



**MINISTRY FOR SENIORS AND ACCESSIBILITY**

**SENIORS ACTIVE LIVING CENTRES  
PROGRAM EXPANSION  
CALL FOR PROPOSALS GUIDELINES**

**MINISTRY FOR SENIORS AND ACCESSIBILITY**  
**SENIORS ACTIVE LIVING CENTRES PROGRAM**  
**CALL FOR PROPOSALS**

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# SENIORS ACTIVE LIVING CENTRES PROGRAM EXPANSION

## Overview

The Government of Ontario is committed to helping older adults keep fit, active, healthy and living in their communities close to home. The Ministry for Seniors and Accessibility has oversight of the *Seniors Active Living Centres Act, 2017* (SALCA), and the Seniors Active Living Centres (SALC) programs delivered across Ontario.

The ministry currently supports approximately 300 SALC programs that help older adults improve their health and well-being through social, cultural, educational and recreational programs.

Ontario will be expanding the SALC Program in 2023-24. We are inviting organizations to submit proposals to launch a new SALC program in a municipality that does not already have an existing SALC program and has a demonstrated need. To find out if your municipality has a SALC program, please visit <https://www.ontario.ca/page/find-seniors-active-living-centre-near-you>, connect with your municipality or refer to [Appendix: Municipalities with a SALC program](#) (page 21).

## Why now?

Social isolation is a growing issue facing Ontario's aging population and can have significant impact on seniors' mental and physical well-being. It is estimated that more than 500 Ontarians turn 65 years of age every day and they, as well as those aged 55 years and older, deserve to live and age with respect and dignity.

SALC programs promote wellness, social interaction, inclusion, and education to help seniors stay active, independent and engaged. This call for proposals is an important step to expanding access to programs and services for seniors. It allows for programs to meet the needs of older adults who are diverse in terms of their culture, needs, interests, abilities and geographic locations.

Municipalities are key partners to SALC program operators. The legislation (SALCA) requires municipalities to provide a minimum 20% of the net annual cost of maintaining and operating a SALC program. This contribution can be provided in cash, in-kind, or a combination thereof. SALC program operators can work with more than one municipality to meet the financial requirement as long as the municipalities are contiguous (or neighbouring). This might prove particularly useful for organizations that serve older adults in neighbouring municipalities. Applicants may also consider partnering with local organizations to leverage resources or reach specific communities, for example, language or culturally sensitive services.

New SALC programs that are approved must be established by late Fall of 2023. Once approved and an agreement has been executed, funding will be calculated from a full-

year budget and provided on a pro-rated amount for the remainder of the provincial fiscal year (2023-24). In addition, the new programs will be able to apply for a special grant in 2023-24 for any one-time costs related to establishing the program, up to \$6,250. For funding starting in 2024-25, successful applicants will need to apply for funding on an annual basis with all other SALC programs.

For more information on the *Seniors Active Living Centres Act, 2017* go to:  
<https://www.ontario.ca/laws/statute/17s11>

**Capital projects, buildings, or capital renovations are not eligible for this funding.**

**Applications are due by 5:00pm on Thursday, July 20, 2023 and must include proof of municipal financial commitment.**

Applications will be assessed based on multiple factors including readiness of organizations and commitment of the municipalities, geographic spread across the province, diversity of older adults impacted, and evidence of sustainability.

### **Help with your application**

If this is your first time writing a grant application, 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 proposed program. To find an advisor for your area, visit <https://www.ontario.ca/page/regional-development-advisors>

# SENIORS ACTIVE LIVING CENTRES PROGRAM

## CALL FOR PROPOSALS

The following outlines the criteria to apply for funding of new Seniors Active Living Centre programs. Please read this complete document, which includes guidance to help with submitting your application through Transfer Payment Ontario.

### Applicant eligibility

Applicants can represent a seniors' focused organization, or an organization that offers a variety of programs to a range of people, including seniors.

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

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

Applicants must demonstrate the following to be eligible for funding:

- ✓ **Ontario only:** Programs must serve seniors in Ontario. Programs can also be open for older adults (aged 55 years or older).
- ✓ **Programs must be delivered in municipalities that do not currently have a SALC program** operating within the municipality (see [Appendix](#) for municipalities with a SALC program, page 21).
- ✓ **Incorporation:**
  - Not-for-profit organization incorporated in Ontario and operating continuously for at least two years, since at least April 1, 2021.
  - Organization incorporated in Ontario and operating continuously for at least two years, since at least April 1, 2021.
  - Municipalities, upper-tier, lower-tier or single-tier municipalities.
  - District Service Boards associated with a municipality.
- ✓ **Not-for-profit**
- ✓ **Governance structure and organizational capacity**
  - Must have a viable governance structure in place, such as a board of directors, council or other elected governing body.
  - Must have resources to support program administration (including staffing, volunteers or administrative resources).
- ✓ **Financial viability:**
  - Proof of financial stability, such as statements or documents from a financial institution identifying the average fund balances over the past twelve (12)

months and listing any current lines of credit that were established for short-term cash flow needs and their available balance.

- Prior year financial statements that have been reviewed and certified by an independent auditor or a board-endorsed financial statement.
- Applicants that are municipalities must identify the tab that summarizes revenues and expenditures on the provincial Financial Information Reporting (FIR) system.

✓ **Attestation of compliance with applicable laws:**

- Attestation that the organization will comply with all applicable laws in operating the program, including but not limited to the *Ontario Human Rights Code*, building codes, accessibility, health and safety laws, including food safety, and employment standards.
- Specify where the programs will carry out their activities and attest that they meet or exceed provincial accessibility requirements. For more information on Ontario's accessibility laws go to:

<https://www.ontario.ca/page/accessibility-laws>

**Examples of organizations ineligible to apply:**

- × Individuals
- × Unincorporated bodies
- × For-profit businesses
- × Agencies, Boards or Commissions of the Federal or Provincial governments
- × Private foundations
- × Private schools
- × Organizations whose purpose is related to political activity (lobbying), as defined by the Canada Revenue Agency
- × Organizations that are currently in default of any other provincial government grant
- × Organizations seeking funding to operate a SALC program in a municipality that already has SALC program

**Program requirements**

Applicants can apply for funding to offer programs that meet the following criteria.

See '[Funding](#)' section below for information on what the funding can support.

Applicants must demonstrate the following:

**1. Programs must benefit primarily seniors:**

- Programs must serve primarily seniors (those aged 65 or older) and can be open to older adults (those aged 55 years or older)
- Applicant can be, for example,

- an organization that is part of a community hub
- a community centre that offers other types of intergenerational programs and services to the community
- an organization like a legion, church, temple or mosque.

## **2. Programs must be accessible:**

- Applicant and programs are in compliance with the *Accessibility for Ontarians with Disabilities Act, 2005*, including providing programs in an accessible location.

## **3. Programs must promote active and healthy living, social engagement and learning:**

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

## **4. Municipal contribution:**

- As required by the *Seniors Active Living Centres Act, 2017*, applicants must secure a commitment from the local municipality for a minimum of 20% of the net annual cost of maintaining and operating the program, in cash or in-kind or a combination thereof.
- Applicants can partner with more than one neighbouring (contiguous) municipality to obtain the municipal contribution.
- Applicants must provide a copy of the municipal council resolution (preferred), or a letter signed by a senior level municipal authority, such as the mayor or treasurer that clearly details the municipal commitment. This proof of municipal financial contribution is required for all applications.

## **5. New program funding:**

- Funding must support a program in a municipality with no SALC program.
  - For example, an organization that currently receives SALC program funding cannot apply to expand current yoga classes for 20 seniors to 40 seniors, however, this organization could apply to offer new programs in a new municipality as part of its overall programming.
- Applicants must provide a program budget and an explanation that demonstrates how funding will be used for new programs that benefit seniors.
- Programs can be offered at one location, multiple locations, virtually, or a combination of these to reach a broader group of seniors.

- Programs can be offered in any language or may serve diverse groups of seniors across the province but cannot exclude anyone who wants to participate.

#### **6. Performance measures:**

- Applicants will be required to report to the ministry on performance measures. See [Performance measures and reporting section](#) for the list of performance measures for the purposes of reporting.

#### **7. Letters of support**

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

#### **8. Marketing and outreach:**

- Applicants must outline a marketing and outreach strategy that they will employ to build awareness.

### **Program priorities**

Proposals will be assessed based on how well they demonstrate:

#### **1. A demonstrated need in the community:**

- Social or demographic needs in the community that could be supported by the establishment of a program in the region.
  - For example, the number and age demographics of seniors, cultural or ethnic communities that are underserved by current programming, specific difficulties related to the geography of the region that affects seniors' social engagement, or other relevant local conditions.
- Health issues, reduced well-being, negative health behaviours (e.g., mental and/or physical; poor cognitive function)\*
- Limited access to community services and programs\*
- Challenges relating to technology\*
- Lack of accessible and affordable transportation options\*
- Lack of community services and programs accessible or appropriate to seniors preventing older adults from being socially active in their community
- Other community vulnerability, e.g. high number of low-income seniors



\*Note: These are some of the most common risk factors for social isolation according to the National Seniors Council. For more information on social isolation of seniors, go to: [Publications and Reports - Canada.ca](#)

## 2. Alignment with one or more of the following:

- reduce social isolation and loneliness of seniors
- connect older adults with community programs and services by maximizing outreach to and inclusion of seniors, and support them where they already congregate
- provide programing opportunities for seniors in underserved communities or to underserved populations
- promote the inclusion of all seniors, including those with disabilities, by reducing accessibility barriers to programs and services

## Funding

Successful organizations can apply for two types of funding from the ministry on an annual basis: 1) maintenance and operating funding, and 2) special grants. All SALC operators would spend and report on the funding received within the provincial fiscal year (April 1 to March 31).

### Maintenance and operating program funding

The purpose of this funding is to support regular operating costs associated with promoting active and healthy living, social engagement, and learning for persons who are primarily seniors by providing activities and services.

- At this time, the maximum amount available for program costs for a 12-month fiscal year is up to 80% of net annual operating costs of maintaining and operating the program, to a maximum of \$42,700.
- The funding request template must be completed.
- Funding for new programs will be allocated until **March 31, 2024**.
- Payments are currently paid on a quarterly basis.
- It is anticipated that the new programs will be approved by November 2023 and funds will flow shortly thereafter.
- Organizations that are approved to offer programs and are in good standing may apply for funding for the following provincial fiscal year (April 1 – March 31), and subsequent years, on an annual basis. Applications for the following provincial fiscal year (e.g. 2024-25) would typically happen in the Fall/Winter of the preceding provincial fiscal year (e.g. Fall/Winter 2023-24)
- Annual funding is contingent on compliance and demonstrated performance.

- All costs must be market-competitive and demonstrate good value-for-money.

**Maintenance and Operating funding must support costs that are directly related to providing programs and services to seniors, such as:**

- ✓ staffing costs (including salary expenses of personnel, employee benefits, such as vacation, sick leave, statutory holiday, education leave and organization contribution to the cost of other benefits)
- ✓ overhead and administrative costs such as rent, utilities, office supplies, telephone, and communications services such as internet
- ✓ supplies for programs
- ✓ food (no alcohol) delivery costs that are not covered by other funding (e.g. Meals on Wheels)
- ✓ purchase or rental of equipment
- ✓ transportation to and from events
- ✓ legal fees directly related to the provision of services to seniors and older adults
- ✓ accounting or bookkeeping services, audit fees
- ✓ advertising and marketing
- ✓ translating program materials into different languages
- ✓ accessibility costs (e.g., creating accessible documents, sign language interpretation, etc.)
- ✓ membership fees for related affiliations (for example, Older Adult Centres' Association of Ontario - OACAO)
- ✓ routine maintenance and/or
- ✓ other costs for services leased or purchased that support maintaining and operating SALC-funded programs (including software licenses).

Note: if the program is being offered through a multi-service organization, all costs related to seniors programming only (as described above) must be included.

**Special grants**

Each year, approved programs can request funding for special grants, which can support unique, one-time programs, services or purchases. Up to a maximum of \$15,000 can be requested to support the delivery of programs to older adults. Funding is paid out in one lump sum once approved.

It is the practice of the ministry to prioritize maintenance and operating requests. Special grant requests are considered based on any remaining available funding. Very often, total funding requested by operators for special grants exceeds what remains in the ministry's program allocation, so approved grant amounts may be less than requested.

For 2023-24, applicants may include as part of their budget costs a request for up to \$6,250 for a special grant for costs related to establishing their SALC program before March 2024.

Special grants are for program expenditures after the program is launched (Fall 2023), and will be approved in 2023-24, at the same time as the approval of maintenance and operating program funding.

### Eligible items:

- ✓ health and safety related materials including personal protective equipment (e.g., masks and gloves), hand sanitizer, disinfectant
- ✓ new or replacement furniture, equipment (e.g., yoga mats, badminton racquets, dart boards), supplies, appliances
- ✓ improvements to safety (e.g., plexiglass, signage) and accessibility (e.g., grab-bars, railings, ramps, benches, lighting, audio enhancements) and maintenance and repair costs associated with these
- ✓ training, education or workshops for staff and volunteers, such as train-the-trainer programs (e.g., the Elder Abuse Prevention Ontario program *It's Not Right*)
- ✓ piloting new virtual or remote programming options for seniors such as video computer instruction, fraud prevention and financial management webinars, online first aid courses, or teleconference social sessions (e.g., the Seniors' Centre Without Walls model)
- ✓ project coordinator expenses to pilot a new type of programming
- ✓ special marketing and communications costs related to SALC programs and services for seniors and older adults (including accessibility related costs)
- ✓ technology purchases such as computers, credit or debit machines, software, projectors
- ✓ consulting fees for research related to seniors and older adults. Operators may conduct SALC-funded research related to the needs of local seniors and older adults. Research results should be shared with the ministry for information purposes
- ✓ new or enhanced programming that improves the quality of life of seniors and older adults by offering social, cultural, educational and recreational programs that promote health and well-being.

### Ineligible expenses:

- ✗ gift cards (since expenditures can be made in subsequent fiscal years)
- ✗ purchase of groceries or food boxes for older adults or seniors unrelated to programming
- ✗ purchase of physical space (e.g., land, building)
- ✗ capital acquisition or construction projects, planning or building new facilities, major renovations or significant upgrades to buildings
- ✗ mortgage payments, loans, interest, investments
- ✗ provincial funding cannot be used to purchase alcohol
- ✗ **anything already funded by the Seniors Community Grant Program or other sources of government funding**

## Municipal funding

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

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

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

The municipal funding contribution can be in cash, or in-kind, or a combination thereof.

In-kind contributions must be clearly described. If requested by the ministry, applicants must provide examples of equivalent market costs.

### Examples of funding models:

Net annual maintenance and operating expenditures of the program	Minimum municipal contribution: 20% of net annual cost of the program	Provincial funding: up to *50% of net annual costs of the program to a maximum of \$42,700	Provincial funding: pro-rated per quarter	Balance required (i.e. fundraising)
\$200,000	\$40,000	\$42,700	\$10,675	\$117,300
\$80,000	\$16,000	\$40,000	\$10,000	\$24,000
\$50,000	\$10,000	\$25,000	\$6,250	\$15,000
\$20,000	\$4,000	\$10,000	\$2,500	\$6,000

\*Please note that in 2023-24, the ministry will fund up to 80% of the net annual operating costs of maintaining and operating the program, to a maximum of \$42,700.

### Eligible in-kind contributions

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

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

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

For example:

- space rental at current market value
- yard maintenance/snow removal services
- municipal staff time to prepare financial reports
- consultant services for research purposes

- municipal data reports or gap analysis to support research on seniors' issues that would be provided at a cost to other clients.

The applicant is responsible to ensure that the reported market value for all items involving an in-kind contribution is reasonable. The ministry can request evidence (i.e., in the form of quotes from local organizations) if there is any question about the valuation reported.

## **Performance measures and reporting**

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

- number of seniors served over the course of a year
- number of events, seminars, webinars, workshops, and training sessions provided to older adults, caregivers, service providers and other attendees (including number of activities delivered in French)
- number of volunteers that support SALC programs annually
- number of days per year that programs and services are offered
- type of programming and services offered throughout the year (i.e. wellness, recreational, physical, educational, intergenerational activities) including duration and intervals
- partnerships – number of new partnerships or collaborations developed among communities or organizations for the current provincial fiscal year
- connectedness – providing information about other programs or services or referring clients to other programs or services in the community
- social inclusion - specific demographic groups that are participating, programming for specific cultural groups, stronger sense of belonging
- survey SALC program members about their level of client satisfaction with the program, reduction in the social isolation in their communities, providing them with the services they need, improving their access to programming and services, seniors are more engaged in their communities, and more physically and/or mentally active after participating in SALC program activities

The ministry may request additional information from individual programs for the purpose of planning.

## **Application timelines and process**

- Applications will be accepted until **5:00 p.m. on July 20, 2023.**

- Proof of the municipal commitment of funding: the council resolution or letter from the municipality must be included (see page 18).
- Applicants will receive a decision regarding their application by November 2023.
- Remember to read the application guide at the end of this call for proposals document to help with the completion of the application form.
- Decisions will be guided by multiple factors including readiness of organizations and commitment of the municipalities, geographic spread across the province, diversity of older adults impacted, and evidence of sustainability.

### **Transfer Payment Ontario**

- Applications must be submitted electronically through Transfer Payment Ontario at: <https://www.app.grants.gov.on.ca/gr/tpcr/#/externalLogin>
- All applicants must be enrolled with the Transfer Payment Ontario system to be able to complete and submit an application.
- **Applicants should enrol as soon as possible, as it may take up to two weeks to complete the enrolment process.**

### **Assessment process and criteria**

- All applications will be assessed against the criteria outlined below.
- All applications will be screened for eligibility. **Ineligible applications will not be assessed.**
- The ministry will notify all applicants of the results.
- The ministry may publish information about the successful applicants such as the organization name, programs offered, and approved funding amounts.
- In order to ensure regional representation across the province, the ministry may prioritise applications from underserved communities.

**All applications will be assessed against the following four criteria.** Examples of how applicants may demonstrate this is provided for each criterion. Please provide clear, detailed information for each.

#### **1. Governance structure, organizational capacity and financial viability (25%)**

- Governance structure, and organizational capacity including management and resources to support program administration. For example, Board of Directors, names and addresses of members, and evidence of regular meetings (minutes, membership lists, newsletters, web page information), established processes to ensure transparent and accountable oversight (e.g., policies related to conflict of interest, open elections not appointments).
- Organizational volunteer management and retention plan

- Organizational strategic plan (if available).
- Organizational operating plan.
- Organizational business continuity plan.
- Organization does not have a record of non-compliance related to organizational management, funds, reporting or other concerns and is in good standing with the province.
- Organization's financial statements demonstrate financial stability (e.g., statements are balanced).

## **2. Program plan – (25%)**

- Proposed program plan fulfils all program requirements (Refer to [Program requirements](#), page 6).
- The organization currently serves older adults and proposed programming aligns with the organization's mandate.
- Information clearly explains how the new program is distinct from any other seniors programs that the organization currently operates, if applicable.
- Demonstration of an effective and realistic work plan in terms of proposed activities/key milestones, clear roles and responsibilities, and the efficient use of available resources.
- The timeline for the proposed program demonstrates that program will be established and operational by Fall/Winter 2023-24 and activities completed by March 31, 2024.
- Partnerships are outlined, and relevant letters of support are provided.
- Performance measures and targets for the program are described.
- A marketing and outreach strategy are described for the new program.

## **3. Program priorities (25%)**

- Applicants describe how the proposed program addresses the [SALC Program priorities](#) (see page 6).
- Applicants describe impact and benefits for the community, for example, inter-generational activities, volunteering or partnerships with local/community organizations.
- Applicants describe the short-term, medium-term and long-term outcomes.

#### **4. Program budget and costs (25%)**

- Program budget is clear and all costs are defined, reasonable and demonstrates good value-for-money.
- Financial information on the organization and other seniors' programs is clear and distinct from new proposed program funding.
- Municipal funding contribution is confirmed.

#### **Approved programs**

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

#### **Funding agreement**

##### **Process**

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

##### **Certificate of Insurance (COI)**

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



### **Proposed changes to the funded program**

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

### **Required reporting**

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

### **Acknowledgement of funding**

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

All successful applicants may be asked to provide the ministry with advance notice of at least ten business days of any public event(s), announcements, or promotions related to their program.

### **Rights of the ministry**

In submitting an application, the applicant is deemed to have acknowledged that the ministry may:

- communicate directly with any applicant or potential applicants
- at its sole discretion, accept applications for consideration that are not strictly compliant with the requirements outlined above
- verify with any applicant or with a third party any information set out in an application
- at any time, and from time to time make changes, including substantial changes, to this call for proposals and related documents including the application form by way of new information on the ministry's website
- cancel this application and call for applications process at any stage of the application or evaluation process
- reject any or all applications at its sole and absolute discretion

## SENIORS ACTIVE LIVING CENTRES PROGRAM

### Applying using Transfer Payment Ontario

The ministry uses Transfer Payment Ontario (TPON) for the SALC Program funding process. Transfer Payment Ontario is an online portal that will help you to see all funding opportunities available to your organization, and allow you to view the status of your applications.

To start, go to the website: <https://www.ontario.ca/page/get-funding-ontario-government>

The information on the website will guide you through the steps needed to apply for funding.

Remember to download your application and save it to a file on your computer so that you don't lose the information that you have entered. Once you are done, you can upload your application into the Transfer Payment Ontario system.

The information required to complete your application includes contact information, budget information, funding that you are requesting, and performance measures.

Note: Funding for one program cannot be used or transferred to another program.

For any technical questions related to accessing Transfer Payment Ontario, please contact:

**Transfer Payment Ontario Customer Service: Phone: 1-855-216-3090 or 416-325-6691 or Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)**

#### **Plan Ahead!**

Your applications must be submitted online, through the Transfer Payment Ontario website.

In order to access Transfer Payment Ontario, you must be registered with *My Ontario*. *My Ontario* is a unique electronic credential that allows you to communicate securely with online government services.

#### **Application Deadline for program funding**

Applications and all supporting material must be submitted through Transfer Payment Ontario by **5:00 p.m. on July 20, 2023**.

Proof of municipal funding must also be submitted through Transfer Payment Ontario.

## Before you apply

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

## Application Checklist

To assist with you completing your application to the 2023-24 SALC Program Expansion Call For Proposals, below is an Application Checklist of required documents that must be included in your application submission:

### 1. Financial Statements

- Applicants must submit a copy of their prior-year financial statements. The type of financial statement required depends on the Applicant's operating revenues:
  - Applicants that have operating revenues of \$100,000 or more must provide a full audit engagement by an independent auditor.
  - Applicants that have operating revenues between \$50,000 and \$99,999.99 can provide a review engagement by an independent professional public accountant.
  - Applicants that have operating revenues less than \$50,000 can submit a board-endorsed financial statement signed by two senior officials.
- Municipalities that provide financial reports to the province through the Financial Information Reporting (FIR) system must identify the tab that summarizes revenues and expenditures in the FIR system. However, any municipality that does not report to the province through the FIR system is required to submit financial reports audited by an independent accounting firm directly to the Ministry as part of their application.

2. **Budget** – An Applicant must submit a budget by completing Section I.

3. **Incorporation** – An Applicant must submit evidence that the Applicant has been incorporated since at least April 1, 2021. For example:

- Letters Patent or
- Articles of Incorporation

Note: Municipalities and District Service Boards associated with a municipality are exempt from this requirement.

4. **Not-for-Profit** – Evidence of the Applicant's not-for-profit status must be submitted. For example,

- Letters Patent;
- Articles of incorporation;
- Special acts of incorporation;
- Not-for-profit registration number; and,
- Information regarding your organization's mandate, strategic or business plan, and website.

Note: Municipalities and District Service Boards associated with a municipality are exempt from this requirement.

5. **Letters of support:** In cases where an Applicant is partnering with another organization in addition to the municipality to offer any program or service, the Applicant must submit a letter of support from its partners that outlines their roles and responsibilities.
6. **Municipal Commitment.** An Applicant must submit proof that it has a municipal commitment to provide funding to the proposed SALC program. The Applicant can provide a copy of the municipal council resolution (preferred), or a letter signed by a senior level municipal authority such as the mayor or treasurer that clearly outlines the municipal commitment. The proof of municipal commitment can be attached in Transfer Payment Ontario.

## **Application Form Guidance**

### **Section A - Organization Information**

### **Section B - Organization Address Information**

### **Section C - Organization Contact Information**

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

### **Section D: Applicant Eligibility Information**

Provide information that confirms the proposed SALC program meets the program eligibility requirements including:

- The proposed program will primarily serve seniors and will be delivered in a municipality(ies) that do(es) not currently have a SALC program. Program can be open to older adults.
- Municipal commitment has been obtained
- The organization attests that both the organization, as the applicant and proposed SALC program(s) are compliant with the *Accessibility for Ontarians with Disabilities Act, 2005*, (AODA) including providing programs in an accessible location.
- Organization is an approved entity and eligible to apply.

### **Section E - Organization Capacity**

- Describe your organization's core business or field of activity and who your organization serves.
- Outline how your strategic plan guides your organization's activities.

- Outline your organization’s risk management plan for prevention of abuse to clients, members and staff.
- Describe your management structure, and briefly explain how your board or committee is elected.
- Describe how the composition of your board represents the community it serves.
- Outline what practices and procedures exist to ensure the board conducts its activities with accountability and transparency.
- Describe your organization’s history of managing similar programs.
- Describe your organization’s ability and capacity to successfully manage this program.
- Provide details, including experience, about who will be involved in managing and supporting program administration.
- Describe the strategies that will be used to ensure the program is managed effectively.
- Describe your organization’s experience in developing, tracking and reporting on outcomes and performance measures successfully.

#### **Section F – Grant Payment Information**

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

#### **Section G – Project Information (related to questions in the application form)**

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

1. to 12. (for questions 1 to 12) - Complete this information related specifically to the program for seniors.
13. Program Summary - Provide a brief description of your proposed program. If your application is successful, this wording may be published in both official languages on the ministry website.
14. Program Description - Describe your program in detail, making sure to address all of the specific requirements outlined in the call for proposals, including the activities and services that will be offered, what need the program would fill that is currently not being met including programming that is specialized and/or targeted to a specific group. If there are other seniors centres or programs in the vicinity of the proposed new program, regardless of whether they currently receive any ministry funding, detail why the proposed new program is needed.
15. Demonstrate need – Describe the purpose or intention of the program, what community needs or gaps will be addressed, and what will be achieved.
16. Other seniors’ centres or programs – Provide information about how the proposed program is different from other seniors centres or programs in the vicinity, regardless of whether the other centre/program currently receive ministry funding.

17. Program Beneficiaries: Describe how the program will benefit the community, who will benefit from your program, and outreach and marketing strategies you will use to reach your target audience.

18. and 19. Program Priorities - Describe how the program will meet each of the program priorities. (Refer to the [Program priorities](#) section, page 6)

20. Evaluation Plan: what steps will your organization take to evaluate how effective your program is and how it supports continuous improvement?

21. Risk Assessment and Management: describe what risks have been identified with the implementation of the proposed program. What strategies will your organization put in place to address/ mitigate the identified risks?

### **Section H – Project Work Plan**

Provide information about the key activities and milestones needed to support the establishment and operationalization of the program by Fall/Winter 2023-24. The work plan must be realistic, clearly identify the roles and responsibilities of the Applicant and partner organizations, with all program activities completed by March 31, 2024.

### **Section I – Program Budget**

Provide budget information for one full year of program costs. Applicants can apply for two types of funding from the Ministry on an annual basis: 1) Maintenance and Operating funding, and 2) Special Grant funding. In the 2023-24, funding will be provided on a prorated basis for the remainder of the 2023-24 fiscal year.

### **Section J – Partnerships/Stakeholders**

Provide information about partner organizations that will be involved with the program, if applicable, their role and their contribution. Stakeholders who were consulted about the program should also be noted and their role and contribution described.

### **Section K - Ministry Provided Performance Metrics**

Applicants are required to outline targets for the required ministry performance measures that must be tracked and reported on if they're selected for funding.

### **Section L – Declaration / Signing**

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

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

Applicants should be aware that Government of Ontario institutions are bound by the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31* (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any

information provided to them in connection with this application may be subject to disclosure in accordance with that Act.

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

## Appendix: Municipalities with a SALC program

Name of Municipality by Census Subdivision:

- Ajax (Town)
- Alnwick/Haldimand (Township)
- Arnprior (Town)
- Atikokan (Town)
- Aurora (Town)
- Barrie (City)
- Belleville (City)
- Bonnechere Valley (Township)
- Brampton (City)
- Brantford (City)
- Brockville (City)
- Burlington (City)
- Caledon (Town)
- Callander (Municipality)
- Cambridge (City)
- Centre Wellington (Township)
- Chapleau (Township)
- Chatham-Kent (Municipality)
- Clarington (Municipality)
- Cobourg (Town)
- Collingwood (Town)
- Cornwall (City)
- Dawson (Township)
- Dryden (City)
- Ear Falls (Township)
- East Ferris (Municipality)
- Elliot Lake (City)
- Enniskillen (Township)
- Espanola (Town)
- Essex (Town)
- Fort Erie (Town)
- Fort Frances (Town)
- Georgina (Town)
- Goderich (Town)
- Gore Bay (Town)
- Greater Napanee (Town)
- Greater Sudbury / Grand Sudbury (City)
- Greenstone (Municipality)
- Grimsby (Town)
- Guelph (City)
- Guelph/Eramosa (Township)
- Haldimand (County)
- Halton Hills (Town)
- Hamilton (Township)
- Hearst (Town)
- Huntsville (Town)
- Kapuskasing (Town)
- Kearney (Town)
- Kenora (City)
- Killaloe, Hagarty and Richards (Township)
- Kingston (City)
- Kitchener (City)
- Lakeshore (Town)
- Leamington (Municipality)
- Lincoln (Town)
- London (City)
- Machin (Municipality)
- Madawaska Valley (Township)
- Magnetawan (Municipality)
- Manitouwadge (Township)
- Markham (City)
- Midland (Town)
- Milton (Town)
- Mississauga (City)
- Mississippi Mills (Town)
- Morley (Township)
- Muskoka Lakes (Township)
- Newmarket (Town)
- Niagara Falls (City)
- Norfolk County (City)
- North Bay (City)
- North Kawartha (Township)
- North Perth (Municipality)
- Oakville (Town)
- Oliver Paipoonge (Municipality)
- Orangeville (Town)
- Oshawa (City)
- Ottawa (City)
- Papineau-Cameron (Township)
- Pelham (Town)
- Pembroke (City)
- Perth (Town)
- Petawawa (Town)
- Peterborough (City)
- Pickering (City)
- Port Colborne (City)



- Port Hope (Municipality)
- Prescott (Town)
- Prince Edward County (City)
- Red Rock (Township)
- Renfrew (Town)
- Richmond Hill (Town)
- Sarnia (City)
- Sault Ste. Marie (City)
- Schreiber (Township)
- Sioux Lookout (Municipality)
- Sioux Narrows-Nestor Falls (Township)
- South Bruce Peninsula (Town)
- South Frontenac (Township)
- South River (Village)
- Springwater (Township)
- St. Catharines (City)
- St. Clair (Township)
- St. Marys (Town)
- St. Thomas (City)
- Stratford (City)
- Tecumseh (Town)
- Terrace Bay (Township)
- Thames Centre (Municipality)
- Thorold (City)
- Thunder Bay (City)
- Tillsonburg (Town)
- Timmins (City)
- Tiny (Township)
- Toronto (City)
- Vaughan (City)
- Wasaga Beach (Town)
- Waterloo (City)
- Wawa (Municipality)
- Welland (City)
- Wellesley (Township)
- West Nipissing / Nipissing Ouest (Municipality)
- Whitby (Town)
- Windsor (City)
- Woodstock (City)
- Woolwich (Township)