



**MINISTRY FOR SENIORS AND ACCESSIBILITY**

**2024-25**

**SENIORS COMMUNITY GRANT  
PROGRAM GUIDELINES**

**Application Deadline:  
March 28, 2024, 5 p.m. ET**

**2024-25**  
**SENIORS COMMUNITY GRANT**  
**PROGRAM GUIDELINES**

**TABLE OF CONTENTS**

<b>1. INTRODUCTION.....</b>	<b>3</b>
<b>2. PROGRAM PRIORITIES.....</b>	<b>3</b>
<b>3. APPLICATION PERIOD .....</b>	<b>5</b>
Help With Your Application .....	5
Account Set Up.....	5
Application .....	5
<b>4. FUNDING AMOUNT .....</b>	<b>6</b>
<b>5. PROJECT REQUIREMENTS .....</b>	<b>6</b>
<b>6. WHO CAN APPLY? .....</b>	<b>7</b>
<b>7. APPLICATION CHECKLIST .....</b>	<b>8</b>
<b>8. ELIGIBLE EXPENSES .....</b>	<b>10</b>
<b>9. INELIGIBLE EXPENSES .....</b>	<b>11</b>
<b>10. ASSESSMENT PROCESS AND CRITERIA .....</b>	<b>12</b>
<b>11. TERMS AND CONDITIONS OF FUNDING .....</b>	<b>13</b>
Acknowledgement of Provincial Funding and Communication Protocols .....	15
Collection and Sharing of Information.....	15
Compliance with Environment, Labour and Tax Laws.....	16
Promotional Material.....	16
<b>12. PROGRAM GUIDELINES’ GLOSSARY.....</b>	<b>16</b>
<b>13. APPENDIX A: MINISTRY REGIONS IN ONTARIO .....</b>	<b>20</b>
<b>14. APPENDIX B: CERTIFICATE OF INSURANCE GUIDELINES ..</b>	<b>21</b>

# SENIORS COMMUNITY GRANT PROGRAM

## 1. INTRODUCTION

As Ontario's population ages, along with an increased life expectancy, we have the opportunity to improve the quality of life for older adults across the province.

Ensuring older Ontarians remain independent and engaged, and are able to live safely is a priority for Ontario.

Seniors Community Grants, ranging from \$1,000 up to \$25,000, help support community organizations' ability to provide opportunities for greater social inclusion, volunteerism and community engagement for older adults, from the safety of their homes or other safe environments.

As a result of projects funded by Seniors Community Grants, diverse and equity-seeking older adults will have better access to opportunities to stay active, healthy and engaged in their community. Organizations may be able to build capacity to continue to serve older Ontarians through new opportunities based on local needs and also create new partnerships to better serve those in their community after project funding end.

The Seniors Community Grant (SCG) Program funds local not-for-profit organizations (as defined in the Program Guidelines' Glossary in section 12) and individuals representing local unincorporated community groups to deliver projects, supports and resources that help older adults (aged 55+) live independently, ensure their safety and security, connect them to their community, avoid isolation and help them achieve greater financial security and social connections.

Since 2018, the ministry has invested over \$28 million in grants supporting over 1,500 grassroots projects that have helped seniors stay socially and physically active in their communities.

## 2. PROGRAM PRIORITIES

Building on the purpose and intent of the SCG program, the 2024-25 SCG Program will focus on the following three key priority areas:

- 1. Provide opportunities for older adults to stay active and connected in their communities, such as weekly physical activities (e.g., pickleball), social engagements (e.g., coffee and cards).**

Project Example:

- A local Tamil Association delivers seniors wellness programs including Tai Chi, swimming, and computer literacy training, as well as knitting, cooking, sewing, Parai Drum Class, chess, Tamil Heritage Month recognition, field trips to Niagara Falls, Ottawa's Parliament Hill, CN Tower, Casa Loma, and Sault Ste. Marie, Ontario.

**2. Reduce older adults' social isolation by increasing access to programs and services, including developing technology and digital solutions to support seniors' social engagement (e.g., best practices and tools such as apps, workshops, etc.).**

Project Example:

- A library offers a series of seminars and workshops for older adults (aged 55+) featuring guest speakers, author visits, and movie screenings. The events, offered in-person and virtually, include relevant topics such as elder abuse, digital literacy, books, genealogy, finances, and social issues.

**3. Increase access to information and supports for health prevention and promotion (e.g., falls prevention seminars, elder abuse and ageism prevention, intergenerational activities that help build relationships that improve mental and physical well-being).**

Project Example:

- A local Korean Seniors Association alleviates social isolation with programming such as digital technology coaching with youth, and health care classes focused on improving mental health and addressing elder abuse.

**Target Populations**

Priority will be placed on projects that are responsive to the needs of a diverse older adult population with emphasis on projects that target older adults in underserved and equity-seeking populations, including, but not limited to, older adults who:

- Are First Nations, Inuit, and Métis
- Live with disabilities
- Identify as 2SLGBTQQIA+
- Live in rural and remote areas
- Are Francophone
- Are racialized, newcomers or immigrants
- Have low income

As a part of the evaluation process, applications that focus the proposed project on any of these priority groups will score higher.

### 3. APPLICATION PERIOD

**You can apply for a Seniors Community Grant up until Thursday March 28, 2024 by 5:00 pm ET.**

#### Help With Your Application

If this is your first time writing a grant application, or you are looking for ways to improve your submission from prior years, 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](#).

#### Account Set Up

You can apply for a Seniors Community Grant through [Transfer Payment Ontario](#) (TPON). First, you'll need to register and update your organization's contact information to ensure you receive all important communications. For help logging in, applying for funding, or updating your organization's profile in Transfer Payment Ontario, scroll down to the [Get Help section of this page](#) to see a list of resources.

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 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.

You may submit only one (1) 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. ET or by email at: [transferpaymentontarioCC@ontario.ca](mailto:transferpaymentontarioCC@ontario.ca)

#### 4. FUNDING AMOUNT

- Grants are available between \$1,000 and \$25,000.
  - **Not-for-profit organizations** that have been incorporated and in operation since at least April 1, 2023 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 the 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.

#### 5. PROJECT REQUIREMENTS

- Your project must meet at least one of the ministry's key priorities (see Section 2. **SCG Program Priorities** above)
- All project activity must be planned to take place between June 2024 and March 31, 2025.
  - It is anticipated projects will be approved by June 2024.
  - Funding will be available for project activity up to March 31, 2025.
- 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 must 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.
- Applicants are encouraged to deliver services or programs virtually or remotely to meet the needs of older adults who may not feel comfortable returning to in-person programming or have difficulty accessing the location where the program or services are being administered.

## 6. WHO CAN APPLY?

Eligible applicants must:

- ✓ Represent seniors' groups and/or offer programs or services that directly benefit older adults living in Ontario; and
- ✓ Be registered in Transfer Payment Ontario. Create a ONE-key account and register for Transfer Payment Ontario,

and can be either:

- ✓ A not-for-profit organization incorporated pursuant to the laws of Ontario or Canada; or
- ✓ An individual that represents a community organization or group that contributes to the well-being of local older adults.

**Not-for-profit organizations** that have been incorporated and in operation since at least April 1, 2023 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 licensed retirement homes
- Organizations that have mandates that are based in a local Ontario community, or who have an Ontario provincial mandate. 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 an authorized legal representative of the not-for-profit organization.

**Individuals** that represent local unincorporated community groups are eligible to apply for up to **\$10,000**.

- 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.
- **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.**

The following 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](http://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/public-policy-dialogue-development-activities.html))
- × Organizations or individuals 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.

- 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.**
- Ensure your application is complete, meaning 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 documents.
  - 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 and First Nation applicants are exempt.
- 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. 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 TPON case file.

**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, or special acts of incorporation. These documents must show that the organization has been operating in Ontario since at least April 1, 2023.
  - Municipalities and First Nations are exempt.
- Not-for-profit registration number.
- Information regarding your organization's mandate, strategic or business plan, and website.

**An individual** that applies on behalf of an unincorporated community group:

- Must also submit an attestation that includes 1) a brief project description, 2) a statement that the members endorse both the person who is applying for funding and the proposed project, and 3) the names of all group members, their addresses, phone numbers, and their signatures. For example, the attestation should include:
  - Date
  - Project Description
  - The statement: I am aware that [name of applicant] is applying for project funding, and I support the undertaking of this project.
  - Group member's name; address; phone number; signature

**Applications that do not include the required components will be deemed incomplete and will not be evaluated or funded.**

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

- Not-for-profit organizations will be required to provide a [Certificate of Insurance \(COI\)](#). See details of COI requirements below.
  - **Get a quote for insuring your organization if needed, as insurance is not an eligible program cost.**
- **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:

### **Program expenses:**

- ✓ Material costs associated with the creation or presentation of workshops, seminars, training or instructional classes to educate and increase awareness
- ✓ Costs associated with establishing infection control measures in order to ensure the health and safety of project staff, volunteers, and participants or costs to deliver programs and services in an alternative format to reach more participants (e.g. licencing fees to use virtual programs, fees to facilitate online payment transactions)
- ✓ Admission costs to cultural or learning events
- ✓ Recognition of generic holiday (non-religious) celebrations
- ✓ Space and equipment rental
- ✓ Marketing and advertising, e.g., website or promotional materials development
- ✓ Personal protective equipment (PPE, e.g., masks, gloves, sanitizer, etc.)
- ✓ Honorarium (A lump-sum payment for a service such as a speaking engagement to a person who is not an employee)
- ✓ Costs for fitness instructor or workshop facilitator, educator, trainer

### **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 funding.
  - 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: art supplies, social and recreational supplies (cards, projectors, speakers), sports equipment, gardening supplies.

### **Technology:**

- ✓ The purchase of technology to support in-person and 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.

### **Human Resources:**

- ✓ Human resource costs cannot exceed 50% of funding.
  - Organizations are eligible for up to \$12,500 and individuals are eligible for up to \$5,000 in staffing costs.
- ✓ 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.
- ✓ 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: [Travel expense rules and claims | ontario.ca](https://www.ontario.ca/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 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 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
- × Gift cards
- × Gifts including t-shirts, mugs
- × Health care equipment (dentures, assistive 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 or prescription drugs
- × 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 over and above Mandatory Employment Related Costs (EI, CPP, EHT, WSIB if applicable)

## 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 funded.

Applications are evaluated by the ministry against specific criteria outlined below. Note, geographic distribution across provincial regions will also be considered when selecting applications for approval.

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 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%)**

Note: For the purposes of #16-20 below, where the applicant is an individual, “organization” makes reference to the unincorporated community group on whose behalf the individual is applying.

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.

## **11. TERMS AND CONDITIONS OF FUNDING**

Please read this section carefully and discuss the information in this section with anyone in your organization who will be involved with signing the agreement or managing the funding.

As part of the application process, you must sign the terms and conditions that are included in Section K of 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 form, 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.

Applicants that are approved to receive funding will receive an email from the ministry to confirm approval of their application. Please ensure your contact information is up to date in the Transfer Payment Ontario system.

**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. This agreement will govern your use of the funds if you are approved to receive funding after your application is reviewed.

**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 through 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 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.

**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 satisfied were you with the activities you participated in?" The survey questions will be provided to you by your Regional Development Advisor to share with your project participants.

**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. Recipients may be required to provide the ministry with additional information regarding the success and sustainable impact of their project. Recipients will also be required to survey their participants to measure their level of satisfaction with funded programs and services.

**Receipts:** You are required to keep all receipts associated with the project for seven (7) years after project completion, for ministry audit purposes. For public transparency and accountability purposes, soon after the end of the fiscal year as part of the final reporting process, a sampling of grant recipients will be asked to provide a summary of their SCG project expenses followed by copies of selected invoices to verify that SCG Program funding was spent on eligible expenses. Receipts must be provided in a legible format, electronically (i.e., scanned or photocopied), in either English or French.

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

**Social Insurance Number (SIN) and other documents:** Prior to receiving funds, any individual representing an unincorporated group approved for funding is required to provide their SIN 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 seven 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*, R.S.O. 1990, c. F.31, as amended from time to time (FIPPA). Any personal information 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](http://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.

## **Promotional Material**

You are invited to share high-quality photos and videos with the ministry, provided you have obtained the written consent of any identifiable individuals depicted in the images. The provincial written consent form is available from a Regional Development Advisor. Photos and videos may be used in promotional activities such as the ministry's social media channels.

## **12. PROGRAM GUIDELINES' 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.

**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 one 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 must 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.

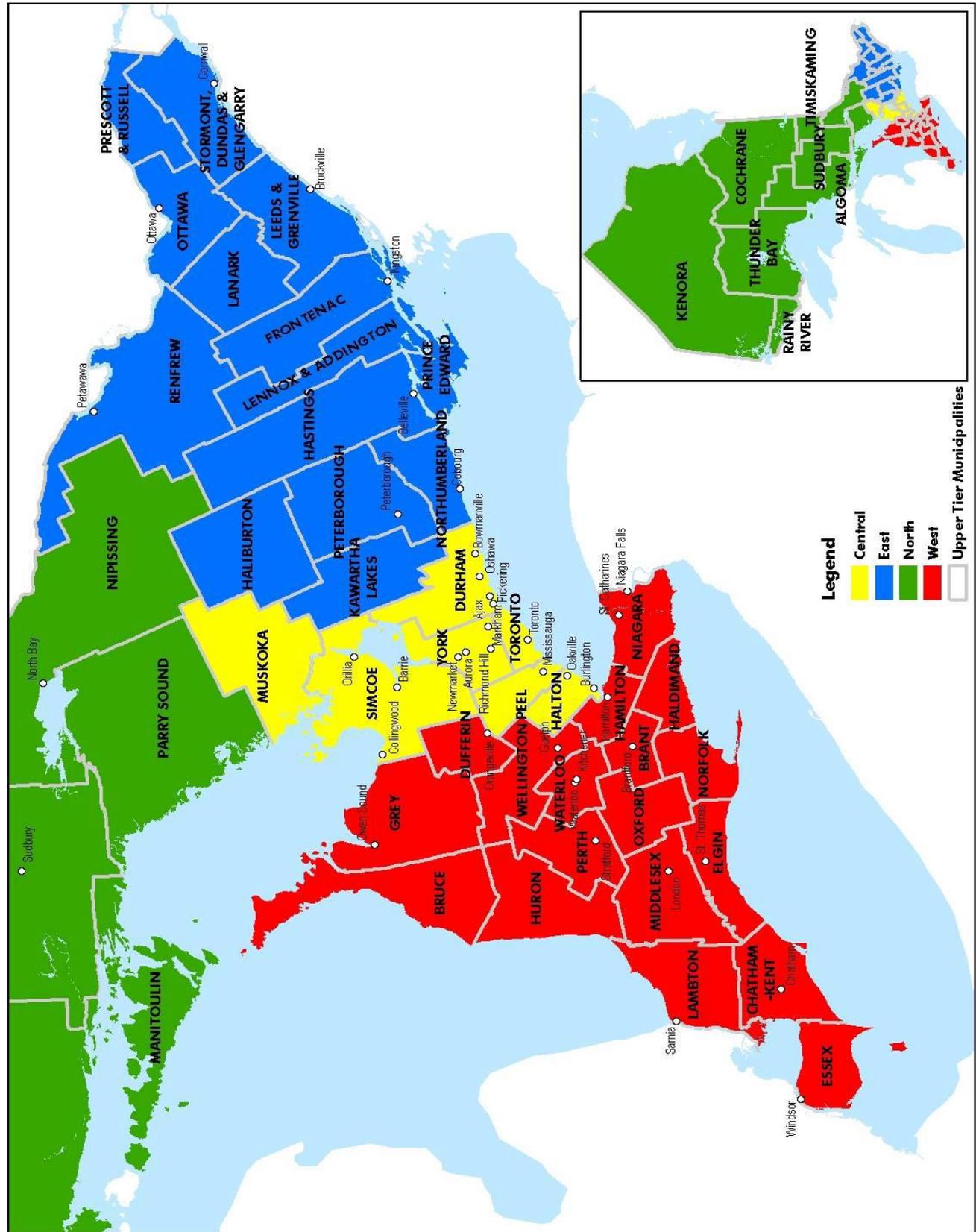
**PROJECT:** A set of activities or functions that a recipient proposes to undertake. A project has a clear start and end date, occurs within a reasonable period of time, and demonstrates measurable outputs and outcomes. For the purpose of the terms and conditions and the agreement with the Province, the project is that which is described by the applicant in the application form, unless the Province describes the project differently in the approval letter or in any subsequent correspondence, in which case the project is that which is described in the approval letter or the subsequent correspondence.

**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 GUIDELINES**

Please provide these instructions to your insurance service provider to ensure the evidence of insurance, i.e. certificate of insurance, is prepared correctly. The insurance certificate that approved recipients will be required to submit should:

1. State that the insured party is the recipient organization with whom the Ministry has contracted.
2. Identify the effective date and expiry date of coverage (e.g., insurance must be in force for the duration of the project, and should be updated if the project is extended) and insurer.
3. Identify the Ministry as an additional insured as per the following: ***"His Majesty the King in Right of Ontario, his Ministers, agents, appointees and employees"***.
4. Identify the type (a) and limit (b) of coverage (**Commercial General Liability Insurance** is listed and is on an occurrence basis at a limit of **not less than two million dollars** as stated in the agreement).
5. Identify all the endorsements requested in the Terms and Conditions in the Agreement, specifically cross-liability, contractual liability, and 30-day written notice of cancellation.
6. Include a statement that the certificate holder (the Ministry) will be notified of any cancellation or material change within 30 days.
7. Include the signature of an authorized insurance representative.

Example:

NOTE: This is a sample Certificate of Insurance (COI) for illustrative purposes. However, the look of each COI will vary depending on the insurance provider who issues it.

<b>Name and address to whom issued: (4)</b> His Majesty the King in Right of Ontario as represented by the Minister for Seniors and Accessibility, 777 Bay Street, Suite 601C   Toronto, ON, Canada   M7A 2J4			<b>Name and address of Insured (1)</b>		
<b>Type of insurance (4a)</b>	<b>Insurer</b>	<b>Policy Number</b>	<b>Expiration</b>	<b>Coverages</b>	<b>Limits of Liability</b>
Commercial General Liability (5) Including: - Non-owned Automobile - Contractual Liability - Products and Completed Operations - Cross Liability and Severability of interests clause - Personal Injury - Employers Liability or WSIB Clearance	Insurance Co. Canada	xxx	31-03-2024 (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	31-03-2024	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	31-03-2024	Wrongful Acts committed in the performance of or failure to perform	\$2,000,000 per claim and Aggregate Claims Made
<b>Additional Insured:</b> His Majesty the King 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:					