



MINISTRY FOR SENIORS AND ACCESSIBILITY

**SENIORS ACTIVE LIVING CENTRES
PROGRAM EXPANSION 2024-25
CALL FOR PROPOSALS GUIDELINES**

Applications and all supporting material must be
submitted through Transfer Payment Ontario
by 5p.m. Eastern Time on Thursday, September 12, 2024.

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 (the ministry) 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 316 SALC programs that help older adults improve their health and well-being through social, cultural, educational and recreational programming.

Ontario will be expanding the SALC Program in 2024-25. We are inviting organizations to submit proposals to launch a new SALC program in a geographic area (municipality, First Nation or Local Service Board) that does not already have an existing SALC program operating within it, and/or supports a specific underserved population that is not currently being served by an existing SALC program in the area. 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](#).

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 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 across Ontario have been key partners in supporting local SALC program operators by contributing the required minimum 20% of the net annual cost of maintaining and operating hundreds of SALC programs.

In addition to municipalities, the [new regulation under SALCA, O. Reg. 193/24, Prescribed Entities - Subsections 8\(3\) and \(4\) of the Act](#) (effective June 1, 2024) lists additional types of organizations, or "prescribed entities", that can provide this 20% contribution requirement. These new types of prescribed entities include not-for-profit corporations, registered charities, Legions, Indigenous governing bodies and organizations and Local Services Boards. The regulation also allows these entities or municipalities to

partner with each other in providing this contribution. That is, prescribed entities may combine their contributions to reach the required 20% of net annual costs.

With this new regulation, the ministry is hopeful that new partnerships will be built which could help support more communities that are underserved by the SALC Program across the province (e.g., Francophone, veterans, Indigenous, rural/remote, etc.). Prescribing entities who can provide the required cost-sharing contribution will enable more organizations to apply to be SALC operators by increasing flexibility in the entities that may provide the mandatory contribution. It can also help existing operators update existing or build new partnerships with organizations in their community to serve more seniors.

The new regulation is not only applicable to new SALC operators. It applies to all approved operators of an approved SALC program.

The ministry appreciates the importance of municipal involvement in the SALC Program and encourages continued contributions and partnerships from municipalities.

Application Support

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>

To support applicants, the ministry will be hosting two separate webinars during the application window to provide guidance on completing and submitting the application form.

Application Timelines

- Applications and all supporting material must be submitted through Transfer Payment Ontario **by 5p.m. Eastern Time on Thursday, September 12, 2024.**
- An application support webinar will be held during the week of July 22 and the week of August 24.
- Late applications will not be accepted.
 - All applications will be screened for eligibility. Ineligible or incomplete 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 early 2025. Once approved as a SALC program, successful applicants will need to apply for funding on an annual basis. Approved new SALC programs must be able to begin program delivery by April 2025.
- The ministry may publish information about the successful applicants such as the organization name, programs offered, and approved funding amounts.

Application Process

- 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.**

Application Documentation

When submitting your application in Transfer Payment Ontario you must include the completed application form and all supporting documentation. Incomplete applications will not be reviewed. See the [checklist](#) for details on the additional documentation required.

Application Tips

- **Read the application guide at the end of this call for proposals document to help with completing the application form.**
- Attend a webinar to learn more about the program and tips on completing the application form.
- Contact a [Regional Development Advisor](#) if you have questions about the content of your application (e.g., regarding eligibility or completeness).
- For any technical questions related to accessing Transfer Payment Ontario, please contact [Transfer Payment Ontario Client Care](#).
- Eligible applications will be assessed based on multiple factors including readiness of organizations and commitment of the financial support partner, geographic distribution across the province, diversity of older adults impacted, support for underserved populations, including veterans and evidence of sustainability.
- Capital projects, buildings, or capital renovations are not eligible for this funding.

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 government grant is not eligible for funding.

Proposed SALC Programs **must** be:

- ✓ **Delivered in a geographic area (municipality, First Nation, or Local Service Board) that does not currently have a SALC program operating within it.** (see [Appendix](#) for current SALC program locations).

AND/OR

- ✓ **Delivered to support a specific underserved population that is not currently being served by an existing SALC program in the area** for example: Francophone, Indigenous, veterans, low-income, racialized older adults, rural/remote, 2SLGBTQIA+, or seniors with disabilities.

Applicants must also demonstrate the following to be eligible for funding:

- ✓ **Ontario only:** Programs must serve seniors in Ontario. Programs can also be open to older adults (aged 55 years or older).
- ✓ **One of the following organizations:**
 - Not-for-profit organization incorporated in Ontario or Canada and operating continuously in Ontario for at least two years, since at least April 1, 2022.
 - This would include any not-for-profit organization that serves the interests of or provides services to First Nation, Inuit, Métis or other Indigenous peoples.
 - Municipalities, upper-tier, lower-tier or single-tier municipalities.
 - District Service Boards associated with a municipality.
 - A Local Services Board as set out in s. 7 of the *Northern Services Boards Act*

- An Indigenous governing body that is a council, government or other entity that is authorized to act on behalf of a First Nation, Inuit, Métis or other Indigenous group, community or people that holds rights recognized and affirmed by section 35 of the [Constitution Act, 1982](#).
- Registered Charities as defined in subsection 248 (1) of the *Income Tax Act* (Canada)
- ✓ **Governance structure and organizational capacity**
 - Must have an operational and viable governance structure in place, such as a board of directors, council or other elected governing body. The ministry may request documentation at any time to demonstrate that a governance structure is in place.
 - 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 (physical location and/or virtual programming) 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:

- × Organizations seeking funding to operate a SALC program in a municipality that already has SALC program that is not dedicated to supporting a specific underserved population
- × Individuals
- × Unincorporated bodies (other than unincorporated entities authorized to act on behalf of a First Nation, Inuit, Métis or other Indigenous group, community or people that holds rights recognized and affirmed by section 35 of the Constitution Act, 1982)

- × 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 Ontario government grant

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 prevention.
- Applicants must demonstrate how their submission aligns with the program's priorities, as outlined below.

4. Financial contribution:

- As required by the *Seniors Active Living Centres Act, 2017*, applicants must secure a financial commitment from an eligible organization, as set out in the regulation referenced above, and/or 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 organization as set out in the regulation referenced above or municipality to obtain the financial contribution.
- **Proof that clearly details the financial commitment from each partner is required for all applications. For example:**
 - a copy of a council/board resolution (preferred), or
 - a letter on organization letterhead signed by a senior level authority, such as a mayor, treasurer, or president.

5. New program funding:

- Funding must support a program with a demonstrated need in a geographic area (municipality, First Nation or Local Service Board) that does not currently have a SALC program operating within it and/or be dedicated to supporting an underserved population that is not currently being served by an existing SALC program in the area. For example:
 - an organization that currently receives SALC program funding cannot apply to expand its current programming, however, this organization could apply to offer new programs in a new geographic area as part of its overall programming or apply to offer a program dedicated to supporting a specific underserved population e.g., a program to specifically serve veterans.
 - an organization offering the majority of their programming in French could apply to deliver a SALC program in a location where there is already a separate organization with a SALC program being delivered in English, if they are able to demonstrate they are supporting an underserved Francophone population.
- 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

- If an applicant is partnering with another organization in addition to the financial partner/s to offer any program or service, the applicant must submit a letter of support from those partners that outlines their roles and responsibilities. Letters should be on organization letterhead and signed by a senior official.

- If an applicant is supporting an Indigenous group, a letter of support from the Indigenous organization or council in the area is required.

8. Marketing and outreach:

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

Program Priorities

Proposals will be assessed based on how well they demonstrate:

1. A 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:

- connect older adults with community programs and services by maximizing outreach to and inclusion of seniors, and support them where they already congregate
- provide programming 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

Maintenance and Operating program funding

The purpose of SALC Program 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 \$50,000.
- Organizations that are approved through this Call for Proposals to offer SALC programs and are in good standing may later apply for funding by submitting a budget submission form for the following provincial fiscal year (April 1, 2025 – March 31, 2026), and subsequent years, on an annual basis.
- Budget submissions for the following provincial fiscal year (e.g., 2025-26) would typically happen in the Fall/Winter of the preceding provincial fiscal year (e.g., Fall/Winter 2024-25).
- Payments are currently paid on a quarterly basis.
- Annual funding is contingent on compliance with the terms and conditions and demonstrated performance.
- All costs must be market-competitive, eligible and demonstrate good value-for-money.
- All SALC operators must spend and report on the funding received within the provincial fiscal year (April 1 to March 31).

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 the proposed seniors programming only (as described above) must be included.

For the purposes of this Call for Proposals, applicants will be required to complete a budget as part of the application form. It should detail a full year of costs to maintain and operate the proposed SALC Program from April 1, 2025, to March 31, 2026.

Funding Contribution

Under the SALCA and its regulation (O. Reg. 193/24), a municipal government(s), prescribed entity (ies) (i.e. not-for-profit corporations, registered charities, Indigenous governing bodies and organizations and Local Services Boards) or a combination thereof, 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 of the minimum funding contribution toward the maintenance and operation of the program.

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

The 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 funding contribution: 20% of net annual cost of the program	Provincial funding: up to *80% of net annual costs of the program to a maximum of \$50,000	Provincial funding: pro-rated per quarter	Balance required (i.e., fundraising)
\$200,000	\$40,000	\$50,000	\$12,500	\$110,000
\$80,000	\$16,000	\$50,000	\$12,500	\$14,000
\$50,000	\$10,000	\$40,000	\$10,000	\$0
\$20,000	\$4,000	\$16,000	\$4,000	\$0

*Please note that, the ministry funds up to 80% of the net annual operating costs of maintaining and operating a SALC program, to a maximum of \$50,000.

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
- organizational (i.e., municipal/financial partner's staff time used for program administration
- consultant services for research purposes
- 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, programing for specific cultural groups, stronger sense of belonging
- surveying SALC program members about their level of client satisfaction with the program. For example, reduction in the social isolation in their communities, providing them with the services they need, improving their access to programing 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 and ensuring program delivery.

Assessment Criteria

All applications will be assessed against the criteria outlined below.

- All applications will be screened for eligibility. **Ineligible applications will not be assessed.**
 - Examples of ineligible applications include organizations in an area with an existing SALC program (that are not supporting a specific underserved population), or organizations incorporated for less than a year.
- 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 prioritize 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 criterion.

Relevance <i>Weight: 25%</i>	a) Workplan is clear and provides good details about how it will be implemented.
	b) Roles and responsibilities of individuals involved in the program make it clear who will do what
	c) Evidence of meaningful partnerships, partners endorse the relevance of the program, clearly documented in supporting letter(s)
	d) Degree of innovation represented by the program
	e) Need for the program is clear. It may be backed up by existing strategic plans, for example Age Friendly Community (AFC) planning or similar
Impact	a) The program will impact the target priority population(s) (geographic area and/or underserved population) and social characteristics (age, gender, economic status, etc.) of each group is addressed and accounted for

<i>Weight: 25%</i>	Note: The ministry will be seeking to prioritize programs that specifically support veterans
	b) The process for measuring performance indicators is evident; metrics are realistic and clear and presence of indicators that demonstrate short-, medium- and long-term impacts Note: The ministry will be seeking to prioritize programs that specifically impact veterans
Budget, financial feasibility <i>Weight: 25%</i>	a) Costs are eligible, budget is prepared as per guidelines
	b) Costs align with project plan
	c) Evidence of good value for money
	d) Financial and in-kind contributions from financial partners are clearly documented, in budget and supporting letter(s)
	e) Estimated costs are likely sufficient to deliver the program
Organizational capacity, likelihood of success <i>Weight: 25%</i>	a) Organization mandate aligns with program and with target audience - they are an appropriate organization to deliver the program
	b) Organization is financially stable, has provided recent financial statements
	c) Evidence of partnerships with other organizations that will help them deliver the program
	d) Organization has sufficient staff and/or volunteers in place to deliver the program.
	e) Organization has a track record of success, has been funded in the past to do similar work, does not have record of non-compliance

Approved Program

- 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 regarding approved programs will be based on factors at the ministry's sole 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, following this, program delivery will be expected to begin April 2025, subject to funding availability in 2025-26.
- 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 to the account held by the recipient.

Certificate of Insurance

- Approved applicants must provide proof of commercial general liability insurance with an inclusive limit of no less than \$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 obtain written consent from the ministry for any proposed changes that could impact a program (e.g., program scope, budget, location of programming, timelines for delivery of program).
- Proposed changes must be approved in writing by the ministry prior to being implemented.

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 on reporting requirements will be provided to the recipient.

Acknowledgement of funding

- 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
- reserve the right to verify legal status of the applicant and the organizations providing the 20% contributions and legal authority to contract

- 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.

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 shows available funding opportunities and allows 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 have completed the application you can upload it 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 Client Care:

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

Email: TPONCC@ontario.ca

Plan Ahead!

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

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.

Applicants should **register as soon as possible**, as it may take up to two weeks to complete the enrolment process.

Application Deadline

Applications and all supporting material, including proof of partner financial commitment must be submitted through Transfer Payment Ontario by **5p.m. Eastern Time on Thursday, September 12, 2024.**

Before you apply

Read the application guide below before you begin so that you are prepared to complete the application.

Application Checklist

The following documents must be included in your application submission (incomplete applications will not be scored):

✓ **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.

✓ **Incorporation** – An Applicant must submit evidence that the Applicant has been incorporated since at least April 1, 2022. For example:

- Letters Patent or
- Articles of Incorporation

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

✓ **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, Indigenous governing bodies, and District Service Boards associated with a municipality are exempt from this requirement.

- ✓ **Registered Charity** – If claiming registered charity status, evidence of the Applicant's registered charitable status must be submitted.
- ✓ **Letters of support:** In cases where an Applicant is partnering with other organizations in addition to the financial partner/s to offer any program or service, the Applicant must submit letters of support, on organization letterhead, from its partners that outlines their roles and responsibilities. If an applicant is supporting an Indigenous group, a letter of support from the Indigenous organization or council in the area is required.
- ✓ **Partner Financial Commitment.** An applicant must submit proof that it has a funding commitment from a funding partner(/s) to provide funding to the proposed SALC program. The Applicant can provide a copy of the council/board resolution (preferred), or a letter signed by a senior level authority such as the mayor, treasurer, or president, CEO or CFO of the organization, band council member etc. that clearly outlines the partner financial commitment. The proof of financial commitment must be attached in Transfer Payment Ontario.

Application Form Guidance

Section A - Organization Information

Section B - Organization Address Information

The information in Sections A and B is pre-populated and not editable. If changes are required in Section A or B of your application, please go to the [TPON registration page](#) to update your information or contact TPON Client Care. Once your information is revised, all future downloaded forms will include the updated information.

Section C - Organization Contact Information

Provide contact information for the primary applicant contact and the most senior official/signing authority. This information 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 be delivered:
 - in a geographic area (municipality, First Nation or Local Service Board) that does not currently have a SALC program.
- AND / OR**
- will support a specific underserved population that is not currently being served by an existing SALC program in the area (e.g., Francophone, Indigenous, veteran, 2SLGBTQIA+, low-income, racialized older adults, rural/remote, or seniors with disabilities).
- The proposed program will primarily serve seniors in Ontario and will promote active and healthy living, social engagement and learning Program can be open to older adults.
 - The organization attests that they have received a partner financial commitment and provides the name and contact information for the partner(/s).
 - 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.

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”

Question 1. Complete the proposed SALC program name.

Question 2. Complete the proposed SALC program location. If there is more than one program site, complete the information for each site name and location. This information will be displayed on the ministry's [SALC Program Locator website](#). Please note, if the application is successful, any changes to program details including names and locations **must** be approved by the ministry.

For Questions 3 to 11. Complete the information specifically related to the program for seniors.

Question 12. 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.

Question 13. Program Description – Describe your program in detail, making sure to address all 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.

Question 14. Demonstrate need – Describe the purpose or intention of the program, what community needs or gaps will be addressed, and what will be achieved.

Question 15. 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 receives ministry funding.

Question 16. Program Beneficiaries: – Describe how the program will benefit the community, who will benefit from the program, and outreach and marketing strategies you will use to reach your target audience.

Question 17 and 18. Program Priorities – Describe how the program will meet each of the program priorities. (Refer to the [Program priorities](#) section)

Question 19. Evaluation Plan: what steps will your organization take to evaluate how effective your program is and how it supports continuous improvement?

Question 20. 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 April 1, 2025, through to March 31, 2026. The work plan must be realistic, clearly identify the roles and responsibilities of the Applicant and partner organizations.

Section I – Program Budget

Provide budget information for one full year of maintenance and operating program costs. The maximum available for program costs for a provincial fiscal year (April 1 to March 31) is up to 80% of net annual operating costs of maintaining and operating the program, to a maximum of \$50,000.

Provide details of any in-kind contributions provided by your financial partner(/s).

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 are 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 Local Municipality

- Admaston/Bromley, Township of
- Amherstburg, Town of
- Aurora, Town of
- Bonnechere Valley, Township of
- Brampton, City of
- Brudenell, Lyndoch and Raglan, Township of
- Callander, Municipality of
- Centre Wellington, Township of
- Clarington, Municipality of
- Cornwall, City of
- East Ferris, Municipality of
- Essex, Town of
- Georgian Bay, Township of
- Gore Bay, Town of
- Greenstone, Municipality of
- Guelph/Eramosa, Township of
- Hamilton, City of
- Horton, Township of
- Joly, Township of
- Kearney, Town of
- Kingston, City of
- Lakeshore, Town of
- Lincoln, Town of
- Machar, Township of
- Manitouwadge, Township of
- Ajax, Town of
- Arnprior, Town of
- Barrie, City of
- Bracebridge, Town of
- Brantford, City of
- Burlington, City of
- Cambridge, City of
- Chapleau, Township of
- Cobourg, Town of
- Dryden, City of
- Elliot Lake, City of
- Fort Erie, Town of
- Georgina, Town of
- Greater Napanee, Town of
- Grimsby, Town of
- Haldimand County
- Havelock-Belmont-Methuen, Township of
- Huntsville, Town of
- Kapuskasing, Town of
- Kenora, City of
- Kingsville, Town of
- Lanark Highlands, Township of
- London, City of
- Machin, Municipality of
- Markham, City of
- Alfred and Plantagenet, Township of
- Atikokan, Town of
- Belleville, City of
- Bradford West Gwillimbury, Town of
- Brockville, City of
- Caledon, Town of
- Carleton Place, Town of
- Chatham-Kent, Municipality of
- Collingwood, Town of
- Ear Falls, Township of
- Espanola, Town of
- Fort Frances, Town of
- Goderich, Town of
- Greater Sudbury / Grand Sudbury, City of
- Guelph, City of
- Halton Hills, Town of
- Hearst, Town of
- Innisfil, Town of
- Kawartha Lakes, City of
- Killaloe, Hagarty and Richards, Township of
- Kitchener, City of
- Leamington, Municipality of
- Loyalist, Township of
- Madawaska Valley, Township of
- Mattawa, Town of

- McNab/Braeside, Township of
- Milton, Town of
- Muskoka Lakes, Township of
- Nipigon, Township of
- North Bay, City of
- North Perth, Municipality of
- Orangeville, Town of
- Parry Sound, Town of
- Perth, Town of
- Pickering, City of
- Prescott, Town of
- Renfrew, Town of
- Sault Ste. Marie, City of
- Sioux Lookout, Municipality of
- South Frontenac, Township of
- St. Clair, Township of
- Stratford, City of
- Tecumseh, Town of
- Thorold, City of
- Timmins, City of
- Township of Sioux Narrows-Nestor Falls, Township of
- Waterloo, City of
- Wellesley, Township of
- Whitestone, Municipality of
- Windsor, City of
- Middlesex Centre, Municipality of
- Mississauga, City of
- Newmarket, Town of
- Norfolk County
- North Grenville, Municipality of
- Oakville, Town of
- Oshawa, City of
- Pelham, Town of
- Petawawa, Town of
- Port Colborne, City of
- Prince Edward County
- Richmond Hill, Town of
- Schreiber, Township of
- South Algonquin, Township of
- South River, Village of
- St. Marys, Town of
- Strong, Township of
- Terrace Bay, Township of
- Thunder Bay, City of
- Tiny, Township of
- Vaughan, City of
- Wawa, Municipality of
- West Nipissing / Nipissing Ouest, Municipality of
- Whitewater Region, Township of
- Woodstock, City of
- Midland, Town of
- Morley, Township of
- Niagara Falls, City of
- North Algona Wilberforce, Township of
- North Kawartha, Township of
- Oliver Paipoonge, Municipality of
- Ottawa, City of
- Pembroke, City of
- Peterborough, City of
- Port Hope, Municipality of
- Rainy River, Town of
- Sarnia, City of
- Seguin, Township of
- South Bruce Peninsula, Town of
- St. Catharines, City of
- St. Thomas, City of
- Tay Valley, Township of
- Thames Centre, Municipality of
- Tillsonburg, Town of
- Toronto, City of
- Wasaga Beach, Town of
- Welland, City of
- Whitby, Town of
- Wilmot, Township of
- Woolwich, Township of