievable by March 31, 2025.

2. Roles and responsibilities of individuals involved in the project make it clear who will do what.
3. Evidence of meaningful partnerships, partners endorse the relevance of the project.
4. Degree of innovation represented by the project.
5. Need for the project is clear. It may be backed up by existing strategic plans, AFC planning or similar.

Anticipated impact of project (25%)

6. Project will impact the target priority populations.
7. Need for the project is clear and convincing. It is understood why the project is needed and how it will impact the community and its residents.
8. The process for measuring performance indicators is evident and metrics are clear.
9. Demonstrates realistic short, medium and long-term impacts.
10. Social characteristics (for example, age, gender, economic status) of each group is addressed and accounted for.

Budget, financial feasibility (25%)

11. Costs are eligible and the budget information provided is clear and consistent with the program requirements.
12. Costs align with the project plan.
13. There is evidence of good value for money.
14. Financial and in-kind contributions from other sources are clearly documented in the budget and in supporting letters.
15. Estimated costs are likely sufficient to deliver the project.

Organizational capacity (25%)

16. The organization's mandate aligns with the project and with the target audience. The organization is appropriate to deliver the project.
17. The organization is financially stable and has provided recent financial statements.
18. Evidence of partnerships with other organizations that will help them to deliver the project is provided.
19. The organization has sufficient staff and/or volunteers in place to deliver the project.
20. The organization has a track record of success, has undertaken similar work in the past, and does not have a record of non-compliance.

Examples of measurable outcomes and outputs:

Example Outputs:

- ✓ Developed an Age-Friendly Community Plan (or other similar types of strategic community plan).
- ✓ Undertook a community needs assessment.

- ✓ Number of initiatives outlined in existing Age-Friendly Community Plan (or other similar types of strategic community plan) that have been implemented across the age-friendly community domains.
- ✓ Evaluated progress on current Age-Friendly Community Plan (or other similar types of strategic community plan).

Example Outcomes:

- ✓ Increased awareness among older adults and/or people with disabilities of age-friendly community initiatives.
- ✓ Greater use by older adults and/or people with disabilities of age-friendly community planning tools and resources.

AGREEMENT TERMS AND CONDITIONS

Successful applicants will receive a letter from the ministry confirming that the applicant will receive a grant for the proposed project together with the grant amount. On receipt of the letter the applicant becomes bound by the terms and conditions that are included with the application form. These, together with the letter, form an agreement between the applicant and the Province of Ontario. **Applicants must review the terms and conditions prior to applying to ensure they can comply with all of the requirements.**

Once a project has been approved for funding, ministry staff will complete a final review of the application to ensure all expenses and activities listed are eligible for funding. If adjustments are required, ministry staff will contact the applicant, in writing, shortly after notification that the project has been approved in principle and outline the changes required. All changes which are confirmed in writing shall be deemed to be part of the original agreement.

The organizations that are approved will be asked to provide proof of insurance consistent with the terms and conditions (specifically section 12.0), including having an inclusive limit of not less than two million dollars (\$2,000,000) on a per occurrence basis.

The following outlines some of the requirements that apply to projects:

- All funded activities must take place after the agreement is in place, and before **March 31, 2025**.
- Projects must be completed, and funding must be spent by **March 31, 2025**.
- Unspent portions of the grant must be returned to the Province.
- Proposals must include a project plan that identifies key target dates for deliverables.
- The applicant will make information about the Inclusive Communities grant project (e.g., action plans, project plans, and outcomes) available to the public in an

accessible format. For more information and tools on how to make information and documents accessible, visit the [Ministry for Seniors and Accessibility website](#).

Funding limitations: The maximum grant amount per recipient is \$60,000. Only eligible expenditures will be funded. The combination of financial assistance received from the Inclusive Community Grants and other sources cannot exceed the actual budget for the project that is included in the application.

Additional external funding: Cash and in-kind contributions for the difference between the approved grant and total cost of projects can come from the recipient, a partner, or another funding source. Funding from other provincial programs or federal and municipal programs is permitted.

In-Kind Contributions: 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, such as capital portions, office expenses, and additional technology. Staff time (volunteer labour) donated by a partner organization can be considered an in-kind contribution to the project.

Payment Process: Grants will be paid in installments and have a payment schedule that is determined based on project deliverables.

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

Reporting: Recipients will be required to submit a final report within sixty (60) 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 recipients are required to keep all financial and non-financial records relating to the grant or to the project for a period of seven (7) years. These records include records of all expenditures related to the grant and records substantiating project staffing costs.

Site Visits: As part of ongoing community development activities, Regional Development Advisors will visit a sampling of ICG recipients during the fiscal year.

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 the project funded through Inclusive Community Grants. 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 set out in the terms and conditions. This includes:

- Notifying the ministry as soon as possible, at least seven (7) days in advance of any event being held in relation to the project or any local media announcement related to the project.
- 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.

Organizations receiving ICG funding may be required to provide the ministry with additional information regarding the success and sustainable impact of their project.

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.

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 Inclusive Community Grants 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 organizations and projects that receive funding under the Inclusive Community Grants Program may be made public by the Province of Ontario, which also reserves the right to make a public announcement about any approved grant. Information can include:

- The organization's name, address, telephone/fax numbers, email addresses, website, and other social media platforms; and/or,
- The project's name and description.

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.

Questions about the collection, use and disclosure of information may be directed to:

Ministry for Seniors and Accessibility Freedom of Information Coordinator
400 University Avenue
2nd Floor Toronto, ON
M7A 2R9
Telephone: 416-314-7711

TRANSFER PAYMENT ONTARIO PROCESS

Transfer Payment Ontario (TPON) – Getting Registered

Applicants using TPON (formerly Grants Ontario) for the first time must create a [“One-key” account](#) and should register for access at least three weeks in advance of the ICG Program’s application deadline. If an applicant has previously submitted an application for funding from other government programs through TPON, a new ONE-key account is not required.

Technical questions regarding this online system may be directed to TPON Client Care at:

Email: TPONCC@ontario.ca

Telephone: (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. ET

Since applicants must register with TPON to access the ICG Program applications, most of the information requested in the first few sections of the application form (such as address, contact information, etc.) will be automatically filled in using data from the registration process.

Please note that the ONE-key account is registered at the individual level and not the organization level. If someone in your organization has an account that is used for a different government grant application, but you are the one submitting this new application, you will require your own separate account.

Once an application has been started, it may be saved or downloaded at any point and returned to later. Please refer to the Transfer Payment Ontario website for technical instructions on how to submit the application.

Once you are registered and have access, the next step is to complete an application online through TPON.

For help with this process, refer to the [Transfer Payment Ontario website](#).

Upon receipt of your application, you will receive a confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call TPON Client Care.

All applications will be evaluated following the closing of the application period.

Following the evaluation period, the primary contact provided by the applicant will be notified by email regarding the application status. It is therefore important to provide accurate and up-to-date contact information and to regularly monitor the primary contact's phone and email to enable timely communication regarding the status of the application.

Questions

Please refer to the above TPON contact information if you have technical questions about the steps involved with the application system.

If you have other questions about the grant program in general or any of the information listed in these guidelines, please contact your [Regional Development Advisor](#) who can address questions you have regarding this program.

GLOSSARY

AGE-FRIENDLY COMMUNITY PLAN: Also called an action plan, this is an outline of specific actions that address the key needs you have identified that include short- and long-term strategies to enhance older adults' quality of life. Learn more about developing an action plan by referring to [Ontario's Age-Friendly Community Planning Guide](#).

AGE-FRIENDLY COMMUNITIES: Age-friendly communities help create more accessible environments for people of all ages and abilities across diverse communities in our Province. These communities create physical and social environments that support independent and active living and enable older adults and people with disabilities to continue contributing to all aspects of community life. Community leaders and residents in age-friendly communities work together to ensure that local policies, programs and services are accessible, inclusive and support the social and physical environments that enable Ontarians to live safe, active and meaningful lives.

COMMUNITY: Refers to a specific geographic area (e.g., municipality or neighbourhood).

GRANTS: means the funding provided to a successful applicant to the ICG Program.

ICG PROGRAM: means the ministry's Inclusive Community Grants Program.

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.

NOT-FOR-PROFIT ORGANIZATION: For the purposes of the ICG Program, a not-for-profit organization is an incorporated entity that is organized and operated exclusively for a purpose other than profit.

OLDER ADULTS: Individuals aged 55 and older.

OUTCOMES: mean the significant changes, effects or impacts that are the result of implementing the project. 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 educational 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 whether a project is achieving its intended outcomes. Qualitative data can be expressed in terms of change or comparison between two states (e.g., "the student reported she felt more capable solving math problems by the end of the semester than she did at the beginning"). Quantitative indicators can be in the form of a ratio, percentage, comparison, or figure (e.g., "the student's math test scores increased by 20% over the course of the semester").

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.

SMALL URBAN or RURAL COMMUNITIES: A municipality or community with a population size of under 30,000.

APPENDIX A: MINISTRY REGIONS IN ONTARIO

