Now and Tomorrow
Excellence in Everything We Do

New Horizons
for Seniors Program

Engaging Seniors, Strengthening Communities

New Horizons for Seniors Program
Community-Based Projects

Applicant Guide 2014-2015

Canada

TABLE OF CONTENTS

Introduction

The New Horizons for Seniors Program (NHSP) helps to ensure that seniors can benefit from, and contribute to, the quality of life in their communities through active living and participation in social activities.

NHSP's community-based projects support local initiatives across Canada. They are inspired or led by seniors, volunteer-based and supported by their communities. NHSP reinforces that seniors are valuable assets to communities. By empowering seniors and encouraging them to share their knowledge, skills and experience with others, NHSP enhances seniors' social well-being and community vitality.

The Program provides funding for projects that encourage seniors to play an important role in their communities by volunteering, participating in and leading community activities. The program also provides funds to help organizations make necessary modifications or repairs to their existing facilities, or to purchase/replace equipment and furnishings to enable programs and activities for seniors.

The objectives of this funding are:

- promoting volunteerism among seniors and other generations;
- engaging seniors in the community through mentoring of others;
- expanding awareness of elder abuse, including financial abuse;
- supporting social participation and inclusion of seniors;
- providing capital assistance for new and existing community projects and/or programs for seniors.

Before You Apply

1. Eligible Applicants

- not-for-profit organizations[1];
- coalitions, networks;
- municipal governments;
- research organizations and institutes;
- educational institutions (e.g., universities, colleges, CÉGEPs), public health institutions, and social service institutions are eligible with the agreement of the provincial or territorial government. For this call, these institutions in Alberta, Manitoba, New Brunswick, Nunavut, Quebec, and Saskatchewan are eligible.
- band/tribal councils and other Aboriginal organizations;
- for-profit enterprises[2]; and
- school boards/school districts.

Applicants in Quebec

An application/agreement for the NHSP's community-based projects has been prepared for applicants in Quebec as a result of the Canada-Quebec Memorandum of Understanding. You must submit your completed application for funding on the application form for Quebec.

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2. Ineligible Applicants

- individuals
- provincial/territorial departments and agencies

Note: Post-secondary institutions, as well as social service and public health institutions, are ineligible without the agreement of the provincial or territorial government. For this call, institutions in British Columbia, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Yukon are ineligible.

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[1] Examples of not for-profit organizations can be: churches or church associations, charities, activity clubs, volunteer organizations, professional associations, museums, or in some cases sports associations.

[2] For-profit enterprises are eligible provided that the nature and intent of the proposed activity is non-commercial, does not generate profit, and meets the objectives of the NHSP.

3. Eligible Projects and Activities

General project eligibility

Applicants are encouraged to work with other partners in their community to identify local needs and to design projects that respond to these needs. The NHSP seeks to fund programs or projects that:

- benefit a broad clientele;
- present an innovative and creative approach to address a community concern;
- strive to have a lasting impact on communities;
- involve collaboration and partnerships; and
- use resources efficiently and effectively.

Funding is available for a project only once and cannot be renewed. If your project will be ongoing, you should consider what resources you will need in order to continue after NHSP funding ends.

Projects **must**:

- **be led or inspired by seniors**. If inspired by seniors, they must be involved in the project's development and/or implementation in a meaningful way. The role of seniors is a very important element when NHSP projects are being considered for funding.
- occur within a 12-month (52-week) period. NHSP funding can only support projects that are completed within this time frame.

For those projects that primarily meet one of the first four program objectives (see Introduction on page 3 of this guide), projects must:

- involve programs or activities not already carried out by your organization*.

For those projects that primarily meet the fifth objective (see Introduction on page 3 of this guide), projects must:

- involve programs or activities not already carried out by your organization*; and/or
- involve current programs or activities that are at risk of not continuing should the renovation and/or equipment purchase not be funded. These current programs or activities must also meet one of the first four program objectives.

* This could include adding different activities, reaching out to a new client base such as isolated seniors, youth or recent immigrants, or adapting activities to meet the needs of a new community.

Eligible projects

In order to be eligible, project activities must be led by seniors, or seniors must play a meaningful role in the project (planning and/or delivery). Activities eligible for funding can include, but are not limited to, the following:

- seniors developing approaches to encourage new and emerging cohorts of seniors to be more actively involved in community activities;
- adopting approaches (policies and tools) to more effectively attract, recruit and retain diverse cohorts of volunteers, including other generations;
- seniors sharing their knowledge, skills and experience with others;
- promoting awareness of elder abuse, including financial abuse;
- seniors reaching out to vulnerable seniors such as those who are socially or geographically isolated;
- volunteering, mentoring, leadership training and skill matching for seniors;
- seniors' intergenerational and intercultural learning and relationship building programs and activities;
- seniors involved in developing / sharing tools and resource materials;
- seniors sharing best practices;
- equipment purchase or replacement for programs and activities for seniors; and
- renovations and repairs to facilities for programs and activities for seniors.

Remember: When planning your project activities, your organization should look into whether or not they will need any special permits, insurance, waivers, or support from governing bodies, such as a Band Council Resolution, or any other permissions required.

4. Ineligible Projects and Activities

The following activities are **not** eligible for community-based funding:

- core or ongoing activities (activities regularly/normally carried out by the organization);
- activities where the role of seniors is minimal or unclear;
- projects that deal primarily with health interventions;
- projects to develop or deliver accredited primary, secondary, or post-secondary curricula; and
- programs or services that fall within the responsibility of other levels of government.

Funding Maximum

The maximum funding available is $25,000 per year, per organization. Projects cannot exceed one year, and funding cannot be renewed. Funding requests that exceed $25,000 **will be rejected**.

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5. Eligible Project Costs

Project costs must relate to the project and could include:

- salaries, wages and mandatory employment-related costs for project staff[3];
- professional services (e.g., presenters, trainers, facilitators, researchers, etc.);
- trades/construction contractors, installers, technicians, etc.;
- evaluation costs (e.g., surveys to be distributed to participants at events);
- honoraria and hospitality costs;
- security checks for volunteers;
- travel expenses within Canada, including transportation costs to assist seniors in participating in project activities;
- purchase of materials and supplies;
- printing and distributing project materials;
- rental and maintenance of equipment;
- rental of space or other facilities;
- utilities;
- delivery/shipping costs for material and equipment;
- dumping and disposal fees;
- renovations or repairs;
- capital costs required to undertake the project (e.g., equipment for participants, furnishings and fixtures)[4]; and
- any applicable taxes.

Project costs will be assessed and certain items may not be accepted in funding applications.

New: A computer (including monitor), or a laptop, will be considered up to a maximum value of $750. If your funding request exceeds this value, it will be reduced accordingly. For example, a laptop, and a computer with a monitor (i.e., two new computers) will be considered up to a maximum of $1,500. This does not include peripheral equipment such as scanners, printers, or computer software.

When your project is over, your organization may either keep the capital items you bought with the funding and use them for other community-related activities or donate them to other not-for-profit organizations in the community, provided that the

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[3] Salaries, wages and mandatory employment-related costs for project staff must account for less than 25 percent of the total amount requested from the NHSP. This reflects the Program's focus on volunteerism.

[4] Capital costs are non-consumable single items or (a) grouping(s) of similar items that cost $1,000 or more. For example, a group of similar items could be a public address system for seniors events, comprised of an amplifier ($600), two speakers ($150 apiece), a microphone ($150), stand and cables ($100), which equal $1,150 since they are a collection of items that are designed to function together. Non-consumable items are those that will continue to exist after the funding period ends, such as equipment, electronics, furniture and fixtures.

Department of, Employment and Social Development agrees. You may **not** keep these items for personal use.

6. Ineligible Costs

The following costs are **not** eligible for funding:

- general operating costs of your organization that are not related to this project (i.e., regular telephone and heating costs, rent, utilities, property taxes, insurance, equipment for staff, audit costs, etc.);
- costs incurred to prepare the application;
- items of a personal/medical nature such as wheelchairs/scooters, CPR/First Aid equipment, hearing aids;
- feasibility studies needed for physical work, including environmental assessments;
- transportation to provide a personal service to seniors (e.g., that is not directly related to increasing the social inclusion of seniors, training senior drivers and implementing a senior's transportation program, projects that focus on transporting seniors to personal appointments);
- project costs incurred before the agreement is approved and signed by the Department;
- purchase of land or buildings, including new construction;
- repairs or renovations to a building that your organization does not yet occupy;
- cost over-runs (project costs that are higher in implementation than anticipated)[5]; and
- contingency costs[6].

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[5] The value of an NHSP community-based grant cannot be increased once it has been approved and signed by the Department. If costs are higher in implementation of the project than budgeted, it is the responsibility of the applicant organization to procure the missing funding to complete the project.

[6] Contingency costs: costs added to a project over and above the actual estimated project value to cover unexpected costs.

How to Apply

Before you get started

If you have any questions or would like to discuss your project idea with us, you can call 1-800-277-9914 and press "0" to speak with an agent.

7. Steps to Apply:

    I.   Review the eligibility criteria for NHSP funding as listed in this document;

    II.   Know your application deadline. This information will be available when a Call for Proposals (CFP) is open on the NHSP website at www.esdc.gc.ca/seniors; Applications postmarked after the deadline will not be considered for funding;

    III.   Review the tips throughout this guide and the Annex "Completing your Application";

    IV.   Review and follow the Application Checklist below;

    V.   Complete and sign the application form. When a CFP is open, the application form is available on the NHSP website at www.esdc.gc.ca/seniors;

    VI.   Mail your completed and signed application form to your province or territory's Service Canada Centre. The address for your center is listed in the Contact Us section of the application and in the back of this guide (applications received before the opening date or postmarked after the closing date of the Call will not be accepted); and

    VII.   Become familiar with the approval process, as outlined in this guide.

Note: For any changes that occur in your organization or your application, after you apply, please let us know immediately (e.g., mailing/email address, phone number, name of contact person, activities or sources of funding).

8. Application Checklist

In order for your application to be eligible for funding, you are required to include:

☐ the completed original application form signed by your organization's authorized officer(s);

☐ the names and addresses of your organization's board of directors or governing body. If your organization is a coalition, network or an ad-hoc committee, please provide the names and addresses of all of the committee members;

☐ copies of documents about your organization's legal status and governance structure:

- If your organization is incorporated, please send a copy of one of the following: letters of patent, articles of corporation, certificate of incorporation or memorandum of association, your rules, by-laws or constitution;
- I your organization is not incorporated, please send a copy of your rules, by-laws, council resolutions or constitution;

☐ a minimum of one original letter showing community support for your project. See the Annex for important information;

☐ a copy of your lease agreement (with at least a five-year lease period remaining) **with** an original letter from the property owner confirming they agree with the proposed renovation or repair, required if applicable. (See question 16 of the Annex for more information); and

☐ an original letter from your project partner(s) confirming their involvement, required if applicable. (See question 23 b).

Note: All letters of support and partnership should be original and should include the name, position title, organization, signature of the writer, and date as well as organization's letterhead if applicable.

Organizations of the same name are eligible to submit applications in different communities, provinces and territories provided they have a separate board of directors and operate independently of each other.

Organizations are allowed to submit multiple applications. However, the **total of all applications combined must not exceed $25,000** per year, per organization.

9. Application Review Process

There are three phases in the Application Review Process

- screening
- assessment
- final decision

Screening

Applications postmarked by the application deadline are reviewed for eligibility by the Department to ensure they meet the Program's eligibility criteria. Applications will be rejected at the screening phase for any of the following reasons:

- The application is late (i.e., postmarked after the deadline);
- The application is incomplete and/or not signed by the authorized representatives of the organization;
- The required attachments are missing – for instance, you are missing:
  - at least one original letter or other original document demonstrating community support for your project; or
  - documents that confirm your organization's legitimacy and governance;
- The project does not meet any of the program objectives;
- Proposed activities are your organization's core, existing or ongoing activities;
- Proposed activities do not include a strong role for seniors in their planning and/or delivery; or
- Budget costs exceed funding limits (i.e., single funding applications that exceed the $25,000 limit will be screened out).

Assessment

After the screening process is complete, eligible applications are reviewed and assessed in collaboration with the Regional Committee in your province or territory. Committee members include people active in seniors' and community issues. The committees also normally include representation from federal and provincial or territorial governments. In Quebec, a Joint Management Committee, made up of representatives from the Quebec government and Employment and Social Development Canada, review and assess applications in accordance with the Canada-Quebec Memorandum of Understanding on the New Horizons for Seniors Program.

If irregularities have been found in relation to projects previously funded by the department, ESDC reserves the right to reject your application without assessing it until the irregularities have been remedied.

Applications are assessed on a number of criteria, including:

- the strength of the community support for the project;
- the anticipated positive impact on seniors and/or their communities (such as their strong role as leaders in their communities);
- the project's cost-effectiveness;
- the potential for the activities to continue after the funding ends, if applicable;
- other New Horizons for Seniors funded projects in the same community; and
- the results of any of your organization's projects that were previously funded by Employment and Social Development Canada.

There is significant demand for funding for capital assistance, and more applications are received than can be funded. Therefore, funding is more likely to be awarded to organizations that clearly demonstrate a strong link between the proposed renovations or equipment replacement and activities that clearly meet at least one of the Program's other four objectives. Additional criteria may be considered during the assessment of proposals, such as the security or soundness of facilities or equipment that could compromise the safety of seniors.

In order to achieve the maximum possible impact for seniors and their communities, Regional Committees will consider the following types of elements when reviewing applications:

- the degree to which projects engage seniors, including Aboringial seniors, in project design and delivery;

- the degree to which projects capitalize on seniors' leadership and abilities, and facilitate seniors' contributions to their communities;

- the location of proposed activities and in particular those that target seniors living in rural and remote areas;

- the number of seniors to be impacted as well as their diversity. For example, projects that include seniors of all ages, as well as ethno-cultural communities, Aboriginal communities, Francophone communities, seniors of all sexual orientations and seniors with disabilities;

- the degree to which the projects reflect the cultural and linguistic sensitivities of the province or territory.

- community groups that previously have not received grant funding from the New Horizons for Seniors Program. Communities could be geographic, cultural, linguistic or religious in nature or could focus on new immigrants.

- a project's lasting impact on, or enduring contribution to, a community.

Final Decision

The regional committees make recommendations to Employment and Social Development Canada (EDSC); the Department makes the final decision.

You will be advised of the final decision by letter. You will receive a written decision from the Department in early 2015.

If approved, your application becomes a grant agreement.

Please note that funding decisions are final and that there is no appeal process.

New –Direct deposit is the preferred payment method by the Department, and will become the only payment option in the future.

For more information on your application, you can contact the New Horizons for Seniors Program (NHSP) at 1-800-277-9914 (press "0" to speak to an agent). We will put you in touch with the appropriate NHSP representative who can discuss your application.

10. Follow-up

You will be notified by mail that we have received your application. Acknowledgment letters will be mailed within 21 calendar days of the closing date of the Call. If you have not received an acknowledgement letter 5 weeks after the closing date of the Call, please contact us at 1-800-277-9914 and press "0" to speak to an agent.

11. Final Report

Funded organizations must submit a final report **within 30 days of the project completion date** and send it to the New Horizons for Seniors Program office in their province or territory. The final report template will be provided in the approval package notifying funded organizations of the Department's decision.

Reporting on time shows good project management. Should your organization fail to submit a final report on time it may impact your organization's ability to obtain funding from the Department in the future.

Annex: Completing Your Application

Please read this section carefully before completing your application. Write your answers on the application form template and attach only the documents requested.

All of the questions on the application must be answered and are subject to assessment. All required documents must be attached. Otherwise your application will be considered incomplete and screened out. You are required to submit your application in one complete package by the closing date of the Call for Proposals for your province or territory (postmarked).

Application Part A: About Your Organization

Question 1 b — Legal name of your organization

This is the name your organization uses for legal purposes, such as the one you use for your organization's bank account and/or on the letters of patent, etc. It may differ from the name you commonly use for your organization. In the event that your application is approved for funding, the cheque will be addressed to the legal name of your organization.

Question 1 c - Organization mailing address

If your organization uses a post office box, rural route address, or general delivery as its mailing address, ensure that the civic/street address for your organization is also provided in this section (required).

Question 5 a — Is your organization incorporated?

Your organization is not required to be incorporated for New Horizons for Seniors Program funding. If it is, please tell us. This information helps us to identify your organization.

Question 5 b — Canada Revenue Agency Business Number

A Business Number is **a 15-digit number** that the Canada Revenue Agency (CRA) assigns to a business or organization to identify the accounts it has with the CRA and certain federal and provincial or territorial departments and agencies.

All public and private sector organizations **must** provide a 15-digit business number.

If your organization has a Business Number, you **must** provide it in your application (question 5). This information helps us to identify your organization.
Not-for-profit organizations are not required to have a Business Number to be eligible for NHSP funding.

Question 7b — Organization types

Not-For-Profit Sector:
- Local community, charitable, or voluntary
- Provincial Non-Governmental Organizations
- National Non-Governmental Organizations
- Not-for-profit Band Councils
- Non-Governmental Organizations (NGO) with a focus on encouraging employment
- Unions
- Associations of workers and/or of employers
- Aboriginal not-for-profit groups
- International NGOs
- Sector Councils

Private Sector:
- Businesses, bodies incorporated or unincorporated
- Banks
- Private universities or colleges
- Indian Band Corporations (profit basis)
- International Sector
- Private Band Councils

Public Sector[7 and 8]:
- School Boards / School Districts
- Public Health
- Municipal governments and agencies
- Provincial governments and agencies
- Territorial governments
- International governmental organizations
- Public community colleges and vocational schools
- Public degree-granting universities
- Public degree-granting colleges

Organizations of the same name are eligible to submit applications in different communities, provinces and territories provided they have a separate board of directors and operate independently of one another. They are considered separate organizations under the funding.

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[7] Post-secondary institutions, as well as social service and public health institutions, are eligible with the agreement of the provincial or territorial government. For this call, institutions in Alberta, Manitoba, New Brunswick, Nunavut, Quebec and Saskatchewan may apply.

[8] For-profit enterprises are eligible provided that the nature and intent of the proposed activity is non-commercial, does not generate profit, and meets the objectives of the NHSP.

Organizations are allowed to submit multiple applications; however, **the total of all applications combined must not exceed $25,000** per year, per organization.

Question 9 —

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Please attach documents regarding your organization's legal status and governance.

On a separate sheet of paper, please provide the names and addresses of your organization's board of directors or governing body. If your organization is an ad-hoc committee, please provide the names and addresses of all the committee members.

Also,

- If your organization is incorporated, please include a copy of one of the following: letters patent, articles of corporation, certificate of incorporation or memorandum of association, your rules, by-laws or constitution.
- If your organization is not incorporated, please include a copy of your rules, by-laws or constitution.
  - Aboriginal organizations that are part of a band must include a copy of a Band Council Resolution or any other permissions required.

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Question 10 — Legal signing officers

These are the persons who are responsible for signing legal documents (e.g., cheques) for your organization. This information can be found in your letters patent, other incorporation documents or as established at your financial institution. Ad-hoc organizations will need to establish this prior to applying for funding.

Please provide the names and titles of persons authorized to sign a legal agreement on behalf of your organization, as well as the number of people required to sign an agreement.

Please make sure those same people sign the **Declaration and Agreement** section of the grant application/agreement, while respecting the number of signatures required by your organization.

Question 12 — Project title

Your project title should **relate to your project activity**. It may reflect the group or community that would benefit from your project, such as "Footprints of Okanagan Elders" or "Sharing Ideas Between Seniors and Youth". **Do not use** "New Horizons for Seniors", or your organization's name as your project title, or include the year of the project.

Question 13 — Planned project start date and planned project end date

Your project must start in the current fiscal year; that is, before March 31, 2015. However, your project cannot start before you receive notice from New Horizons for Seniors Program that your project has been approved for funding. Project activities can only be funded if they occur **within a 12-month period**. Ensure that your dates are within a one-year (52-week) time frame.

> **!** **Remember:** Project activities cannot begin before the NHSP funding decisions have been made, no earlier than the beginning of 2015.
>
> Please consider this when planning a start date for your project.

Question 14 — Location of project activities

New - **Provide the main civic/street address where the activities will take place.**

Funding is provided by location of activities. For example, if your organization's head office is located in Manitoba, but the activities are to be delivered in Ontario, the NHSP funding application must be sent to the Ontario Service Canada Centre. Therefore, a supporting letter must be provided by an organization in Ontario to demonstrate that the project meets the needs of the targeted community (for more information, see question 25).

Question 15 — Identify the NHSP objective that this project primarily addresses

Select **only one objective** for this question.

If your project meets one of the first four objectives, select **only** the primary objective and skip to question 17.

For example:
- If your application is for a project which primarily involves seniors providing peer support and counselling, please check off the box for "Engaging seniors in the community through mentoring of others".

- If your project is primarily for renovations or purchase/replacement of equipment, select the fifth objective and complete questions 16 a, b, c and d.

- If your application is primarily for a project to replace ageing furniture and equipment so that your organization can continue to offer elder abuse awareness sessions, please check off the box for "Providing capital assistance for new and existing community projects and/or programs for seniors."

If your project will meet more than one of the program objectives, please indicate only that individual objective you think your project best meets.

Question 16 a — For those projects that are primarily for renovations, repairs and purchase and/or replacement of equipment (Program objective: *Providing capital assistance for new and existing community projects and/or programs for seniors*), as identified in Question 15, please list your programs and activities for seniors.

New or existing community programs and activities for seniors for which capital assistance funding is required are eligible but must be related to one of the first four overall program objectives - listed under Question 15..

Question 16 b — Describe which objective your programs and/or activities for seniors primarily meets.

It is mandatory that you check **only one** of the first four objectives listed if your project primarily meets the capital assistance objective.

Question 16 c — If your project is to do renovations or repairs to a building, does your organization own the building?

If you are the owner of the premises, no building ownership documentation is required.

Question 16 d — For those projects that meet all three of the following conditions:

- primarily meets the objective of *Providing capital assistance for new and existing community projects and/or programs for seniors;*
- involves renovation or repair work valued at more than $10,000 (including applicable taxes); and
- your organization does not own the space to which you are proposing renovations or repairs.

You must submit:
- a **copy** of your lease agreement (with at least a five-year lease period remaining), including details of the maintenance and upkeep agreement if it is not specified in the lease; and

- an **original** letter from the property owner confirming that they agree with the proposed renovation or repair.

These documents are not required for the purchase/replacement of equipment.

Question 17 — Explain the goal(s) of your project.

Describe what you aim to accomplish with this funding. For example, if bridging the gap between seniors and youth is a concern in your community, your project objective might be to promote social interaction between seniors and students. Senior volunteers could share their life experiences, wisdom and knowledge with students. Specifically, your project might include interaction between seniors and youth through activities such as reading, tutoring and crafts. Be sure you explain how the goal of your project meets the overall NHSP objective you selected in Question 15.

If you are proposing a large-scale project, where the total cost of the project is more than $25,000, please specify for which part of the project NHSP funding is requested. NHSP funding requests must not exceed $25,000 per project.

Note: If the goal of your project is to maintain programs and activities for seniors (by doing renovations, repairs and equipment purchase/replacement), it is important to specify **how** your regular activities for seniors will be affected should the funding application not be approved. In addition, please make sure you explain how the goal of your project meets the NHSP objective you selected in Question 16.

This is only applicable for projects that primarily address the fifth objective (*providing capital assistance for new and existing community projects and/or programs for seniors*), and aim to **maintain** existing programs and activities for seniors rather than offer new activities. For projects that propose new activities, you are not required to explain the impact of the funding on the proposed activities.

For example: Your organization is requesting funding to replace the furnace in the building. You have been told by an inspector that it needs to be replaced because it isn't safe for use. As a result, your programs and activities for seniors are at risk of not continuing due to safety issues until a new furnace can be purchased and installed. A new furnace would allow you to continue your regular workshops and social activities for seniors.

Question 18 - If you plan to continue your activities after the New Horizons for Seniors Program funding ends, explain how you will fund the continuing activities (such as through partnerships, volunteerism, or fund raising).

You should have a strategy, and not depend on government funding that has not been pre-arranged. Remember, the NHSP does not provide ongoing funding.

Note: This question is not applicable for applicants in Quebec.

Question 19 — Please provide details about your project, including the primary activities (e.g., steps to complete your project, timeframes, people involved, etc.).

Your project activities are the actions that you will take to meet your project objectives. Activities should be specific, realistic, and relevant to the project activities. An example of project activities might be:

Project: Revitalize a Community Park

- Team meeting to design landscaping – 1st month.
- Community consultation meetings with input from senior users and others – 2nd and 3rd months.
- Consult with landscapers – 3rd and 4th months.
- Landscaping 5th and 6th months.
- Opening ceremony and orientation to seniors walking group – 7th month.
- Seniors-led walking groups 7th month and onwards.
- Send final report to the NHSP regional office (see Contact Us section in the guide) no more than **30 days** after the end of the project.

Question 20 — Will your project support an activity that is new to your organization?

For applications that primarily meet the objective of:

- promoting volunteerism among seniors and other generations;
- engaging seniors in the community through mentoring of others;
- expanding awareness of elder abuse, including financial abuse; or
- supporting social participation and inclusion of seniors.

Project activities must go beyond your organization's normal activities, as NHSP does not fund your organization's core, existing or ongoing activities.

Please explain how your project is new in relation to your current activities. This could include adding different activities, reaching out to a new client base such as isolated seniors, youth or recent immigrants, or adapting activities to meet the needs of a new community.

For applications that primarily meet the objective of:

- providing capital assistance for new and existing community projects and/or programs for seniors.

Project activities (equipment purchase or replacement, renovation or repair work) can be to support either new or existing community projects and/or programs for seniors. NHSP does not support capital projects that maintain or increase your organization's core administration.

Question 21 — If your activities will target a specific group, please let us know.

For example, if your project activities are to conduct English-language sessions to raise awareness of elder abuse in Quebec, check off "Anglophones in Quebec" or to conduct French-language sessions outside Quebec, check off "Francophones outside Quebec". If your project aims to promote social involvement of persons with disabilities, check off "Persons with Disabilities".

Question 22 a — How are seniors involved in the project?

Seniors must be involved in the project in a meaningful way. Clearly demonstrate the role of seniors and their contribution as volunteers. Describe actions where seniors will be actively involved in the planning and/or running of the project.

Question 22 b — How many people will participate in the project?

These numbers help us to understand your project. Please give an estimate of how many people (seniors and non-seniors) are volunteering, participating or actively involved in planning or running the project. This number should not include the number of project beneficiaries, nor people being paid or compensated to deliver or participate in the project.

For example:
- A seniors group that is writing, planning and performing an informative play on seniors issues for the public would indicate the number of people involved in all aspects of the creation and performance of the play (including writers, actors, volunteers, stage hands, etc.), as people participating the project; or
- A seniors group that is proposing to replace their furnace in order to do new activities, or to be able to continue their current activities, may not have anyone participating in the project.

Question 23 a — Will your project involve other organizations, networks or partners? Please explain their role in the project.

Describe the involvement and contributions (either in-kind or in cash, including the contributions of volunteers) of other organizations, networks, partners or community members to your project.

NHSP encourages partnerships among all kinds of groups, including those who are not generally associated with seniors' issues. Having partnerships will be considered as an asset when your application is assessed. Remember that partners can provide resources other than funding, such as advice, volunteers and free meeting space.

Question 23 b — Does the focus of your activities involves other organizations (e.g., school, youth group)?

Please attach a letter from the other organization confirming their participation.

This is only required if the participation of a partner is essential to your project's success. If the participation of a partner is not essential to your project's success, you are not required to submit a letter.

Letters should always include the partner's name, position title, organization, signature, date and organization's letterhead if applicable.

For example:
- If your project involves seniors tutoring school-aged children in a school program, you would need a letter from the school explaining that they support this initiative.

Question 24 a — Who will this project benefit, and how will it benefit them?

Your project should benefit your community, or communities in the area where you live. For example, seniors can mobilize community members to clean up a local park and organize community activities. This will not only result in a more inviting park for social gatherings, but will also lead to increased cooperation to further improve the community through the partnerships that are developed.

If a specific group will benefit from this funding, please include this information. Remember that, although this program focuses on seniors helping their communities, the people who benefit most from the project can be people in the community who are not seniors.

Question 24 b — How many people will benefit from the activities of the project?

This includes information such as the anticipated number of users of a renovated facility, or the projected number of people who will read a new publication. These are

not the project participants, leaders or volunteers (identified in question 22 b, if applicable).

For example:
- the number of people attending an informative play on seniors issues (see tip in Question 22 b could be the number of people benefiting from the activities of that project; or

- a seniors group that is proposing to replace their furnace in order to do new activities, or to be able to continue their current activities would list the approximate number of people that use that facility as the number of people benefiting from the activities of the project.

Question 25 – Please attach one or more letters showing community support for your project.

Your application must include **one or more original letters** from organizations or groups in your community that support your project. Letters could be from a local church, your financial institution, a local golden-age club, etc.

Letters from project partners or members of your group are helpful; however, they are not considered letters of community support.

Letters must be current and include:
- the name and description of the organization;
- the name, position title, and signature of the writer, and the date; and
- where possible, the organization's letterhead.

Letters must clearly endorse the project and clearly demonstrate the following:
- knowledge and support of your organization;
- knowledge and support of the proposed project;
- the need for the proposed project in your community; and
- a sentence or two on the project's likely benefits to the community.

If your organization's head office is located in a different province than that in which the activities are proposed to take place, (for example, head office in Manitoba but activities to take place in Ontario), a supporting letter must be provided from an organization in the province in which the activities are to take place (in this example, Ontario), to demonstrate the needs of the community. A second supporting letter would be provided from an organization in the home province (in this example, Manitoba) to demonstrate knowledge of your organization (see question 14).

Do not use form/template letters.

If the focus of your activities involves other organizations (e.g., school, youth group), you should **also** attach a letter from the other organization confirming their participation in your project (see Question 23b for more information).

Question 26 a — Please describe the expected results of your project.

Results are any improvements or changes that your project will make in the community, to an organization, or to the lives of members of the community. It is important to set measurable results, qualitative or quantitative, so that you can track the success of your project. A good project proposal will clearly define project activities and expected results. See below for an example of expected results.

Question 26 b — How will you know if your project is successful?

Your answer for this question should show how you plan to measure the success of your project. List the results you want to achieve, and then determine how you will measure them.

Here are some examples:

Expected results	How would you measure these results?
Greater interaction and understanding between seniors and youth	Interview seniors and youth at the completion of the project and summarize the findings in your project's final report.
Greater social involvement of isolated seniors	Survey the participants at the beginning and end of the project, asking the same set of questions and noting any changes or improvements in their social activities. Provide a summary of the survey findings in your project's final report.
Improved networking of seniors by organizing a conference or workshop	Count the number of participants, record their impressions throughout the workshop, and summarize their main conclusions from the event in your project's final report.
Renovations permitted continuation of activities	For example, if your project is to renovate the kitchen, you could: • gather feedback from users of the kitchen; • host kitchen activities (luncheons, community dinners), then count the number of people participating.

Application Part C: Project Budget

Question 27 — List in the table below all expected sources of funding for your project, both cash and in-kind.

Although having funds from another source is not a requirement to receive New Horizons for Seniors Program funding, it can help demonstrate community support for your project.

The amounts you enter here must add up to the total of the columns entitled "Funds from other sources" in Part D: Budget Summary.

In-kind funding

In-kind funding is the time, services, supplies, materials, or other resources that individuals or organizations donate to help you with your project. If you did not receive these donations, you would have to purchase them. Indicate approximately how much you would have to pay if you had to buy these items or pay for these services. Identify only those in-kind costs related to your proposed project.

Examples of in-kind contributions:

- A recreational centre provides its sports equipment free of charge for use for project activities.
- A local art store donates art supplies for the project activities.
- A town centre offers a piece of land for use to grow the project's garden.
- An financial consultant offers free sessions to seniors.

Is the funding for your project anticipated or confirmed?

Confirmed funding is the amount of money or other in-kind materials or services that an individual or organization guarantees for your project. Anticipated funding is the amount of money or in-kind contributions that your organization has requested, but which you are unsure of receiving. Any amount that has not been guaranteed at the time of your application should be listed as anticipated funding. For example, if you have asked an organization to donate office supplies for your project, but you are still waiting for their answer, this amount would be marked "anticipated." Or, if a local organization has promised you funding but only if you also receive funding from other sources (such as the NSHP), this should also be listed as anticipated funding.

Please see the chart below for additional examples.

FUNDING					
Source of Funding		Cash	In-Kind	Confirmed funding	Anticipated funding
Government	ESDC	21,250		☐	☒
Government	Municipal		$100	☒	☐
Government				☐	☐
Non-Government	Local Service Club	$500		☐	☒
Non-Government	Newspaper		$150	☒	☐
Non-Government	Recreation Board		$100	☒	☐
Your Organization's Contribution		$200	$150	☒	☐
Total: *These amounts should be the same as your organization's total "Funds from Other Sources" in the Budget Summary.*		$21,950	$500		

Question 28 — Please describe the main expenditures your organization plans to make with this grant in order to meet your project objectives.

Please be sure you explain how these expenditures relate to the proposed project activities.

New: A single computer (including monitor), or a laptop, will be considered up to a maximum value of $750. If your funding request exceeds this value, it will be reduced accordingly. For example, a laptop, and a computer with a monitor (i.e., two new computers) will be considered up to a maximum of $1,500. This does not include peripheral equipment such as scanners, printers, or computer software.

1. **Capital expenditures (building renovation and repair):** These are all of the costs related to building renovation or building repair projects and include items such as lumber, building materials and supplies, windows, fixtures, and labour (contactors, trades people, etc.).

Note: Please ensure compliance with laws and regulations. For example, does the building code require a permit or certified tradesperson to renovate the plumbing? If the work is completed by a plumber whose certification has expired, will insurance cover damages caused if a pipe bursts during the renovation?

2. **Capital assets (equipment purchase and replacement):** Capital costs are non-consumable single items or a grouping of similar items that cost $1,000 or more, including applicable taxes. For example, a group of similar items could be a public address system for seniors events, comprised of an amplifier ($600), two speakers ($150 apiece), a microphone ($150), stand and cables ($100), which equal $1,150 in total since they are a collection of items designed to work together. Non-consumable items are those that will continue to exist after the funding period ends, such as equipment, electronics, furniture, kitchen appliances etc.

3. **Professional fees:** Relates to services provided by someone who is not an employee of your organization, often associated with a service contract or external consultant. Some examples include fees paid to outside facilitators, presenters, trainers, researchers, etc. Do not include staff wages, mandatory employment related costs (MERCs) or honoraria costs* in this category, nor should you include under professional fees costs to administer the project.

   Note: The purpose of NHSP's funding is to enable you to carry out the project with the sole purpose of paying the eligible expenditures. You **may not** have another entity take over the day-to-day management of the project for your organization; otherwise your application becomes ineligible. By signing this Application/Agreement you declare that you have read, understood and agree with the Articles of Agreement. Therefore, should you be found at fault, after having received NHSP funding, as of the date that you (applicant organization/Recipient) no longer meet the eligibility requirements of the Program, the grant payment shall be considered a debt owed to Canada (and the grant payment will need to be reimbursed).

4. **Staff Wages & Mandatory Employment Related Costs (MERCs) – maximum of 25% of the funding request:**
   These are wages and mandatory employment-related costs for staff of your organization. For example, wages for a coordinator or project manager who is presently, or will be, employed by your organization to conduct the project activities. However, please note that the purpose of the program is not to create employment opportunities or wage subsidies.

   Staff wages and MERCs must be less than 25% of the total amount requested from the NHSP which reflects the program's focus on volunteerism. For example, an application for $25,000 can only include at most $6,250 in staff wages.

You can use the following calculation:

Requested funding ($) x 25% (0.25) = Maximum amount for staff wages

$24,000 x 0.25 = $6,000

The department will verify that the staff wages and MERCs are within the 25% threshold and, where necessary, will adjust those requests that exceed it to bring them to the 25% maximum.

5. **General Project Costs:** Include items such as:

- materials and supplies such as chairs and tables (non-consumable single items or a grouping of similar items that cost less than $1,000);
- transportation or travel (e.g., costs to transport participants to activities, speaker's travel expenses, etc. Remember, costs to provide personal transportation services to seniors are ineligible.);
- equipment or facility rental necessary to conduct the new activity such as rental costs for premises for new music classes (not to include any portion of current rent);
- hospitality/honoraria* (monetary compensation) – must not include staff wages or professional fees;
- printing, publishing or advertising costs.

*Note: Honoraria are token payments made to express gratitude or to symbolize respect. Honoraria should not be used as an alternative to a service contract or agreement, professional fees, or as a replacement for salaries or wages.

Here is an example of a community garden project budget:

Capital Expenditures: None

Capital Assets:
Storage shed (10'x8'):	$1,500
Gate and fencing:	$3,000
Total:	$4,500

These assets will be used to store gardening materials, and set up a new fence for this seniors' project.

Professional Fees: None

Staff Wages and MERCs:

Project Coordinator: $1,344
($20/hour x 15 hours/month x 4 months= $1,200 + MERC = $1,344)

The coordinator position will help ensure the smooth operation of the activities and be in charge of project planning with the seniors, as well as completing all paperwork to get the project running. The coordinator will support the seniors delivering the project by organizing participation and gardening activities.

General Project Costs:

Soil: $435
Mats: $775
Benches: $800
Tables: $400
Tools: $297
Hoses: $113
Total: $2,820

Application Part D: Budget Details

The NHSP will fund only those expenses and activities **directly related** to your project.

Consider the most cost-effective ways to administer and run your project. If purchasing equipment, base your budget on the reasonable cost of the item in your community.

Important: The total amount requested from NHSP must not exceed $25,000, otherwise your application will not be considered. For example, a project that will cost $50,000 overall cannot request more than $25,000 in funding from NHSP.

Use the "Item" column to list the items you will need to carry out your project. Also, include a short explanation below each item requested.

Reminder: Funds you spend on your project before the approved project start date will not be reimbursed. Therefore, activities which have started before approval, and all costs associated with those activities, are ineligible. Costs associated with ongoing operations or general operating costs are not eligible.

Application Part E: Checklist

Please double check to make sure you have included all of the applicable attachments. Applications for funding cannot be considered without them. Please see the guide for the checklist.

Application Part F: Declaration and Agreement

If approved, your application becomes a grant agreement.

Carefully read your application before signing. Make sure that the persons identified in Question 10 sign the application form.

If your application is approved, it will be signed by a representative of the New Horizons for Seniors Program and will become a grant agreement between your organization and the Department. A copy of the signed agreement will be sent to you with your approval letter. You will be expected to use the grant funds for the project as described in your application and to abide by the Articles of Agreement included with your application.

Contact Us

Below is a list of addresses where you should mail your New Horizons for Seniors Program application. If you need help while you are completing your form, call our toll-free number **1-800-277-9914** and select "0" to speak with an agent. For people using a teletypewriter device (TTY) call **1-800-255-4786**.

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Kelowna BC V1Y 6S5

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New Horizons for Seniors Program
Brandon Service Canada Centre
Attn: Programs Unit
Unit 100 – 1039 Princess Avenue
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Newfoundland And Labrador
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