Ontario 🏵

MINISTRY FOR SENIORS AND ACCESSIBILITY

SENIORS COMMUNITY GRANT PROGRAM GUIDELINES

2019-20

SENIORS COMMUNITY GRANT PROGRAM
GUIDELINES 2019-20
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SENIORS COMMUNITY GRANT PROGRAM

1. INTRODUCTION

Ontario is facing a significant demographic shift. Seniors are the fastest growing age group in the province with the number of seniors projected to almost double from 2.3 million to 4.6 million over the next 25 years.

The Ministry for Seniors and Accessibility (MSAA) strives to make Ontario the best place to grow up and grow old in North America.

Ontario's Seniors Community Grant (SCG) Program was established in 2014 solely dedicated to helping seniors in a way that will encourage greater social inclusion, safety and well being and community engagement. To date more than 1,600 grants have been provided which have positively impacted the lives of more than a half-million seniors across Ontario.

Program priorities will:
- foster initiatives and ideas that provide opportunities for seniors to network and be part of the social fabric of their communities, thereby reducing social isolation;
- lead to activities focused on the safety and well-being of seniors (e.g. combatting Elder Abuse);
- foster initiatives that promote Age-Friendly community development; and
- build capacity and leverage the existing network of Seniors Active Living Centres (SALCs).

This year the SCG grants will range from $1,000 - $4,000 for Stream 1 and $4,000-$25,000 for Stream 2 for projects that must be completed by March 31, 2020. 2019-20 funding is capped at $3 million and the number of approved grants will depend upon the number of eligible applications submitted.
New for 2019-20, all Stream 2 applications will be processed through the Grants Ontario System.

2. OVERVIEW OF STREAMS

The SCG Program will be administered through two streams:

Stream 1: Grants between $1,000 and up to a maximum of $4,000
- Applications can be made by individuals who represent seniors' groups, **unincorporated or incorporated** not-for-profit organizations, Local Services Boards, and Indigenous groups.
- Grants will support up to 100% of the total eligible project costs up to the maximum amount. If the total project cost is greater than $4,000, the application must outline where the additional funds will come from.
- As Stream 1 is geared to small organizations and collectives that serve seniors and need small amounts of funding, the total project cost must not exceed $10,000.

Stream 2: Grants for over $4,000 up to a maximum of $25,000

- Applications can only be made by **incorporated** not-for-profit organizations, including Local Services Boards, and Indigenous groups. Multiple organizations, including unincorporated organizations, can partner on a project application, but must have one lead incorporated representative who will be legally responsible for the project.
- Grants will support up to 80% of the total eligible project costs, up to a maximum project grant amount of $25,000. The total project cost must not exceed $31,250.
- The remaining 20% can be a combination of the following:
  - Cash contribution from applicant organization
  - In-kind contribution from the applicant or other sources
  - Contributions from federal, other provincial or municipal government sources.

Please note that there is a special circumstance for Stream 2 applications: an unincorporated elder abuse network may receive Stream 2 funding for the execution of an elder abuse project provided that the lead applicant is an incorporated body. In these cases, the lead applicant:

- may receive the majority of their annual operating base funding from the province; and
- may only use the SCG Program funding to deliver the approved elder abuse grant project.

3. ELIGIBILITY

- Applicants for both streams must be not-for-profit, and in addition represent senior's groups and/or offer programs or services which do or can directly benefit seniors living in Ontario. For both Streams 1 and 2, organizations must have been in operation for at least one year at the time of application. See Applicant Eligibility for each stream for details.
- Projects may build upon what has previously been funded by the SCG program however it must clearly outline what is unique about this year's initiative.

4. APPLICATION PROCESS AND TIMELINE

- Applications will be accepted **between May 17, 2019 and June 27, 2019, at 5:00 p.m. E.S.T.**
- Each organization or individual may apply for funding for one project ONLY across both streams.
- It is important that all areas of the application are fully completed.
- Please read the **Application Guide and Checklist** which provide detailed instructions to help you complete the application form and project plan.
- Please ensure that all services proposed in the project plan are undertaken within the province of Ontario, benefit Ontario seniors and are provided by an Ontario based vendor.

- The specific date(s) of your event(s) must be defined to the best of your ability. If it is a weekly/monthly event, define it as such. If it is ongoing work (not event-based), please explain that in your application.
- Allow for sufficient planning and development of your project when determining your project start date.

Stream 1

- Stream 1 applications may be submitted by emailing the completed Application Form with any attachments to seniorscommunitygrant@ontario.ca
- Mailed or couriered applications will also be accepted at:
  Ministry for Seniors and Accessibility
  777 Bay Street,Suite 601C, 6th Floor
  Toronto ON
  M7A 2J4
- **Stream 1 applicants are strongly encouraged to send their proposal application by email.**

Stream 2

- **NEW FOR 2019-20** Stream 2 applications can be submitted electronically to Grants Ontario at **www.grants.gov.on.ca** by no later than 5:00 pm EST on June 27, 2019.

Grants Ontario – Registration (Stream 2 ONLY)

- Applicants must have a Grants Ontario account in order to apply. **Setting up an account may take up to five business days so allow at least one week to register before starting the application process.** You can refer to the **How to create a new registration guide** for instructions, which is found on the Grants Ontario website under "How to Register".
- Once you are registered and have access, the next step is to complete an application through Grants Ontario. For help with this process, refer to the Grants Ontario System – Reference Guide for Applicants which is found on the Grants Ontario website under "How to Apply".
- If you have any questions or issues during this process, do not hesitate to contact the **Grants Ontario Customer Service Line at (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at GrantsOntarioCS@Ontario.ca.**
- Please note that upon receipt of your application you will receive a confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call 1-833-SCG-INFO (724-4636).
- All applications will be evaluated following the closing of the application period.
- Following the evaluation period, the organization's main contact will be notified by email regarding the status of the application in September 2019.
- Please provide accurate and up to date contact information and we urge you to regularly monitor the contact phone number and e-mail address provided to facilitate prompt communication regarding the status of your application.

- All Stream 1 or Stream 2 projects must commence on or after **September 30, 2019** and must be completed by **March 31, 2020.**

5. 2019-20 FUNDING – TERMS AND CONDITIONS

New for 2019-20, the application form for the SCG program will include the addition of a Terms and Conditions document. This is the new format for the contract between successful applicants and the Government of Ontario.

Should the application be approved for funding, MSAA staff will complete a final review of each request to assure all expenses and activities are eligible for funding and if no further adjustments are necessary, then the successful applicant will automatically be in an agreement with the Province.

The following terms and conditions are applicable to projects funded under **BOTH STREAM 1 and 2:**

- Grants will fund only eligible expenditures to the maximum of each stream.
- Cash and in-kind contributions for the difference between the approved grant and total cost of projects can come from the recipient, a partner or another funding source.
- Funding from other provincial programs or federal and municipal programs is permitted, as long as each funder covers a separate component of the project and separate funding is clearly identified in the application and reports.
- In-kind contributions can include the time, based on salaries and benefits, that existing staff contribute directly to the project. In-kind contributions may also cover ineligible expenses required, if outlined clearly such as capital portions, office expenses and additional technology.
- Staff time (volunteer labour) donated by a partner organization is an in-kind contribution to the project.
- The combination of financial assistance received from the program and other sources cannot exceed the actual budget for the project.
- Stream 1 and 2 grants will be paid in two installments: 80% upon execution of the agreement by both parties and 20% payment upon receipt of a satisfactory Final Report and all relevant receipts.
- The final report is due within **30 days** after the project is completed.
- Unspent portions of the grant must be returned to the Province.

NOTE: Grant recipients must credit the support of the Government of Ontario in any communication or marketing materials promoting funded activities.

6. INELIGIBLE PROJECT COSTS FOR BOTH STREAMS INCLUDE BUT ARE NOT LIMITED TO:

- ✕ 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
- ✖ Health care equipment (dentures, assisted 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
- ✖ Office supplies, equipment and expenses with the exception of those unique to this project
- ✖ Grants or funding to other organizations
- ✖ Gifts, including t-shirts, mugs, gift cards, etc.
- ✖ 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
- ✖ Project components completed or partially funded by another organization or grant
- ✖ Events, expenses or initiatives that are already part of the organization's ongoing operations (activities or events can be planned that enhance existing events, but funding will not support activities that have already been taking place regularly or were supported in the past by the SCG Program)
- ✖ Fundraising, lobbying or sponsorship campaigns
- ✖ Technology (computers or software, software development) that will not directly support the proposed project and ongoing operation of the organization and its activities to support seniors. This includes the initiation of internet systems
- ✖ 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
- ✖ General operating costs of the organizations that are not specifically related to the project, including standard utilities and rent
- ✖ Employee benefits

7. ACKNOWLEDGEMENT OF PROVINCIAL FUNDING

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

8. COLLECTION AND SHARING OF INFORMATION

The MSAA is subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA). Personal information related to the SCG Program is collected by the MSAA 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 projects that are funded by this program (including the project name, project description and incorporated organization that is undertaking the project) may be made public by the Government of Ontario through public announcements.

Applicants should be aware that any information provided to the MSAA in connection with their application may be subject to disclosure in accordance with the requirements of FIPPA.

Questions about the collection, use and disclosure of information may be directed to:
Ministry for Seniors and Accessibility
Freedom of Information Co-ordinator
400 University Avenue, 2nd Floor
Toronto ON M7A 2R9
Telephone: 416-314-7711

9. OVERVIEW

The SCG Program will provide seniors with the opportunity to connect, contribute, learn and lead active lives.

The program has four key priorities and applicants are encouraged to develop projects which address more than one priority. Projects should:

1. Foster initiatives and ideas that provide opportunities for seniors to network and be part of the social fabric of their communities, thereby reducing social isolation.
2. Lead to activities focused on the safety and well-being of seniors (e.g. combatting Elder Abuse).
3. Foster initiatives that promote Age-Friendly community development.
4. Build capacity and leverage the existing network of Seniors Active Living Centres (SALCs).

In addition, at least 50% of the participants benefiting from the project should be 65 years or older. Senior's involvement in planning the project is highly encouraged.

Examples of anticipated project outcomes:
- Seniors and the organizations and communities that support them will become stronger as they work and learn together.
- Capacity within and across organizations will be enhanced with a view of planning and providing for sustained initiatives that have a measureable benefit over time.
- Beneficial impact for underserved seniors such as those in rural and remote communities, LGBTQ seniors, those from culturally diverse communities and Francophone seniors.

10. PROJECT PRIORITIES

All projects must meet **at least one of the key priorities**. In addition, applicants are encouraged to submit proposals that address more than one of the following priorities.

PRIORITY 1

Projects will foster initiatives and ideas that provide opportunities for seniors to network and be part of the social fabric of their communities, thereby reducing social isolation.

Examples of eligible projects:
- Organization of and participation in local community events that encourage seniors to get together and be part of local social networks, activities and opportunities to network.
- Organized tours or events which would benefit seniors.
- Organized outreach and support services, such as hiring a driver to bring seniors with limited access to transportation to community events.
- Organized linkages to seniors to support volunteer opportunities in the community.

Examples of measurable outcomes:
- Reaching seniors who have not previously participated in activities, sustained interest in the organization or program.
- Group activities were held and well attended by target audience.
- Promotional products and activities were developed and shared with the target number of seniors.
- The event is usually attended by approximately 25 individuals, but with outreach and support activities, attendance was up 50%.
- Participants voluntarily completed assessment forms.

PRIORITY 2

Lead to activities focused on the safety and well-being of seniors.

Examples of eligible projects:
- Organizing and delivering education sessions or a community resource guide for older adults and community organizations about elder abuse prevention and response.
- Accessibility-based initiatives.
- Creating resources for community service providers to clarify and coordinate roles and responsibilities related to programs, awareness and services in relation to seniors' safety issues such as falls prevention or elder abuse. Planning, designing and implementing a tool or channel though which seniors can network, exchange information and learn about available resources.
- Organizing and delivering education sessions with local enforcement and first responders.

Examples of measurable outcomes:
- Provincial, regional or local shareable partnership plans that address seniors' safety and well-being issues.
- Group activities were attended by target audience.
- Participants indicate increased ability to identify potential elder abuse.
- Participants indicate increased confidence/willingness to address potential elder abuse.
- Participants indicate increased knowledge of community resources related to elder abuse and where to find help.

NOTE: An unincorporated elder abuse network may receive Stream 2 funding for the execution of an elder abuse project provided that the lead applicant is an incorporated body. In these cases, the lead applicant:
- may receive the majority of their annual operating base funding from the province; and
- may only use the SCG Program funding to deliver the approved elder abuse grant project.

PRIORITY 3

Foster initiatives that promote Age-Friendly community development.

Examples of eligible projects:
- Development of ride share programs.
- The creation of a check-in phone-support system for seniors to access from home.
- Planning for an exercise parkette with information geared to all ages, including seniors, on how best to perform activity safely.

Examples of measurable outcomes:
- Number of rides provided to seniors within their community.
- Tracking call volume for phone support system.
- Increased community involvement and participation at consultations to shape public offerings in their community.

PRIORITY 4

Build capacity and leverage the existing network of Seniors Active Living Centres (SALCs).

Finding ways to address the needs of "hard to reach" or isolated seniors in rural and remote areas and high needs urban neighbourhoods by efficiently extending the capacity of Ontario's SALC network will help ensure the growing number of seniors, particularly some of the most vulnerable and isolated, can receive the frontline services to meet their active living needs.

Examples of eligible projects:
- Activities could include exercise classes, yoga, educational seminars, wellness services, and assistance connecting/re-directly to other services seniors need (e.g., system navigators).
- to bring SALC services to where seniors live/congregate – e.g. traveling SALC staff could hold events/programs in libraries, community halls, apartment building common rooms, etc.
- Proposals could also include use of telephone technology to create virtual "seniors centre without walls."

Examples of measurable outcomes:
- New and increased participation in seniors-focused programming.
- Greater number of sites where SALC services are delivered.
- Participants indicate increased ability to identify community resources and support available to them.

11. ASSESSMENT PROCESS AND CRITERIA

Projects will be evaluated based on:
- Relevance of Project (40%)
- Organizational Capacity (10%)
- Financial Feasibility of the Project (20%)
- Anticipated Impact of Project (30%)

All applications will be assessed against the established criteria outlined below, based on how well the projects meet the goal and priorities of the program while ensuring that the request is within the eligibility parameters. 2019-20 funding is capped at $3 million and the number of grants approved will depend upon the number of eligible applications submitted.

The relative importance of each criterion is shown in brackets:

a) Relevance of the Project (40%)
- The quality of the proposed initiative and degree to which it is timely and likely to succeed
- The extent to which the initiative addresses the priorities of the program
- The extent to which the initiative supports new collaborations and/or opportunities
- The degree of innovation represented by the project

b) Organizational Capacity (10%)
- Demonstration that there are resources to support the project (i.e. volunteers, administrative resources)
- Track record of the applicant to undertake the initiative
- Any noted funding issues with the organization as it relates to governmental funding

- An effective and realistic work plan in terms of proposed activities/key milestones, funding timelines
- Extent of support from the community through letters of support from collaborators, their level of engagement, financial contribution or in-kind support

c) **Financial Feasibility of the Project (20%)**
- The proposed budget is realistic in terms of proposed activities and planned results, and demonstrates efficient use of resources
- Leveraged financial and in-kind contributions from other sources
- The project's value for investment is clearly demonstrated

d) **Anticipated Impact of Project (30%)**
- Evidence of realistic goals (i.e. how many people will benefit) and identification of performance measures, or ways that project outcomes can be clearly measured
- Identification of immediate and longer term impacts of the project
- Identification of project outcomes and the degree to which anticipated benefits will have a sustainable impact in the community or sector

12. DETAILS OF STREAM ELIGIBILITY, EXPENSES AND FOCUS

STREAM 1

Grants between $1,000 and up to a maximum of $4,000

Applicant Eligibility

Individuals who represent a seniors group and who are willing to undertake a project that benefits seniors can apply for Stream 1 funding.
- o Individuals who apply must represent a group or organization. The group does not have to be incorporated, but the group as a whole must support the project that is being proposed. A letter of support will be required from the group to demonstrate their support for the project.
- o The individual representing the group will be responsible to the province for the project that they are undertaking.
- o Individuals must have a permanent address and have lived in Ontario for at least one year prior to the application deadline.
- o The group that the individual represents must have been in existence for at least one year prior to the date of application, and must provide a letter of support from a community member to validate this.

WHO CANNOT APPLY FOR STREAM 1

- ✘ Agencies, Boards or Commissions of the Federal or Provincial governments
- ✘ Private or charitable foundations
- ✘ For-profit organizations
- ✘ Private schools
- ✘ Public schools, college and universities

* Organizations whose purpose is related to political activity (lobbying), as defined by the Canada Revenue Agency (http://tinyurl.com/PoliticalActivity)
* Organizations whose primary source of annual base funding is from the province of Ontario
* Organizations that are currently in default of a previous provincial government grant.

ELIGIBLE EXPENSES FOR STREAM 1 INCLUDE BUT ARE NOT LIMITED TO:

- ✓ Website development or upgrades
- ✓ The purchase of technology for educational purposes, with a limit of $2,000 of the overall funding request. Eligible technology is defined as computers (laptop or desktop), and tablets/IPads only. **If you have received technology funding for a previous SCG Program, you must clearly specify how a new request is different for this initiative.**
- ✓ Software directly related to the implementation of the project
- ✓ Portable asset purchases directly related to the project, can account for up to 25% of the requested funding and could include items such as: sports equipment, art supplies, gardening equipment and supplies (tools, soils, seeds and flowers, shrubs, etc.)
  Please note: the technology limit of $2,000 is a stand-alone amount and does not fall under the 25% funding restriction
- ✓ Group tours, travel and admission costs to cultural or learning events
- ✓ Creation or presentation of seminars or instructional classes
- ✓ Costs to hire a consultant or an employee to plan or execute the initiative
- ✓ Organization of group training, such as workshops and conferences
- ✓ Events to be held for recognition, or generic holiday (non-religious) celebrations
- ✓ Conference or registration fees
- ✓ Honorarium for speakers (to be paid in cash or by cheque)
- ✓ Space and equipment rental
- ✓ Promotional materials
- ✓ Wages: The value of existing staff time allocated to the project must be reflected in the project work plan and must not exceed 20% of the total grant amount. For example, where a project receives a $4,000 grant, no more than $800 can be used toward existing staff wages.
- ✓ Transportation and travel expenses for employees, volunteers or participants, in Ontario only*
- ✓ Catering, meals and refreshments (no alcohol)* :
  - All requests are eligible for Stream 1 applications

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

Details can be found at: www.ontario.ca/government/travel-expense-rules-and-claims

Grants for over $4,000 up to a maximum of $25,000

Applicant Eligibility

Not-for-profit organizations that are incorporated, including, Local Service Boards and Indigenous groups can apply for Stream 1 or Stream 2 funding.

- Organizations must have been in continuous operation or incorporated in Ontario for at least one year at the time of application.
- Organizations must have seniors' issues and programs as a clear part of their mandate and be able to develop programs and initiatives targeted at seniors. This requirement does not apply to municipalities, Local Services Boards or Indigenous groups.
- Organizations must have a local, regional or provincial mandate. The organization should clearly identify what community or geographic area of Ontario that the organization serves. A provincial mandate means that the organization serves the province as a whole.
- Municipalities or Regional Governments
- SALCs
- Not for profit licensed retirement homes
- Not-for-profit incorporated organizations include cultural associations, such as (but not limited to):
  - ✓ Ethno-cultural organizations
  - ✓ Organizations that have mandates that are based in local Ontario community or who have a provincial (Ontario) mandate
  - ✓ Local Services Boards
  - ✓ Indigenous groups, including First Nations, Inuit and Métis
- One organization may apply on behalf of a group of organizations or a network. The lead organization will be legally responsible for the agreement and the project on behalf of the group that they represent.
- The lead applicant must meet the program's eligibility criteria.
- Applications that involve partner organizations must rationalize the involvement of each of the participating organizations.
- A letter of support must be provided by each Partner Organization to indicate the support of each organization involved in the project, the role that each group will play in planning and implementing, and how the organization will benefit from the project.

WHO CANNOT APPLY FOR STREAM 2
- ✕ Agencies, Boards or Commissions of the Federal or Provincial governments
- ✕ Private or charitable foundations
- ✕ For-profit organizations
- ✕ Private schools
- ✕ Public schools, college and universities
- ✕ Organizations whose purpose is related to political activity (lobbying), as defined by the Canada Revenue Agency (http://tinyurl.com/PoliticalActivity)

- ✖ Organizations that are currently in default of a previous provincial government grant.
- ✖ Organizations whose primary source of annual base funding is from the province of Ontario

ELIGIBLE EXPENSES FOR STREAM 2 INCLUDE BUT ARE NOT LIMITED TO:

- ✓ Website development or upgrades
- ✓ The purchase of technology for educational purposes, with a limit of $2,000. Eligible technology is defined as computers (laptop or desktop), and tablets/IPads only. **If you have received technology funding for a previous SCG Program, you must clearly specify how a new request is different for this initiative.**
- ✓ Software directly related to the implementation of the project
- ✓ Portable asset purchases directly related to the project can account for up to 25% of the requested funding and could include items such as: sports equipment, art supplies, gardening equipment and supplies (tools, soils, seeds and flowers, shrubs, etc.)
  Please note: the technology limit of $2,000 is a stand-alone amount and does not fall under the 25% funding restriction
- ✓ Group tours, travel and admission costs to cultural or learning events
- ✓ Creation or presentation of seminars or instructional classes
- ✓ Costs to hire a consultant or an employee to plan or execute the initiative to a maximum of $5,000.
- ✓ Events to be held for recognition, or generic holiday (non-religious) celebrations
- ✓ Conference or registration fees
- ✓ Honorarium for speakers (to be paid in cash or by cheque)
- ✓ Space and equipment rental
- ✓ Promotional materials
- ✓ Wages: The value of existing staff time allocated to the project must be reflected in the project work plan and must not exceed 20% of the total grant amount. For example, where a project receives a $12,000 grant, no more than $2,400 can be used toward existing staff wages.
- ✓ Transportation and travel expenses for employees, volunteers or participants, in Ontario only*
- ✓ Catering, meals and refreshments (no alcohol)* up to $5,000

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

Details can be found at: www.ontario.ca/government/travel-expense-rules-and-claims

13. AGREEMENT TERMS AND CONDITIONS OF FUNDING

The following is an outline of the terms and conditions that will be set out in the agreement that the successful recipient will sign.

Terms and Conditions

Applicants who are approved to receive project funding will receive a letter to confirm approval and confirm the grant amount. Based on the Terms and Conditions document attached to the application form, applicants approved for project funding will enter into an agreement with the Province. A final review of the application items for eligibility will be conducted to ensure all amounts being funded fall within the program requirements prior to payment being made to the applicant.

Certificate of Insurance (COI) – Stream 2 grants only

A valid COI with an inclusive limit of not less than two million dollars ($2,000,000) on a per occurrence basis and which references the grant by project name and file number must be provided to the MSAA before any funds are released. The COI must be valid and in effect for the duration of the project and any policy renewals and/or replacements that occur during the term must be provided to the MSAA promptly. Details will be provided to successful grant recipients.

Project Activity Changes

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

Reporting

Recipients will be required to submit a Final Report within thirty (30) days of the completion of the project, outlining actual activities and expenditures. Recipients are required to include proof of expenditures such as copies of all receipts and financial statements signed by the responsible party.

All grant recipients are required to keep all financial and non-financial records relating to the grant or to the project for a period of seven (7) years. These records include records of all expenditures related to the grant and records substantiating project staffing costs.

Communications, Acknowledgement of the Government of Ontario and Announcements

Successful applicants will be required to adhere to a communication protocol as part of the contracting process. Successful applicants will be asked to provide the MSAA seven (7) days advance notice of any event(s) being held in relation to their project, if not already indicated in the application.

In an effort to demonstrate transparency and accountability related to how public funds are spent, all media and promotional/public materials must acknowledge funding from the Government of Ontario. This includes publicity, communications or marketing materials developed that promote activities funded by the grant, as well as all other project materials developed, including reports and oral presentations. The issuance of media releases will also be subject to the approval of the MSAA.

Successful applicants will be asked to refrain from making local media announcements until the MSAA has made a province-wide announcement about the Program.

Information about organizations that receive grants including the name, address, telephone/fax numbers or e-mail addresses may be made public by the MSAA who also reserves the right to make a public announcement about any approved grant. Organizations receiving SCG funding may be requested to provide MSAA with additional information regarding the success and sustainable impact of their project.

14. APPLICATION INQUIRIES

Please refer to the Application Guide, Checklist and Application Form for detailed information about the application process.

If you have questions about the application process, please contact:
    Ministry for Seniors and Accessibility
    777 Bay Street, Suite 601C
    Toronto ON M7A 2J4 Canada
    E-mail: seniorscommunitygrant@ontario.ca
    Toll Free: 1-833-SCG-INFO (1-833-724-4636)
    TTY (for the hearing impaired): 1-800-387-5559
    Fax: 416-326-7078

15. GLOSSARY/EXPLANATION

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 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 incomes (such as in-kind contributions). Details will be provided in the agreement.

GRANT: Transfer payment for a specified purpose for which obligations are outlined in program guidelines, the agreement and program correspondence.

IN-KIND CONTRIBUTION: Donation to a project by an individual, business or organization of materials, goods, services or time that would otherwise have been paid for by the recipient. It involves non-cash asset transactions such as equipment, use of facilities, labour and goods. An in-kind donation to a project must: (a) be essential to a project's success; (b) represent an expense that would have otherwise been incurred and paid for by the recipient as part of the project; (c) be noted in the application, and documented in the recipient's accounts; and (d) be reasonably estimated at fair value on the date it is made, using either market value or an appraisal. In-kind contributions can and should be included as part of a project's total value, especially Stream 2 projects.

LEAD ORGANIZATION: A project may be supported by several organizations; however, one organization must be responsible for the project as a whole and for the legal agreement. (See also Partner Organization)

LOCAL PROJECTS: Projects that address community needs at the local level. See also PROJECT SCOPE.

LOCAL SERVICES BOARD: A local services board (LSB) 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 an LSB'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 may be incorporated and for the purposes of the SCG Program, must provide proof of incorporation and not-for-profit status by producing a copy of the Articles of Incorporation or letters patent.

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 SCG Program.

ORGANIZATIONAL MANDATE: See MANDATE.

OUTCOMES: Changes that are the result of implementing the project. They are the effects or consequences of the project that are considered significant in relation to its initial commitments. 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. While there is less degree of control over outcomes, there should be a direct relationship between outputs and outcomes.

PARTNER ORGANIZATION: An organization that supports the Lead Organization (and recipient) to undertake the project. A Partner Organization must provide written confirmation in the form of a letter about their role in the proposed project and what activities they will undertake. A Partner Organization can play a significant role in the project, including taking part in the planning, development, implementation and/or evaluation of 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.

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 seniors, a larger community of seniors (such as francophone seniors or seniors in northern Ontario), or if the project has a provincial scope, which means that the project will benefit all seniors living in Ontario.

SENIORS: Individuals age 65 and older.

SENIORS ACTIVE LIVING CENTRES (SALCs) Formerly known as a Elderly Persons Centres/EPCs, a non-residential facility which provides a range of services for older adults that include social and recreational programs as well as preventative, health education and support services.

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).

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