



## New Horizons for Seniors Program

## Fact Sheet Series 8

Engaging Seniors, Strengthening Communities

### Application Checklist

In order for your Application for Funding to be eligible, you are required to **submit your application in one complete package by the closing date (postmarked)** of the Call for Proposals, including the required additional documents.

When completing your application, you must **consult the Applicant Guide for detailed requirements and additional notes** for each item in this checklist.

#### All applications must include:

- ☐ A list of names and phone numbers of the members of your Board of Directors (BoD) governing body.
  - If an ad-hoc committee also include the addresses.
- ☐ A list of 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 (i.e. the persons who are responsible for signing legal documents, such as cheques).
  - Ensure those same people sign Section B – Part 5 - Signatures of the Application for Funding.
- ☐ A minimum of one letter showing community support for your project.
- ☐ Letter(s) from your project partner(s) confirming their involvement, if applicable (e.g. a school supporting tutoring program).
- ☐ Proof of your organization's type, legal status and governance structure, including:
  - A document from the Canada Revenue Agency (CRA) that includes your organization's business or registration number with the CRA;
  - If incorporated, a copy of one of the following: letters of patent, articles of incorporation, certificate of incorporation, memorandum of association, your rules, by-laws, or constitution;
  - If not incorporated, a copy of your rules, by-laws, council resolutions, or constitution;
  - Aboriginal organizations that are part of a band must include a copy of a Band Council Resolution (BCR) or any other permission required.

#### Applications for renovation or retrofit activities

- ☐ **If you are NOT the owner of the premises) must also include:** provide proof of building ownership (i.e. property tax bill, property assessment notice, purchase agreement). Note that construction work for a private home or dwelling is not eligible.

**If you rent the premises (NOT the owner) you must also include:**

- ☐ A copy of your lease agreement, letter of understanding, etc., with at least a five-year lease period remaining, including details of the maintenance and upkeep agreement.
- ☐ A letter of consent from the landlord/lease provider confirming they agree with the proposed renovation or repair.

**Important Notes:**

- All letters of support, partnership and consent should include the name, position title, organization name, signature of the writer, address, phone number and date, and should be written on the organization's letterhead, if applicable.
- If you are the owner of the premises, no building ownership documentation is required.
- External cost estimates for renovations or repairs to your facility are optional; however, they are helpful in understanding the scope of your project. Discussing your project with vendors can also identify possible permits that may be required for your project and avoid possible cost overruns. These quotes can be attached with your application.
- Ensure you are in 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?
- If your organization uses a facility which is rented by another entity, the entity renting the facility must submit the application. In this case, a partnership letter will be required to demonstrate how the entity is working with the seniors' group to offer activities to seniors. For example:
  - The Seniors Club is renting a community centre, which is owned by the municipality and also used by the Lions Club on occasion.
  - The Seniors Club asked the Lions Club to complete the application on their behalf since the Lions Club has more experience completing applications for funding programs.
  - In this case, the application must be submitted in the name of the Seniors Club since they have the lease and the proposed activities are mainly for their own benefit.

**Once you submit your application, it is not possible to make any changes, such as changing the project activities.**

For information on the New Horizons for Seniors Program, visit [www.esdc.gc.ca/seniors](http://www.esdc.gc.ca/seniors) or call **1-800-277-9914** and select "0" to speak with an agent.