Ontario

MINISTRY FOR SENIORS AND ACCESSIBILITY

2025-26

SENIORS COMMUNITY GRANT

PROGRAM GUIDELINES

Applications and all supporting documents must be submitted

through Transfer Payment Ontario

by 5:00 p.m. Eastern Time on Thursday, January 16, 2025.

Applications that do not have all applicable mandatory supporting documents attached will not be considered for funding.

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SENIORS COMMUNITY GRANT PROGRAM

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 ends.

The Seniors Community Grant (SCG) Program funds local not-for-profit organizations 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 $34 million in grants supporting over 1,800 grassroots projects that have helped seniors stay socially and physically active in their communities.

WHAT'S NEW FOR 2025-26?

Veterans Program Stream

Building on the government's priority to improve the quality of life for Ontario's veterans, the 2025-26 SCG Program will include a program stream focused on funding projects that will positively impact senior veterans.

Proposed SCG projects that indicate in the application form that they will specifically support senior veterans will be evaluated using the same program priorities and evaluation criteria under a 'Veterans Stream'. For the purposes of the evaluation of SCG Program applications, a veteran is a former member of the Canadian Armed Forces who has completed basic training and was released from service.

Projects that partner with an Ontario branch of the Royal Canadian Legion are strongly encouraged. In your application, if your organization is specifically supporting veterans or is a local Ontario branch of the Royal Canadian Legion, **and** your proposed project will specifically support senior veterans, you will be required to describe your experience serving veterans, how your organization will target veterans and how your proposed project will impact senior veterans.

Proposed projects that do not indicate they will specifically support senior veterans will be evaluated under a ‘regular stream’ of the SCG Program.

Please note that funding for the veterans’ stream is contingent upon the ministry receiving approval for this new stream.

Project Focus

In 2025-26, the SCG Program will focus on prioritizing projects in both the regular and veterans’ stream that support physical and/or social activities.

KEY APPLICATION INFORMATION

Application Support

If you have questions about the **content of your application** (e.g., regarding eligibility or completeness), the ministry’s Regional Development Advisors (RDAs) are available to support you. It is strongly recommended that you contact an RDA 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

If you have any **technical questions** about the application process, please contact: Transfer Payment Ontario (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 e-mail at: transferpaymentontarioCC@ontario.ca.

Application Process

- Only one (1) application per applicant will be accepted.
- 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. You can get started on these steps now, even before you are ready to apply.**
- For help logging in, applying for funding, or updating your organization’s profile in Transfer Payment Ontario, review the Get Help information section on the Province's Get Funding website to see a list of resources.

Application Timelines

- Applications and all supporting material must be submitted through Transfer Payment Ontario by **Thursday, January 16, 2025 by 5:00 p.m. ET**.
- **Late applications will not be accepted.**
- **Applications that do not include all required supporting documentation will be deemed incomplete and will not be scored.**
- All complete applications will be screened for eligibility. Ineligible applications will not be scored.

Review the application checklist for details and contact a Regional Development Advisor if you have questions about your application's eligibility or completeness.

- All applicants will receive a decision regarding their application by Summer 2025.
- The ministry may publish information about the successful applicants such as the organization name, programs offered, and approved funding amounts.

Application Documentation

Different organization types require different mandatory supporting documentation
When submitting your application in Transfer Payment Ontario you must include the completed application form and **all** relevant supporting documentation. Applications that do not have all required mandatory documents attached will not be considered.. See the application checklist for details on the mandatory supporting documents required for your application type.

APPLICATION TIPS

Eligible applications will be assessed based on multiple factors including diversity of older adults impacted, support for underserved populations, support for projects that focus on physical and/or social activities, and evidence of sustainability.

Review these tips to help make sure your application is complete, eligible, and compelling.

- **Start now!** It can take up to two weeks to enrol in Transfer Payment Ontario , and time to organize all the mandatory supporting documents. Plan ahead and ensure that you submit your complete application prior to the deadline, late applications will not be accepted.
- **Read these program guidelines carefully** to help with submitting a complete and eligible application.
- **Think impact!** Did you know the SCG Program is very competitive. Only about 44% of complete eligible applications were approved for funding in 2024-25. Make sure you have thought about how your project will be carried out and how it can make the most impact for seniors.
- **Review the** assessment criteria. Think about each question carefully and provide enough detail in your answers so that your application can be evaluated against the assessment criteria. Application evaluators are looking for evidence in your application that demonstrates how your specific project meets the program priorities and how your project will benefit seniors in your community.
- **Letters of support are essential for most applicants!** Review the project requirements and the mandatory supporting documents to ensure your application is complete and eligible!
- **See the sample application** in Appendix C for examples of how to provide strong detailed answers to some of the application questions.
- **Discuss questions about your project** with a Regional Development Advisor.
- **Attend a webinar** to learn more about the program and tips on completing the application form. A webinar will take place the week of December 9, 2024 and the week of January 6, 2025. Ask your Regional Development Advisor for details.
- **Review the application checklist** in these guidelines to make sure you provide all information and attachments required to submit your application. **Applications that are missing mandatory supporting documents will not be considered for funding**.

Note:

- Capital projects, buildings, or capital renovations are not eligible for this funding. Funding is not intended to support operational activities.

PROGRAM PRIORITIES

Building on the purpose and intent of the Program, the 2025-26 SCG Program will focus on funding unique projects that support 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), or social engagements (e.g., coffee and cards).**

   Project Example:

   - A local museum educate seniors on weather radar and its interpretation by engaging them in becoming weather observers and how they can interpret data. Radar has evolved significantly from WWII to the present. This project engages seniors to tell stories of the past and move forward to the present to engage in conversations on how radar is in its current form through outreach programming.

2. **Develop technology and digital solutions to support seniors' social engagement and access to programs and services (e.g., best practices and tools, such as apps, workshops, etc.).**

   Project Example:

   - A local Korean Seniors Association decreases social isolation from language barriers by empowering seniors to use technology to improve language skills, connect with each other and access information and services. It also offers a weekly program to improve digital literacy along with wellness, creative, social and information sessions on a range of topics.

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 YMCA expands the accessibility of and participation in physical activity and education programs that increase connection among older adults and promote healthy aging. The socials facilitate relationship building through shared experience and provide positive peer support that inspires healthy living, in addition to wellness workshops that increase health and injury prevention among older adults.

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 (55+) who identify as:

- Indigenous peoples (First Nations, Inuit, and Métis)
- Persons with disabilities (physical, mental, developmental)
- 2SLGBTQQIA+
- Living in rural and remote areas
- Francophone people
- Racialized people
- Newcomers or immigrants
- Low-Income persons
- Socially Isolated persons
- Veterans (through the Veterans Stream)
- Seniors’ caregivers

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

GRANT INFORMATION

- 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, 2024 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.

PROJECT REQUIREMENTS

Your proposed project must:

- Meet at least one (1) of the ministry's program priorities above)
- Take place between June 2025 and March 31, 2026.
  - It is anticipated projects will be approved by June 2025.
  - Funding will be available for project activities up to March 31, 2026.
- 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 programing or have difficulty accessing the location where the program or services are being administered.

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.

And can be either:

- ✓ A not-for-profit organization incorporated pursuant to the laws of Ontario or Canada; or
- ✓ An individual that represents an unincorporated 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, 2024, 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 councils, tribal councils, self-governing entities, health access centres, First Nations, Inuit, and Métis communities or organizations.
- Not-for-profit licensed retirement homes.
- Public libraries.
- Ontario branches of the Royal Canadian Legion.
- Organizations with mandates to support a local Ontario community, or that 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 (1) year prior to the date of application.

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

- ✗ Agencies, boards or commissions of the federal or provincial governments.
- ✗ Broader public service organizations (e.g., universities, school boards and hospitals).
- ✗ Organizations that fundraise to provide funding to other organizations.
- ✗ For-profit organizations.
- ✗ Private schools.
- ✗ Organizations whose purpose is related to political activity (lobbying), as defined by the Canada Revenue Agency (www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/public-policy-dialogue-development-activities.html).
- ✗ Organizations or individuals that are currently in default of a provincial government grant.

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

APPLICATION CHECKLIST

Use the following checklist to ensure that you provide all information and attachments required to submit your application.

- ✓ **Ensure your organization information is up to date in Transfer Payment Ontario (TPON).** If you are a not-for-profit incorporated organization, please ensure that your CRA business number is updated within your TPON registration.
- ✓ Complete all mandatory questions to be able to validate and submit the application form.
    - All costs must be identified in the budget and correspond with an explanation in the project plan. Costs must be reasonable.

It is recommended that completed applications are submitted **at least two (2) days before the deadline** to give time to address any technical challenges.

Mandatory Supporting Documents:

Most applications require a minimum of three (3) different mandatory supporting documents. Review the mandatory supporting document requirements below carefully to ensure you submit all the mandatory documents for your application type.

All applicants must provide a copy of the following supporting documentation**:**

- ✓ **Partnership Letter.** If you have partners that are involved with the project, you are required to list them in the partnership section in the application form. You must provide a partnership letter from each partner listed. Each partnership letter should clearly outline the partner's role and contribution to delivering the project.

Not-for-profit organizations must provide a copy of the following supporting documentation (Municipalities and First Nations, Inuit and Métis communities are exempt):

- ✓ **Prior-year financial documents** including audited financial statements, financial statements completed through a review engagement, or board-endorsed financial statements that include both a statement of revenues and expenses and a balance sheet.
- ✓ **Proof of not-for-profit incorporated status** (e.g., 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 incorporated and operating in Ontario since at least April 1, 2024.
- ✓ **Letter of support** from an independent person or organization that validates both the mandate of your incorporated community group (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.

An individual that applies on behalf of an unincorporated community group must provide a copy of the following supporting documentation:

- ✓ **Prior-year financial documents** including organization-endorsed or board-endorsed financial statements that include both a statement of revenues and expenses and a balance sheet validated by the organization.
- ✓ **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 responsible for the project, their addresses, phone numbers, and 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 members responsible for the project, names; addresses; phone numbers; signatures.
- ✓ **Letter of support** from an independent person or organization that validates both the mandate of your unincorporated community group (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.

Applications that are missing any mandatory supporting documents will be deemed incomplete will not be evaluated.

Once eligible applications have been evaluated, all applicants will be contacted with the outcome of their application.

The table below summarizes the mandatory documents required for each type of applicant and each type of document.

Mandatory Document Type	Individual representing an unincorporated community group	Non-profit incorporated organization	Municipality or First Nation, Inuit or Metis organization
Financial Statements	Mandatory	Mandatory	Not mandatory
Proof of incorporation status	Not mandatory	Mandatory	Not mandatory
Attestation Letter	Mandatory	Not mandatory	Not mandatory
Letter of support	Mandatory	Mandatory	Not mandatory
Partnership letter	For each partnership listed in the application form a partnership letter is mandatory.	For each partnership listed in the application form a partnership letter is mandatory.	For each partnership listed in the application form a partnership letter is mandatory.

Additional Documentation

Approved projects will be asked to provide additional documentation before funding can be provided:

- **Incorporated Not-for-profit organizations** will be required to provide a Certificate of Insurance (COI). See details of COI requirements in Appendix B.
    - **Get a quote for insuring your organization if needed, as insurance is not an eligible program cost.**
- **Individuals** applying on behalf of an unincorporated community group are not required to provide a certificate of insurance but will be required to provide their Social Insurance Number in order to receive funding.

ELIGIBLE EXPENSES

All project costs must be itemized and explained in the project workplan. During the project, organizations are responsible for obtaining at least two (2) quotes for purchases of $1,500 or more and must keep a record of the quote for audit purposes.

Eligible 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 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 (but not annual membership fees).
- ✓ Recognition of generic holiday (non-religious) celebrations.
- ✓ Space and equipment rental.
- ✓ Marketing and advertising (e.g., website or promotional materials development), not mailing costs (part of regular business).
- ✓ 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.
- ✓ 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 project 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).
- ✓ If you have previously received funding for similar technology, you must clearly specify how the new request is different.

Human Resources and Administrative Costs:

- ✓ HR costs can include:
  - o Wages: The value of existing or new staff or consultant time directly allocated to the project must be described specifically in the project workplan 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 according to *Travel, Meal and Hospitality Expenses Directive* ($10 for breakfast, $12.50 for lunch, and $22.50 for dinner).

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

INELIGIBLE EXPENSES

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

- ✗ Any regular business or 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).
- ✗ Annual membership fees.
- ✗ 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.
- ✗ Awards, gift cards or gifts, including t-shirts, mugs, prizes.
- ✗ Health care equipment (blood pressure monitors, 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).

ASSESSMENT PROCESS AND CRITERIA

- **Applications must be complete, include all documents required**. Incomplete applications will not be assessed for funding.
- Applications must meet eligibility requirements. Ineligible will not be assessed for funding.
- Applications are evaluated by the ministry against the specific criteria outlined below.
- Applications must meet minimum scoring requirements 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 and which partners are supporting which activities. Project is achievable by March 31, 2026.
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, age friendly community planning or similar.

Anticipated impact of project (25%)

6. Need for project is clear and convincing and targets ministry priorities.
7. Process for measuring performance indicators is evident; metrics are realistic and clear and present indicators that demonstrate short-, medium- and long-term impacts.

   Note: The ministry will prioritize projects that focus on physical and/or social activities.

Budget, financial feasibility (25%)

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

Organizational capacity (25%)

Note: For the purposes of #13-17 below, where the applicant is an individual, "organization" refers to the unincorporated community group the individual is applying on behalf of.

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

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 L 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 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 e-mail 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: 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. 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. Your approved funding amount may be different from your requested amount.

Changes, Amendments: You must inform the ministry through your Regional Development Advisor in writing (i.e., e-mail) 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: Performance metrics and survey statements are listed in the application form. During the funding year, you must provide a survey to your project participants asking the questions related to the outcomes of your project listed under 'Survey Statements' section in the application form. For example, "On a scale of 1 to 5, how satisfied were you with the activities you participated in?". You will report on the survey feedback collected in your final report.

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 thirty (30) days. Recipients may be required to provide the ministry with additional information regarding the success and sustainable impact of their project.

Receipts: You are required to keep all receipts associated with the project for seven (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 Program 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 (7) days advance notice of any event(s) being held in relation to their project, if not already indicated in the application.
- Refraining from making local media announcements until the ministry has made a province-wide announcement about the program.
- Obtaining the approval of the ministry before issuing any media releases related to the grant project.
- Obtaining the approval of the ministry on all promotional and/or resource material that uses the Province of Ontario's visual identity prior to publication.

Collection and Sharing of Information

The ministry is subject to the *Freedom of Information and Protection of Privacy Act*, 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, e-mail addresses, website, other social media platforms, the project's name, description and funding received.

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

Compliance with Environment, Labour and Tax Laws

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

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

The attestation and tax compliance verification are valid for one (1) 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.

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.

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 thirty (30) days, or one (1) month after the project is completed. The final report will provide information on both the project administration as well as the financial activity. It will provide details related to whether the project's objectives were met, how the success of the project was measured, the level of community participation and response, and any other details required as outlined in the agreement. As part of the final report, all details of financial activity must be documented and reported, such as a financial statement summarizing all project costs, expenses, and income (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, services, 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.

LEGION: The Royal Canadian Legion (Legion) serves veterans, including serving military and RCMP members and their families, to promote Remembrance and to serve local communities.

LETTER OF SUPPORT: A letter from an independent person or organization that validates both the mandate of your community group (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. A letter of support is mandatory for incorporated not-for-profit and unincorporated community groups; these applications cannot be submitted without one.

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 years of age 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.

PARTNERSHIP LETTER: A partnership is an arrangement or relationship with an organization that will provide support to deliver the project. Partners are those who contribute time, resources or money. For example, a partner could provide financial support, connections to project participants, relevant research, or resources to help deliver the project. If partnerships are listed in Section J of the application form, a partnership letter from each partner listed is mandatory and the application cannot be submitted without it. The Partnership Letter should clearly outline the partner's role, and contribution to delivering the project.

PERFORMANCE MEASURES: Indicators that provide qualitative and/or quantitative information needed to measure the extent to which a project is achieving its intended outcomes. Qualitative data can be expressed in terms of change or comparison between two states, while quantitative indicators can be in the form of a ratio, percentage, comparison, or figure.

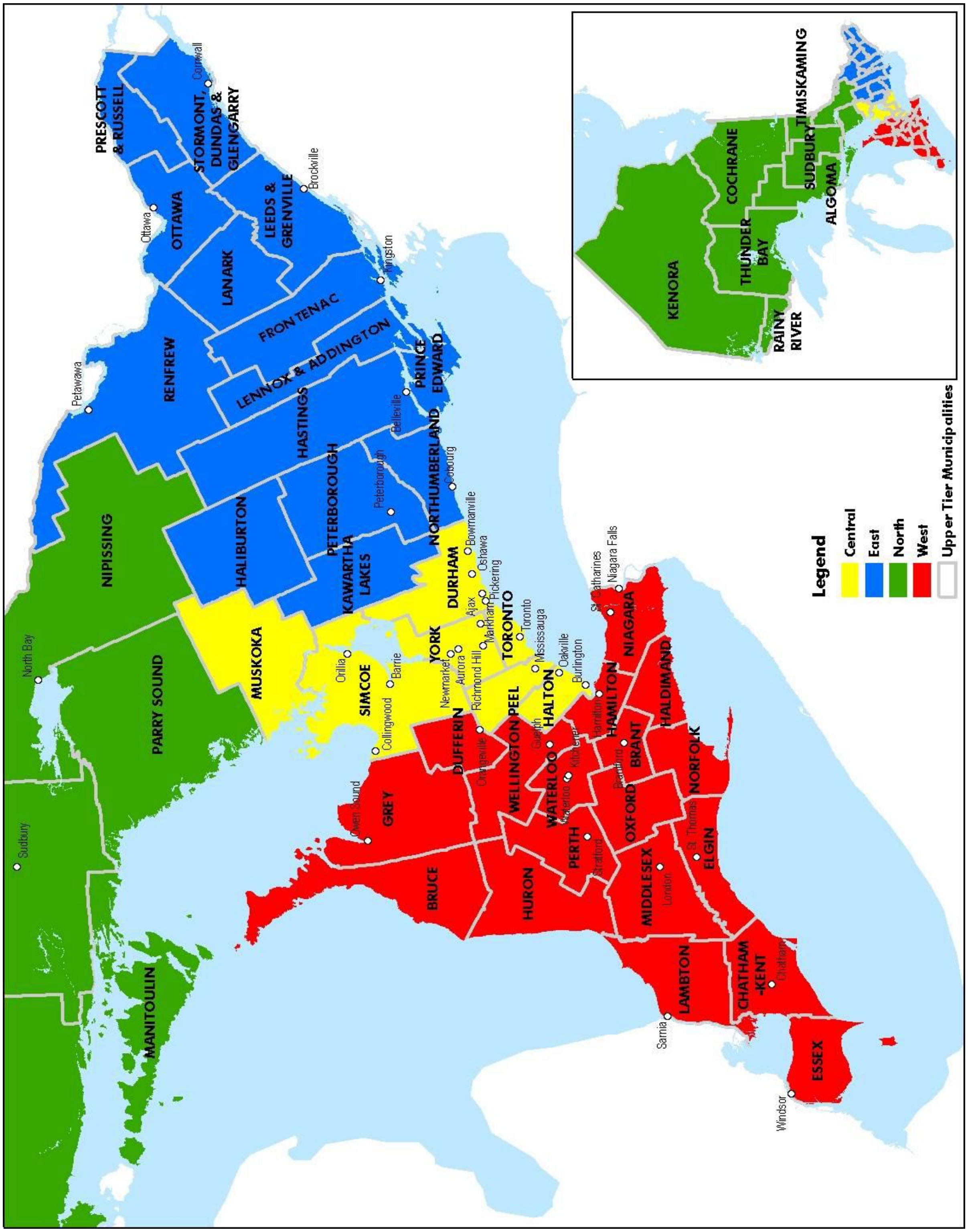
PROJECT: A set of activities or functions that a recipient proposes to undertake. A project has a clear start and end date, occurs within a reasonable period of time, and demonstrates measurable outputs and outcomes. For the purpose of the terms and conditions and the agreement with the Province, the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

VETERAN: For the purposes of the evaluation of Seniors Community Grant Program applications, a veteran is a former member of the Canadian Armed Forces who has completed basic training and was released from service.

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)

APPENDIX A: MINISTRY REGIONS IN ONTARIO



APPENDIX B: CERTIFICATE OF INSURANCE GUIDELINES

Please provide these instructions to your insurance service provider to ensure the evidence of insurance (i.e., the 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 ($2,000,000)** 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 thirty (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 thirty (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 that issues it.

<table>
<tr><td colspan="3">Name and address to whom issued: (4)
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</td><td colspan="3">Name and address of Insured (1)</td></tr>
<tr><td>Type of insurance (4a)</td><td>Insurer</td><td>Policy Number</td><td>Expiration</td><td>Coverages</td><td>Limits of Liability</td></tr>
<tr><td>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</td><td>Insurance Co. Canada</td><td>xxx</td><td>31-03-2026 (2)</td><td>Inclusive Limits, Bodily Injury and Property Damage Liability</td><td>Each Occurrence or Accident: $2,000,000
General Aggregate: $2,000,000
(4b)</td></tr>
<tr><td>Automobile</td><td>IC of Canada</td><td>xxx</td><td>31-03-2026</td><td>Inclusive Limits Bodily Injury and Property Damage Liability</td><td>Each accident: $2,000,000
- Accident Benefits
- Self-Insured for Physical Damage</td></tr>
<tr><td>Errors and Omissions</td><td>IC of Canada</td><td>xxx</td><td>31-03-2026</td><td>Wrongful Acts committed in the performance of or failure to perform</td><td>$2,000,000 per claim and Aggregate Claims Made</td></tr>
<tr><td colspan="6">Additional Insured: His Majesty the King in right of Ontario, his ministers, agents, appointees and employees. (3)
SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE ABOVE NOTED POLICIES</td></tr>
<tr><td colspan="6">(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 thirty (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:</td></tr>
</table>

APPENDIX C: SUCCESSFUL APPLICATION SAMPLE

Project Name:

Project Safe Cyber*: Empowering Senior Ambassadors for Digital Safety – A Community-Driven Initiative for Enhancing Cybersafety Awareness and Support Among Seniors

Project Summary: Provide a short summary of your project. This information may be posted publicly. The summary should be no more than three (3) sentences, and should identify the top project objectives (800 Character Limit)

Project Safe Cyber*: aims to foster cybersafety among seniors by training a network of senior ambassadors, drawn from local residences and community groups, to serve as resident experts on digital safety. These ambassadors will act as accessible points of contact for their peers, offering guidance on navigating online threats and maintaining privacy. The project's top objectives include enhancing digital literacy among seniors, creating a supportive community network for sharing cybersafety practices, and empowering seniors to confidently engage with digital technologies.

Project Objectives: Describe the purpose or intention of the project.
• Is this a new initiative?
• Why are you proposing this project?
• What will your project achieve?
• How will the project benefit the community?
• What are you trying to accomplish?
• Is your project sustainable, meaning, will there be benefits to the community after the project has ended? If yes, how? (2,000 Character Limit)

Project Safe Cyber* is a novel initiative designed to empower seniors, ensuring they remain active, informed, and secure online. By establishing a cadre of trained senior ambassadors within communities, the project aims to provide a trusted and relatable source of support and information, tackling the twin issues of cybersecurity and social isolation among older adults. We propose Project Safe Cyber* in response to the increasing digitization of social interactions and services, recognizing that older adults are often left behind due to a lack of tailored cybersecurity education. As seniors are becoming more reliant on digital platforms for everyday activities, there is a pressing need to ensure their safety and ability to use these tools effectively. The project will benefit the community by creating a self-sustaining network of senior ambassadors who will continue to educate their peers, encourage secure online engagements, and foster a sense of inclusivity. These ambassadors will serve as ongoing resources for their communities, leading to a broader cultural shift towards recognizing and valuing the digital participation of older adults. Our objective is to empower seniors to confidently engage with technology, enhancing their quality of life through increased connectivity and access to digital resources. Project Safe Cyber* is designed with sustainability in mind. Once the initial cohort of ambassadors has been trained, they will be encouraged to mentor new members, creating a multiplying effect. This peer-to-peer education model ensures that the program's impact will continue to grow organically. Moreover, the digital literacy skills and online safety best practice imparted through the program will remain relevant, as these are foundational competencies in an increasingly digital world. The ambassadors will serve as a permanent fixture within their communities, continually updating and sharing their knowledge, making the benefits of Project Safe Cyber* enduring and far-reaching.

Project Description: Describe your project and how it will be implemented, including:
• Who will lead and manage the project?
• Who will be involved in program delivery?
• Who will the project serve?
• How will you reach your target audience?
• Where will the project take place (what place or community)?
• Will you be creating any products or providing any services?
(5,000 character limit)

The project will be led by our non-profit's experienced team in digital literacy programs, with the project manager overseeing the overall execution, including the recruitment and training of senior ambassadors. Local senior community groups and residences across Region X and Y* will be closely involved in program delivery, leveraging their existing networks to recruit volunteer ambassadors. The project will serve seniors living in these regions, who are increasingly using digital devices and the internet but may lack the necessary knowledge to protect themselves online. We will reach our target audience through a robust social media campaign and partnerships with senior-serving groups, promoting the initiative and soliciting senior volunteers. Implementation will be in these local communities, where the ambassadors reside, ensuring that the program's benefits are directly felt by the intended demographic. Senior volunteers will play a pivotal role in shaping the online training course, which will serve as both the ambassador training program and the educational content for their peers. By participating in the creation of the training material, seniors will tailor the program to their community's specific needs and concerns, ensuring relevancy and effectiveness. Our non-profit will provide all necessary technical assistance, coaching, and support to these volunteers, ensuring they are well-equipped to handle their roles and the technology involved. The end result will be a sustainable model where trained senior ambassadors continue to share their knowledge and support their peers even after the project formally concludes. The enduring materials created, along with the ongoing mentorship and networks developed, will leave a lasting legacy of improved cybersafety practices within the senior communities of Region X and Y*.

Additional project description, if required. (2,000 Character Limit)

The cornerstone of these services will be a dynamic and interactive online training course, co-created with input from our senior volunteers to ensure it meets the real-world needs of the older adult demographic. This course will constitute a detailed curriculum on cybersafety, covering topics such as secure password management, recognizing and reporting phishing attempts, safe online communication, and privacy protection. Beyond the digital curriculum, our service offerings will include regular interactive webinars and Q&A sessions, providing seniors with ongoing support and up-to-date information on emerging cyber threats. Senior ambassadors in Project Safe Cyber* will be pivotal, offering peer-to-peer cybersafety education and support within the York and Durham regions. They will conduct workshops, mentor peers, and provide personalized guidance on navigating digital threats. As community advocates, they will promote a culture of digital literacy and act as resource points for cybersafety information. These ambassadors will also gather community feedback to enhance the program, building a self-sustaining network of informed, tech-confident seniors that bolsters community resilience against cyber threats.

1. Please describe the anticipated impact of your project. Your response should include the following:
• A description of the problem you are trying to solve with this project.
• How did you identify this problem?
• Who will benefit from the project and why did you focus on them?
• What do you expect to achieve as a result of this project?
• How will the impact continue after the project ends?

Project Safe Cyber* directly responds to the escalating issue of cybercrime victimization among seniors, a challenge highlighted by the Canadian Anti-Fraud Centre's (CAFC) alarming statistics. In 2022, the CAFC reported nearly a 40% increase in fraud losses from the previous year, with seniors enduring over $9.2 million lost to emergency scams, a dramatic leap from $2.4 million in 2021. This stark increase underscores the urgent need for projects like Project Safe Cyber* that promote cyber literacy and hygiene.
The project is especially geared towards seniors in Region X and Y*, who will benefit from Project Safe Cyber* not only through enhanced protection against cyber threats but also by engaging in social interactions during educational sessions. These interactions can decrease feelings of isolation and promote community cohesion, while the increased understanding and comfort with technology will empower seniors to connect with loved ones and access online services safely and confidently.
Project Safe Cyber*'s objectives include creating a safer online environment for seniors and establishing a culture of proactive cyber hygiene. The initiative also aims to provide ongoing support, enabling seniors to confidently embrace digital technologies, thereby continuing to benefit from the social and practical advantages of internet use even after the project's completion. The lasting impact will be evidenced by the enduring network of senior ambassadors and an ongoing cycle of peer education, contributing to sustained cyber awareness and community vitality.

2. Please describe the budget and financial feasibility of your project. Your response should mention the following:
• The steps that you have taken to ensure that costs are reasonable.
• If you have costs over $1,500, did you get quotes?
• Have you followed the Travel, Meal and Hospitality Expenses Directive?

To ensure financial prudence in the Project Safe Cyber* project, we've taken meticulous steps to ensure all costs are reasonable and justified. The total requested amount is $24,500, with the overall project cost, including in-kind donations, reaching $47,500. We have allocated approximately $4,000 for the purchase of laptops and iPads, essential for our ambassadors' training sessions. This investment not only enables hands-on learning but also provides the tools necessary for ambassadors to assist their peers effectively. Staff wages, which amounts to $12,500, cover the management of the project and the crucial task of conducting ambassador training, coaching, and support, ensuring that our personnel are compensated fairly for their expertise and time. In-kind funding will cover an additional $17,000 of staff wages.

Additionally, $5,000 will be dedicated to marketing, printing, and translations of training resources, guaranteeing that our materials are accessible to all seniors within Region X and Y*, regardless of language barriers. This budget line ensures the inclusivity of our program and maximizes its reach and impact. Every aspect of our budget is crafted to align with the project's objectives while ensuring the maximization of every dollar spent towards the benefit of our senior participants. By using organizations we have used in the past and leveraging non-profit discounts wherever possible we stretch every cent as far as possible to deliver the best possible value for the money invested.

3. Please describe your organization's knowledge and experience delivering projects like the one proposed.
• Is there a specific skill required for the implementation of the project? If so, how do you plan to meet this skill requirement?
• Have you developed or engaged an existing partner to best deliver the project? *

Our mission is to make Canadians #UnHackable by ensuring that all Canadians have access to expert cybersafety instruction and resources regardless of their location or financial status. We do this through three activities: Resources, Education and Initiatives. We have many years of experience with managing project timelines and metrics and have MBA and PMP certifications on staff and on our Boards of Advisors and Directors for additional oversight. Approximately half of our activities are aimed at seniors. We consider ALL seniors to be vulnerable because they are so unrelentingly targeted by scammers. Specifically, we reach newcomer seniors by partnering with newcomer settlement and support network groups. These seniors are particularly vulnerable because of language barriers and cultural differences. Socially active (not necessarily digitally active) seniors are reached through libraries and senior's groups. The toughest group of seniors to reach are those that don't typically use technology but are still vulnerable because of their isolation but also because scammers will often contact seniors over the phone or at their door. We get creative to reach these seniors by partnering with police services, local municipalities and councilors, print media, posters, flyers, doctors' offices, pharmacies, we've even gone on local radio stations – we essentially go where the seniors are! We have been very successful in our outreach programs both in terms of numbers but also in terms of breadth. We have successfully managed projects from several months to several years in length and budgets from thousands to hundreds of thousands of dollars. While each project and its respective contract reporting requirements is unique, the need to manage the project's specific budget and project plan remains the same.

4. Describe your organization's structure including project and financial oversight.
• What policies do you have in place to ensure proper oversight of government funding?
• Please provide a list of some recent funded projects, if available, and their results.

The SaViCom Grant* is an example of a project we are currently delivering. This project is in the second of a two-year mandate. For this project we have formed a collective of partners including KM Regional Police*, Victim Services of KM Region*, The Town of XY*, Community Development Council of KM Region*, and KM Public Library* with KnoFlo* acting as the project centre. The goal of this project is to combat cybercrime through community collaboration. Our organization is prime for all communication with the project partners as well as the social media campaign management to promote the project events and solicit further project partners. We have held the lead role in managing multiple stakeholders including municipal governments, other nonprofits, politicians, and police services. We have successfully delivered our targets for number of people reached, training sessions conducted, social media posts published, etc. on time and even under budget. We have many years of experience with managing project timelines and metrics and have MBA and PMP certifications on staff which provides skills in strategic project planning, execution, monitoring, and controlling. We have over a decade and many projects of demonstrated expertise in the ability to manage project timelines, budgets, and resources effectively. Our highly qualified Board of Advisors and Directors offer additional project and financial management oversight. We use very detailed and stringent budget tracking policies and procedures. The dedicated project manager allocated to each project is given the responsibility of project budget management and this is overseen by our Executive Director on an ongoing basis.

*Names have been changed

APPENDIX D: FREQUENTLY ASKED QUESTIONS

1. **When is the deadline for submitting in my application?**

   Applications and all supporting material must be submitted through Transfer Payment Ontario by 5p.m. Eastern Time on **Thursday, January 16, 2025**. All applicants will receive a decision regarding their application by summer 2025. Successful applicants must be able to begin program delivery by June 2025.

2. **How can I learn more information about the SCG Program and the application process?**

   Attend a webinar! To support applicants, the ministry will be hosting two separate webinars during the application window to provide program information, and guidance on completing and submitting the application form. A webinar will be held the week of December 9, 2024 and the week of January 6, 2025. Contact your RDA for dates and to register.

3. **What mandatory supporting documents do I need to submit with my application?**

   Different organization types require different mandatory supporting documents. When submitting your application in Transfer Payment Ontario you must include the completed application form and **all** relevant supporting documents. Incomplete applications will not be reviewed.

   For details on the mandatory supporting documents required for your application type, refer to the application checklist and the chart in the Mandatory Supporting Documents section of the guidelines.

4. **Why do some applications not get considered for funding?**

   Applications that are missing applicable mandatory supporting documents attached will not be considered for funding. The most common missing document is a letter of support, which is mandatory for incorporated not-for-profit and unincorporated community groups. See the Program Guidelines' Glossary for more information about a letter of support.

   For details on the mandatory additional documentation required for your application type, refer to the application checklist and the chart in the Mandatory Supporting Documents section of the guidelines.

5. **Who can I contact if I have questions about my application?**

   If you have questions about the content of your application (e.g., regarding eligibility or completeness), the ministry's [Regional Development Advisors (RDAs)](https://www.ontario.ca/page/regional-development-advisors) are available to support you. It is strongly recommended that you contact an RDA 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

   If you have any technical questions about the application process, please contact: 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 e-mail at: transferpaymentontarioCC@ontario.ca.

6. **Is it possible to save the application form as draft and come back later to continue to populate the information needed?**

   Yes, you are able to save the form as a draft and come back to it at a later date. Completed forms with all supporting documentation **must** be submitted by the deadline.

7. **When can my project start? When does it need to be completed?**

   Applicants should plan to start their projects no earlier than June 1, 2025, and complete them by March 31, 2026.

8. **What are the maximum allowable amounts for meals?**

   Funding to support catering expenses must align with the Travel, Meal and Hospitality Directive, which lists maximum amounts of $10 for breakfast, $12.50 for lunch, and $22.50 for dinner. To consult the directive, visit: https://www.ontario.ca/page/travel-expense-rules-and-claims

9. **How do I sign the application form?**

   The name and contact information for the person(s) who are indicated as signing authorities in Section C: Applicant Contact Information, will appear at the bottom Section L: Declaration and Signing. Once the form is complete, select **Sign Document**, and then click "**I Agree"** or **"I Disagree"**. Upon selecting the "**I Agree"** button, your name as was inputted in Section C will show with the date and time the form was signed. The next step is to click the **Validate** button in the top right corner of the form to check all the information in the application is complete.

10. **There is no Submit button on the application form. Do we attach it to an e-mail to submit?**

    No, completed and validated forms must be submitted by uploading the form into Transfer Payment Ontario (TPON). Once you've completed your application, select the **Validate** button to ensure all mandatory fields are complete. If the form cannot be validated, it will direct you to the mandatory sections that are missing information. Only successfully validated forms can be uploaded and submitted in TPON.

11. **My application won't validate so I can't submit it. What's wrong?**
    Make sure you have completed all mandatory fields (indicated by an asterisk), and electronically signed the application or you will not be able to validate and submit the application form.

12. **When will I find out if my application has been approved for funding?**

    All applicants will be advised by Summer 2025 if their application was approved or not.

13. **If I'm n individual applying for a grant on behalf of an unincorporated organization, are there any tax implications if we are approved for a grant?**

    You may wish to speak with an accountant or the Canada Revenue Agency for information about how receiving a grant would affect your specific tax situation.