New Horizons for Seniors Program
Community-Based Projects

Applicant Guide 2016-2017
Standard Grant Application for Funding

Canada

TABLE OF CONTENTS

NOTICE

The Standard Grant Application for Funding (Application for Funding) is now being used for several funding programs, including New Horizons for Seniors Program (NHSP). Therefore, we want to stress the importance of **using the Applicant Guide 2016-2017 to complete your NSHP Application for Funding**, as it provides detailed explanations to help you complete every section of your application, including required information about your project's budget and contributors.

If you do not use the standard form your application cannot be considered complete and will be screened out.

Applicants in Quebec must also use the Standard Grant Application for Funding**.**

Notice to organizations in Quebec*:* The contractual clauses set out in the Articles of Agreement, with respect to grant agreements to be signed in 2016-2017 for projects that will be approved, remain subject to discussions to be completed with the government of Quebec in order to ensure the validity of those agreements under Quebec law. Should adjustments be required, they will be communicated in due time to applicants whose projects will have been approved.

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 age of a "senior" has been defined for various purposes from age 50 (e.g. Canadian Association of Retired Persons) to age 60 (the United Nations definition of older persons) to age 65 (Eligibility for Old Age Security and the Guaranteed Income Supplement). The understanding of the term "senior" is therefore contextual.

The program objectives are the following:

1. promoting volunteerism among seniors and other generations;
2. engaging seniors in the community through mentoring of others;
3. expanding awareness of elder abuse, including financial abuse;
4. supporting social participation and inclusion of seniors;
5. 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 and ad hoc committees;
- municipal governments;
- research organizations and institutes;
- educational institutions (e.g. universities, colleges, CEGEPs, school boards/school districts)[2];
- public health and social service institutions[2];
- Aboriginal organizations (including band councils, tribal councils and self-government entities);
- for-profit enterprises[3].

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

[2] Provincially/territorially funded institutions are eligible with the agreement of the provincial/territorial government. This approval will be sought as part of the assessment of your application.

[3] For-profit enterprises may be eligible for funding provided that the nature and intent of the proposed activity is non-commercial, not intended to generate profit, and supports program objectives.

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. These organizations are considered separate organizations under the funding.

Organizations are allowed to submit multiple applications; however, **the total of all applications combined must not exceed $25,000** including applicable taxes per year, per organization. Otherwise, the organization will have to withdraw an application to respect the funding limit.

Notice to organizations in Quebec: This Call for Proposals was discussed with Quebec's Secrétariat aux aînés, consistent with the Protocol of Agreement which establishes the terms and conditions of cooperation between the government of Canada and the government of Quebec for implementation of the NHSP.

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.

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:

- are led or inspired by seniors;
- 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. **Each year, communities must propose project activities different from those previously funded.** 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
- occur within a 12-month (52-week) period. NHSP only funds projects that will be completed within this time frame.

The **role of seniors** is a key element when NHSP projects are being considered for funding:
- It is not enough that an organization proposes to carry out an activity and then recruits seniors to take part in it.
- Consulting with seniors to develop a project of benefit to them is also not sufficient.
- Projects must **be led or inspired by seniors.**

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[4]

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

- involve programs or activities not already carried out by your organization[4]. These new programs or activities must also meet one of the first four program objectives; 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.

[4] This could include adding different activities to attract new seniors to contribute/volunteer, 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;
- expanding and/or adapting successful approaches (programs and activities) to reach new group of seniors (e.g. a specific population of seniors, such as Aboriginal seniors or seniors from a different geographical location, that do not currently have access to the approach). A project could include identifying target group(s); adapting programs and activities to meet needs, and/or overcoming barriers to participation and undertaking outreach to these seniors.
- seniors sharing their knowledge, skills and experience with others;
- involving programs or activities not already carried out by your organization;
- 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). This includes the expansion of existing activities being offered by an organization to the same population of seniors currently participating in these activities. The exception, which would be eligible, is the expansion of successful existing activities to reach an identified, new population of seniors (e.g. a specific population of seniors, such as socially isolated seniors, or seniors from a different geographical location that have not participated in these activities);
- activities where the role of seniors is minimal or not clearly described;
- projects to develop or deliver accredited primary, secondary, or post-secondary curricula;
- fundraising activities, door prizes or gifts;
- projects seeking recurring funding for ongoing activities;
- projects which provide a core health or social service to individuals (e.g. one-on-one service or training, projects that deal primarily with health[5] interventions, the creation or continuance of a meal delivery service to individuals); and
- programs or services that fall within the responsibility of other levels of government.

Projects are funded on a one-time basis (i.e. each year, communities must propose project activities different from those previously funded). If you wish to continue the same activities beyond the year of funding that is available through this program, the resources must be sought from other sources.

[5] NHSP is not intended to fund projects which provide a core health or social service to individuals. Providing a service means offering activities which are designed to meet basic needs in areas such as health care, food or nutrition (including meal delivery types of services, and soup kitchen, etc.), shelter, personal transportation or income support which are generally the responsibility of other levels of government. Meal delivery programs are considered under social service to individuals as it is about delivering nutritious meals to individuals helping them maintain their health and independence at home. However, these organizations could be eligible for a special project, such as the development of a program to raise awareness for elder abuse or to develop a new way to recruit volunteers**.**

5. Eligible Project Costs

Project costs must relate to the project and could include:

- salaries, wages and mandatory employment-related costs (MERCs) for project staff (including administrative costs)[6];
- professional services (e.g. presenters, trainers, facilitators, researchers, etc.);
- trades/construction contractors, installers, technicians, etc.;
- evaluation costs (e.g. surveys to be distributed to seniors at events);
- honoraria and hospitality costs;
- security checks for volunteers;

- travel expenses within Canada (rates prescribed in the <u>Travel Directive</u>) including transportation costs to assist seniors in participating in project activities[7];
- 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 seniors, furnishings and fixtures); and
- any applicable taxes.

Note: Capital assets are non-consumable single items or (a) grouping(s) of similar items that cost $1,000 (before applicable taxes) 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 a piece), 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.

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

[7] Day trips could be eligible. Use general estimates; however, if providing a detailed account by mileage please use the Treasury Board rates prescribed in the <u>Travel Directive</u>: <u>http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&sid=97&slabel=td-dv-a2.</u>
These costs are reviewed on a case by case basis depending on the leadership of seniors, the purpose of the 'visit' and its impact on the community. The trip needs to clearly respond to one of the first four program objectives such as:

- Volunteerism
- Mentoring
- Elder abuse awareness
- Social participation and inclusion

Here are examples of projects that could be acceptable:

- Visit a Heritage Village where seniors mentor a youth group.
- Seniors travel to another community to present a theater performance on elder abuse.

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

Costs Limit:

- A computer (including monitor), or a laptop, will be considered up to a maximum value of $750 (before applicable taxes). 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 (before taxes). This does not include peripheral equipment such as scanners, printers, or computer software.

The current HST, GST and PST table rates for 2016 is available at this address: http://www.calculconversion.com/reverse-sales-tax-calculator-hst-gst.html.

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[8], audit costs, etc.);
- costs incurred to prepare the Application for Funding;
- items of a personal/medical nature such as wheelchairs/scooters, CPR/First Aid equipment, automated blood pressure monitor, defibrillator, Snoezelen room, 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 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;
- decorating/beautification costs (i.e. painting or landscaping for esthetics);
- cost over-runs (project costs that are higher in implementation than anticipated)[9]; and
- unexpected costs or contingency costs which are costs added to a project over and above the actual estimated project value to cover unexpected costs.

[8] Equipment for staff is not eligible under for-profit organizations. However, these costs could be considered eligible under not-for-profit organizations depending on the rationale provided for this need in the Application for Funding (i.e. demonstrates a benefit to the organization and the community with a direct link to project activities).

[9]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.

Note: The maximum funding available is $25,000 including applicable taxes per year, per organization. Projects cannot exceed one year, and funding cannot be renewed. Funding requests that exceed $25,000 **will be screened-out.**

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:

- Review the eligibility criteria for NHSP funding as listed in this document;
- Know your application deadline. This information is available when a Call for Proposals (CFP) is open on the NHSP website at www.esdc.gc.ca/seniors;
- Review this guide under the "How to fill out your Application for Funding" section;
- Review and follow the Application Checklist under Section 8;
- Complete and sign the Application for Funding form. When a CFP is open, the form is available on the NHSP website at www.esdc.gc.ca/seniors; and
- Retain a copy of your completed application for your records.
- Mail your completed and signed form to your province or territory's Service Canada Centre. The address for your center is listed in the Contact Us section in the back of this guide.

8. 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 of the Call for Proposals (postmarked), including the required additional documents.

You are required to include:

☐ A list of your Board of Directors (BoD) members under Section B - Part 4 - Additional Information:
  - ○ provide the names and phone numbers of your organization's board of directors or governing body; or
  - ○ if your organization is an **ad-hoc committee**, provide the names, phone numbers and addresses of all the committee members.

☐ Also 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. These are the persons who are responsible for signing legal documents (e.g. cheques) for your organization (under Section B - Part 4 – Additional Information).
  - Ensure those same people sign Section B – Part 5 - Signatures of the Application for Funding, while respecting the number of signatures required by your organization.

☐ Proof of your organizations type, legal status and governance structure: Provide a document that clearly shows that your organization falls into the ***Organization Type*** that you have identified under ***Question 5*** of the Application for Funding:
  - If your organization is incorporated, send a copy of one of the following: letters of patent, articles of incorporation, certificate of incorporation or memorandum of association, your rules, by-laws or constitution;
  - A document from the Canada Revenue Agency (CRA) that includes your organization's business or registration number with the CRA (tax related document that includes your organization's business or registration number with the CRA);
  - If your organization is not incorporated, send 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. Note that the BCR must reflect knowledge and approval of the activities in your proposal.

☐ a minimum of one letter showing **community support** for your project (see Question 47);

☐ a letter from your project partner(s) confirming their involvement, required if applicable (e.g. a school supporting tutoring program, support in completing the Application for Funding) (see Question 47).

For activities which include renovation or retrofit of facilities:

☐ Provide 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.

- The lease needs to be between the applicant and the property owner. (If the lease improvements are not the responsibility of the applicant, they will not be eligible.)
- If you are the owner of the premises, **please 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 are not the owner of the premises, a letter of consent is **required for every application requesting capital improvement**: you must provide a letter of consent from the landlord/lease provider confirming they agree with the proposed renovation or repair (see Question 45);

☐ External cost estimates for renovations or repairs to your facility are optional; however, they are helpful in understanding the scope of your project. In addition, discussing your project with vendors can also identify possible permits that may be required for your project and avoid possible cost over-runs. These quotes can be attached with your Application for Funding.

☐ **Guidance**: 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?

Note: Should your organization be using the facility which is rented by another entity, the **entity renting the facility must submit the Application for Funding**. 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 the 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 for Funding on their behalf since the Lions Club has more experience to complete applications from funding programs.
- In this case, the Application for Funding must be submitted in the name of the Seniors Club since they have the lease in their name and the proposed activities are mainly for their own benefit.

Important: All letters of support and partnership should include the name, position title, organization name, signature of the writer, address, phone number and date, as well as the organization's letterhead, if applicable.

Before submitting your Application for Funding, we ask you to review Fact Sheet 8 Application Checklist to ensure that your application is complete. It is also important to retain a copy of your completed application for your records.

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

After You Apply

9.   Application Review Process

Note: Let us know immediately by communicating with the NHSP representative identified in the acknowledgement letter of any changes that occur in your organization or your Application for Funding, after you apply (e.g. mailing or email address, phone number, name of contact person, or sources of funding). However, no changes can be made to the project activities in the application itself once the Call is closed.

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 for Funding 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 letter demonstrating community support for your project; or
    - documents that confirm your organization's legitimacy and governance (e.g. a tax related document that includes your organization's business or registration number with the Canada Revenue Agency (CRA));
- 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 application that exceeds the $25,000 limit).

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 (ESDC), review and assess applications in accordance with the Canada-Quebec Protocol of Agreement concerning delivery of 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 for Funding without assessing it until the irregularities have been remedied.
Applications are assessed on a number of criteria, including:

- the importance of the **seniors role** in the implementation or development of the project (projects are led or inspired by seniors; active volunteerism)
- the project's cost-effectiveness - includes in-kind and/or cash contributions with community partners;
- the anticipated positive impact on seniors and/or their communities (such as the increase of senior volunteers involved in strong leadership roles within their communities; communities impacted by a state of emergency such as wildfires in Fort McMurray);
- the strength of the community support for the project and partnerships;
- the potential for the activities to continue after the funding ends, if applicable;
- the results of any of your organization's projects that were previously funded by ESDC; and
- other New Horizons for Seniors funded projects in the same community.

There is a considerable demand for funding for capital assistance, and as a result, 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 overall safety of the facilities, or equipment that could compromise the welfare 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 Aboriginal seniors, in project design and delivery. Consulting with seniors to develop a project that will benefit them is not sufficient;
- 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 and sexual orientations, as well as seniors who are:
  - Newcomers or from ethno-cultural communities;
  - Aboriginal;

- o Living with a physical or mental disability;
- o Providing caregiving;
- o Living with a low-income;
- o Homeless or near homeless;
- o Living in an official language minority community; or
- o Living in rural and remote areas, including Northern regions.
- the degree to which the projects reflect the cultural and linguistic sensitivities of the province or territory;
- the degree to which the projects reflect community needs and use an evidence based approach to address these needs;
- community groups that previously have not previously received grant funding from the New Horizons for Seniors Program. Communities could be geographic, cultural, linguistic, religious or could focus on new immigrants;
- the degree to which community partnerships are fostered and used to meet project objectives; and
- a project's lasting impact on, or enduring contribution to, a community.

Final Decision

The regional committees make recommendations to ESDC; 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 2017 (normally before the end of March).

If your Application for Funding is approved, Section C - Schedule A signed by the Department will be sent to you for your consent and signature. Once it has been signed by both parties (ESDC and authorized signatories for the organization), it becomes the Grant Agreement. You are expected to use the grant funds expressly for the project as described in Section C - Schedule A, and to abide by the Articles of Agreement**.**

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

Direct deposit is the preferred payment method by the Department, and will become the only payment option in the future. If your Application for Funding is approved, the Department will provide you with the necessary information to proceed with the direct deposit.

10. Follow-up

Acknowledgment letter

You will be notified by email or by mail (only if you do not have an email address) that we have received your Application for Funding.

At the top of the acknowledgment letter, you will be provided with a **project number which you need to use as reference in any future communication** with the Department regarding this application.

Acknowledgment letters will be sent 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. We will put you in touch with the appropriate NHSP representative who can discuss your application.

The submission of an application does not in itself constitute any commitment on the part of ESDC. The Department will notify you in writing of the outcome of the review of your application.

Progress Calls

For any changes that occur in your organization or your project after its approval, contact the NHSP representative indicated in your acknowledgement letter immediately (e.g. mailing or email address, phone number, name of contact person, activities or delays).

How do recipients acknowledge Government funding?
Recipients must contact their NHSP representative before the recipient goes ahead with public announcements, press releases, ads or bulletins in order to respect the articles to announce an acknowledgement of funding under the Articles of Agreement (Clause 19.0).

It is important to advise the department should you face delays in the implementation of your project. In such cases, you must advise your representative **at least two months before the end of your project**.

11. Final Report

Funded organizations must submit a final report **within 30 days of the project completion date,** as specified in the Schedule A (Grant Agreement) 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.

12. Disposal of Capital Assets

When the project ends, organizations may either keep the capital items that were bought with NHSP's funding and use them for other community-related activities or donate them to other not-for-profit organizations in the community, provided that the Department agrees. Organizations **may not** keep these items for personal use. Should

your project be approved, organizations will be asked to inform the Department of their plan for the disposal of capital assets.

In cases where the purchase of capital assets is only partially funded by NHSP, the various funders will need to agree on the method of disposal.

13. Financial Records and Audit Requirements

During the course of the agreement and for a period of three (3) years thereafter, the Recipient shall make available the books of accounts and records at all times, for inspection and audit by representatives of Canada, in order to ensure compliance with the Articles of Agreement and verify eligible expenditures. The Recipient shall permit representatives of Canada to take copies and extracts from said books and records, and shall provide them with any additional information as representatives may require.

How to fill out your Application for Funding

If you do not use the new <u>Standard Grant Application for Funding</u>, your application cannot be considered complete and will be screened out.

The Application for Funding has five sections:

Section A – Notice to Applicants

Section B – Application
 Part 1 – Organization
 Part 2 – Project
 Part 3 – Funding
 Part 4 – Additional Information (Optional)
 Part 5 - Signatures

Section C - Articles of Agreement

Section C - Schedule A- Project Description and Signatures

Read this section carefully before completing your Application for Funding. Write your answers on the application form template and attach only the documents requested.

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

If you need additional space to answer any of the questions, please use the space provided in Section B – Part 4 - Additional Information.

Section A – Notice to Applicants

Please read this section carefully.

This section states that:
- the application is a combined Application for Funding and Articles of Agreement;
- the information collected in this Application for Funding will be used, and may be disclosed, for the purposes of assessing the merits of your application;
- personal information will be administered in accordance with the Privacy Act and the provisions governing the protection of personal information; and
- the Application for Funding is also subject to the Access to Information Act ("ATIA").

Section B – Part 1 - Organization

It is important to note that an asterisk (*) before a question denotes that it is a mandatory field.

A. Organization Identification

ESDC uses the information you provide in this section to establish your organization's identity.

Important: Make sure the right entity is submitting the Application for Funding. If this application is for a capital assistance project (renovation or retrofit), the applicant must be the owner of the building or responsible for this kind of change/renovation, according to the lease with the owner.

*Question 1 - Legal Name

Please provide the legal name of your organization. Usually, this is the name associated with your registration with the Canada Revenue Agency (CRA), or the name that would appear on funding instalment. It may differ from the name you commonly used for your organization. In the event that your Application for Funding is approved for funding, the instalment will be addressed to the legal name of your organization.

Note: **The organization must have an active bank account under its legal name when submitting its Application for Funding**.

*Question 2 - Operating (Common) Name (if different from legal name)

Please provide the operating (or common) name of your organization if it is different from the legal name.

*Question 3 - CRA Business Number

Please provide your 15-digit CRA business number or, for registered charities and not-for-profit organizations, your registration number (e.g. 123456789**RP**0001). If you have a CRA business number, you **must** provide a document that includes your business or registration number (e.g. tax related documents, CRA correspondence, etc.).

For more information, please visit the CRA website.

Not-for-profit organizations are not required to have a Business Number to be eligible for NHSP funding.

As per the Canada Business Network, a sole proprietorship **needs to register a business name provincially**, except in Newfoundland and Labrador: www.canadabusiness.ca/eng/page/2853/. If the applicant is unable to produce paperwork demonstrating any registration or legitimacy as a private organization, the applicant will be considered as an individual; therefore, the applicant will be deemed ineligible.

*Question 4 – Other Registration Number (specify from where)

This could be your provincial/territorial corporation number (e.g. number found on your Letters Patent) or your federal corporation number with Industry Canada.

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

*Question 5 - Organization Type

Your organization should fall under one of the following types:
- Not-For-Profit Sector
- Private Sector
- Public Sector

*Question 6 - Organization Category

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[10 and 11];

- 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

[10] Post-secondary institutions, as well as social service and public health institutions, are eligible with the agreement of the provincial or territorial government.

[11] For-profit organizations may be eligible for funding provided that the nature and intent of the activity is non-commercial, not intended to generate profit, and supports program objectives.

*Question 7 - Year Established

Please indicate the year your organization was established.

*Question 8 to 12 - Organization address

Please indicate the physical address of your organization - Applicants must provide a complete address in a format recognized by Canada Post (not just the postal box number). Information is available on the Canada Post website.

*Questions 13 - Telephone

Please indicate the telephone number of the organization **(mandatory)**.

Questions 14 - Fax

Please indicate the fax number of the organization.

*Question 15 - Email Address

It is **mandatory** to include an email address **if one exists**. The inbox of this email address should be checked regularly as it will be used to send you information about your Application for Funding such as a request for clarifications and funding decision for your project.

*Question 16 to 20 - Mailing address (if different from Organization Address)

Please indicate the mailing address if different from your organization's address.

*Questions 21 – Telephone Number

If more than one telephone number exists for your organization, please include it **(mandatory)**. Otherwise, repeat the organization's telephone number from question 13.

Questions 22 – Fax Number

Optional.

*Question 23 - Organization's Mandate

Please describe your mandate as it appears on your website, brochures, terms of reference, etc.:
- If you have a website, please include it here.
- Include your Mission Statement, Vision and Objective.
- Identify how your organization is directed at serving seniors.

If there are any specific groups that use the same facility, please identify them (e.g. seniors club, Royal Canadian Legion, FADOC Club, etc.). Please also identify if your organization offers, for example, the only meeting place, and/or accessible communication/information technology in your community. Please also indicate whether there are other organizations using the facility regularly. This helps to demonstrate the impact of your proposed project within your community.

B. Organization Contact

You will need to identify a main contact for your organization. The contact person should be someone with whom Service Canada can easily communicate regarding your Application for Funding, or any consequent agreement. This individual should be fully informed on both the application and the proposed activities.

We also require the name and coordinates of the Executive Director or President. Please provide this information under Section B – Part 4 - Additional Information.

*Question 24 - Given Name and Surname

Please provide the name of the person in your organization who will be ESDC's main contact for the project.

*Question 25 - Position Title

Please provide the title of the organization contact identified in Question 24.

Example: President, Executive Director.

*Question 26 - Preferred Language of Communication

Please indicate the preferred language of the organization's main contact for both written and spoken communication.

*Question 27 - Organization Contact – Address (this is a mandatory field)

Please indicate whether the address for the Organization Contact is the same address as the Organization Address or the Organization Mailing Address given Question 16. If different, please indicate in the box.

Questions 28 to 32 - Contact Address (this is a mandatory field)

If you have selected "Different" in Question 27, please provide the address for the Organization's Contact Person here.

Questions 33 - Telephone Number (this is a mandatory field)

Please indicate the telephone number of the Organization Contact Person, if different from the Organization's telephone number **(mandatory)**.

Questions 34 – Fax Number

Please indicate the fax number of the Organization Contact Person, if different from the Organization's fax number.

Question 35 - Email Address (this is a mandatory field)

It is **mandatory** to include an email address **if one exists**. If a different email address exists for your Organization Contact, please include (mandatory). However, please note that the email address identified in Question 15 will have priority.

Please indicate if the email address of the Organization Contact is the main email address for your organization. Should this be the case, the inbox should be monitored regularly, as this is where all correspondence will be sent.

Important: Service Canada must be able to communicate with the Executive Director, President or the contact person at any time via telephone or the email addresses provided. Should there be changes during the course of the application process, you must inform Service Canada immediately. Only the names identified in the Application for Funding can be contacted, or are authorized to follow up with Service Canada.

C. Organizational Capacity

ESDC uses the information provided in this section to help assess the organization's capacity to manage a project.

Question 36 – How many employees does your organization currently have?

Not applicable for this call for proposals.

*Question 37 - Does your organization owe any amounts to the Government of Canada?

If 'Yes', please complete the fields for **each amounts owing** in the spaces provided. See the following example:

Amount owing	Nature of amount owing	Department or agency to which money is owed
$10,000	Overpayment	Employment and Social Development Canada

Question 38 - If an amount is owing, is a payment plan in place?

Please indicate whether or not payment arrangements have been made.

Answering 'Yes' to this question will not invalidate/discredit your Application for Funding. However, you must provide details as to the type of debt owed and the arrangements that have been made for repayment. Please provide this information in Section B – Part 4 – Additional Information.

Section B - Part 2 - Project

A. Project Identification

*Question 39 - Project Title

Please provide a brief, descriptive 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. Otherwise, the title will be revised by Service Canada.

*Questions 40 and 41 - Planned Project Start Date and Planned Project End Date

Please indicate the planned start and end dates of your project.

Your project must start in the current fiscal year between **mid-January and March 31**. However, please note that proposed **activities including any purchases cannot begin before the NHSP funding decisions have been made, typically in early 2017.**

Project activities can only be funded if they occur **within a 12-month period**. For the purposes of the CFP, the activities of the project should begin in early 2017 (normally before the end of March). Ensure that your dates are within the maximum period of one-year (52-week).

B. Project Description

*Question 42 - Project Summary (Please provide a short description of the proposed project including its main objective).

Describe what should be accomplished and provide a context in which progress can be monitored and success can be measured. 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 main NHSP objective that applies to your project.

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, including applicable taxes.

Note: If the goal of your project is to **maintain** programs and activities for seniors (by doing renovations, repairs and equipment purchase/replacement), you must specify by describing in detail **how** your regular activities for seniors will be at risk of not continuing should the funding Application for Funding not be approved. In addition, please make sure you explain how the goal of your project meets one of the first four NHSP objectives that apply to your project (see the Introduction of the Applicant Guide).

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 is not safe for use. As a result, your current 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 existing workshops and social activities for seniors.

*Question 43 - Project Activities (Please provide details on the activities that will be taking place).

For this question you must describe each of the following aspects of your project, in detail:
   a) The primary activities of your project;
   b) The role of seniors in, and their contribution to, your project;
   c) How many people are volunteering or actively involved in the planning or execution of the project

 a) **Provide details about your project's primary activities, including the main activities (i.e. steps to complete your project, timeframes, people involved, etc.).**

Project activities are the steps that will be taken to meet your project activities. Activities should be specific, measurable, realistic and relevant to the project activities and demonstrate how the project outcome(s) will be achieved. In this section, you should answer the following questions:

- What specific actions will you take?

- How long will each step/action take? (See examples below)

- How will your actions and steps address the issue/need?

- Who will be involved at each step?

- How do the project activities come together in an effective solution?

Applicants must:
- Include a description of each activity and an explanation of how each relates to the goals of the project;

- Include a list of activities in a logical sequence, including milestones, timelines and/or duration of the various activities. Your project should be broken down into various milestones (significant events or points of progress in the project) that show your expected progress and plans to complete the project on time and within budget, and specific series of measurable events that will lead you to meet your objectives (see examples provided below).

- Clearly link the project activities and the project objectives (Question 44) (e.g. demonstrate how the project activities increase social participation and inclusion of seniors); and
- Clearly link the project activities and the project costs outlined in the project budget (Questions 53 to 63).

Example of project steps: Showcasing the local history and heritage of the area
- First month – Community consultation meetings with input from seniors, community members, local schools and students, including project staff.
- Second to fifth month – Meeting with seniors to collect the local history and heritage of the area.
- Sixth month and ongoing:
  - Talks at local schools - Seniors would give either formal or informal talks to students.
  - Workshops - Skills workshops for youth in particular and the general public, such as craft traditions like knitting and quilting, baking local and historical recipes, with seniors as the workshop leaders teaching their skills.
  - Storytelling nights - Informal and formal nights, arranged at local places where seniors tell stories to eager audiences, real and created, and life experiences too.
- Eleventh month - Heritage Fair: Showcasing and displaying artefacts, photos and interview excerpts, as well as local foods and recipes. Seniors would give speeches, tell stories and talk about their past or the area's past.
- Send final report to the respective Service Canada Center (see Contact Us section in the guide) no more than **30 days** after the end of the project.

b) The role of seniors in, and their contributions to, your project;

For example, in the seniors' co-operative community garden project;
- A seniors advisory committee will be created to manage the project (estimated 7 seniors);
- A volunteer building crew to build the 5 large raised garden beds – (estimated 3 seniors and 3 youth helpers)
- Senior gardeners leading knowledge sharing workshops (15 estimated seniors 5 others)
- Senior photographers and writing team to develop the garden book (7 seniors)
- Volunteer drivers to deliver produce to food banks (3 seniors estimated and 5 others)

c) Please give an estimate as to how many people (seniors and non-seniors) are volunteering or are actively involved in the planning or execution of the project.

- Provide number of seniors contributing to project_____
- Provide number of non-seniors contributing to project _____

From the example above the estimates would then be:

- Provide number of seniors contributing to project: 35
- Provide number of non-seniors contributing to project: 13

*Question 44 – Please describe how the proposed project addresses the program objectives, and please identify the Call for Proposals' priority under which you are applying (if applicable).

You must describe clearly and in detail how your project objectives are linked to the NHSP program objective for which you are applying. To complete this section, please answer the following three questions:
   a) Identify the main NHSP objective;
   b) If you have selected the fifth NHSP objective, select a secondary objective from one of the first four NHSP objectives;
   c) Describe how your project meets the main program objective selected.

A. Objective

a) Identify the main NHSP objective.

The complete descriptions of the NHSP objectives are listed in the Introduction section of this guide:
- Volunteerism
- Mentoring
- Elder abuse awareness
- Social participation and inclusion
- Capital assistance

ESDC will consider your project eligible for funding only if it is clearly linked to a NHSP program objective.

If your project meets more than one of the first four objectives, indicate **only** the primary objective.

Examples:
- If your application is for a project which is primarily to offer new activities of computer training to seniors for seniors; therefore, requiring the purchase of new technology equipment, indicate "Supporting social participation and inclusion of seniors" as your project objective.
- If your application is for a project which primarily involves seniors providing peer support and counselling, indicate "Engaging seniors in the community through mentoring of others".
- If your application is for a project which is primarily to offer new elder abuse awareness sessions, including the purchase of new equipment, indicate "Expanding awareness of elder abuse, including financial abuse."

- If your application is for a project which primarily engages seniors from the organization in planning, organizing and hosting a monthly educational seminar for seniors, baby boomers and others focusing on aging and living well later in life, indicate "Supporting social participation and inclusion of seniors".

b) If you have selected the fifth NHSP objective, select a secondary objective

Projects with new and existing community programs and activities for seniors for which capital assistance funding is required are eligible, but they must also meet one of the first four program objectives. It is mandatory that you select **one** (and only one) of the first four program objectives listed if your project primarily meets the capital assistance objective.

Therefore, is your project for:
- new and existing activities/programs in the same application = capital assistance + one of the first four program objectives;
- existing activities/programs at risk if not receiving funding = capital assistance + one of the first four program objectives;
- only new activities, new equipment and no renovation/retrofit (with purchase under $1,000 per unit is not a capital asset project) = You must select one of the first four program objectives.

Examples:
- If your application is for a project which is primarily to renovate a room into a training classroom so that your organization can offer new intergenerational activities, indicate "Providing capital assistance for new and existing community projects and/or programs for seniors." (In the end the following two objectives could be selected: Capital Assistance / mentoring).
- If your application is for a project which is primarily to replace old furniture and equipment that are putting your regular activities at risk of being discontinued, so that your organization can continue to offer its programs and activities to seniors, indicate "Providing capital assistance for new and existing community projects and/or programs for seniors." (In the end the following two objectives would be selected: Capital Assistance / Social Participation and Inclusion of seniors.

c) Describe how your project meets the main program objective selected.

Your project objective should be described in terms of quantifiable and measurable goals to be achieved. Your response to this question should also demonstrate the need for your proposed project and how it is linked to the program objective you have selected.

B. Expected Results

a) Describe the expected results of your project.

For this question you must describe each of the following aspects of your project, in detail:
   a) The expected results of your project;
   b) Who will benefit from this project and how?
   c) Beneficiaries: How many people will benefit from the activities of the project?

The expected results of the project must be clearly linked to at least one of the program objectives and be specific, concrete, and measurable. Also, the expected results must be linked to the main objective you chose in Question 44 a).

For more information, we invite you to read Fact Sheet 4 Developing, Measuring and Reporting Project Results.

Definitions:
 - **Outcomes** are the short-term and intermediate changes that are expected to occur as the result of the project (more than one outcome could be directly related to an objective). They answer the questions "How do we know the project is successful?" and "How do the activities lead to improvements for the beneficiaries?
 - **Outputs** are direct products or services that will be produced to generate the desired outcomes; several activities could contribute to one output. They answer the question "What will the project produce or help change in the short-term?"

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. List the results you want to achieve, and then determine how you will measure them. This will also assist you in defining your project Results Measurement Indicators, which should be concrete and measurable (e.g. number of seniors and number of new members).

Here are some examples of expected results and how your organization would measure them:

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 seniors 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 seniors, 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 benefiting from these renovations.

Please describe how you will meet and track the expected results of the project. Provide a description of how the overall success of the project will be measured, monitored and reported after the project.

Proposals must include qualitative and quantitative Results Measurement Indicators. At least one Result Measurement Indicator must be provided for each of the project's expected results identified under Question 44. The results must be measurable and clearly linked to the program's objectives, and project activities.

Measuring results is a way to ensure that you know how your project is progressing towards meeting the expected results. It helps connect a project's activities and outputs to its intended outcomes as well as the Program's overall outcomes. ESDC uses the information you provide in this section to assess the quality of your Application for Funding and your capacity to demonstrate results.

Here are examples of Results Measurement Indicators (refer to examples of results measurement indicators under Question 44 of this guide for more information):

- The number of seniors using your facility, program and/or services before and after your project;
- The number of programs and/or activities provided at your facility before and after your project; and
- How many people have benefited from the programs and/or activities of the project in your community?

*Question 45 – If the proposed project involves construction or renovation activities, does your organization own the building?

If 'Yes', please provide proof of building ownership (i.e. property tax bill, property assessment notice, purchase agreement).

If 'No', please provide a copy of your lease, indicating that you are responsible for capital improvements as well as a letter from the landlord stating that he/she is agreeable to these improvements.

Make sure the right entity is submitting the Application for Funding. According to the lease with the owner, if this application is for a capital assistance (project for renovation or retrofit) the applicant must be the owner of the building or responsible for this kind of modification/renovation.

For projects with renovations/repairs and/or purchase/replacement of equipment:
- Please provide a brief list of your current and proposed programs and activities for seniors that require the renovation/repair and/or equipment.
- Indicate if your organization owns the building or if you rent.

If your project involves renovation or repair work, and your organization is renting the space for 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
- a 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 46 – Approximately, how many individuals will benefit from the proposed project activities, and how?

    a) Who will this project benefit, and how will it benefit them?

Your project should benefit your community, or communities in the area. 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 include people in the community who are not seniors.

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 leaders or volunteers (identified in Question 43, if applicable).

For example:

- The number of people attending an informative play on seniors issues could be the number of people benefiting from the activities of that project (see example above in Question 43); or
- In the case of 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.

Please give an estimate of how many people (seniors and non-seniors) will benefit from the activities of the project.

- Provide number of seniors who will benefit.   _____
  - How will they benefit?
- Provide number of non-seniors who will benefit.   _____
  - How will they benefit?

For capital assistance projects, clearly demonstrate the role of seniors for activities that are at risk.

Remember: The project must be led and/or inspired by seniors.

*Question 47 – Please describe the community support for this project.

Applicants must demonstrate community support for the proposed project through the existence of a partnership whereby their proposed project is supported by at least one of the following organizations:

- an organization whose mandate is dedicated to breaking isolation and relieving depression of seniors, and that encourages seniors to share their knowledge, skills and resources with each other and the community;
- an organization that provides a meeting locale, promotes the quality of life of its senior members, offers social, recreational and cultural programs and establishes partnerships in the community;

- a community-based organization with whom the applicant organization is collaborating or to whom it is referring clients/patrons for programs/services;
- a municipal, provincial or government agency.

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 for Funding is assessed. Remember that partners can provide resources other than funding, such as advice, volunteers and free meeting

space. In addition to providing a general community support letter, partners should also provide a letter indicating how they are supporting the project activities.

For more information, we invite you to read Fact Sheet 5 Tips for Gaining Community Support.

In order to demonstrate community support in your Application for Funding, you must:

    a) Provide one or more letters from organizations or groups in your community that support your project.

It is mandatory that you submit at least one community support letter. For more information on the requirements for the community support letter, we invite you to read Fact Sheet 6 NHSP Letter of Community Support.

Letters could be from a local church, your financial institution, a local golden-age club, etc. **Do not use form/template letters.**

Letters must be current and include:
- the name and description of the organization offering support;
- address and phone number of the organization offering support;
- the name, position title, and signature of the writer, and the date; and
- where possible:
  - be written on the organization's letterhead;
  - include the website address and email address.

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.

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

    b) Will any other organizations, networks or partners be involved in carrying out the project? Please clearly identify the role(s) and expertise they will bring to the project..

If your project involves other organizations, networks or partners, please explain their role in the project and describe the nature of the partnership with the organization(s) that support the proposed 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.

If the focus of your activities involves other organizations (e.g. school, youth group), and the participation of a partner is essential to your project's success, a letter from the other organization confirming their participation in your project is **also** required. If the participation of a partner is not essential to your project's success, you are not required to submit a letter.

For more information, we invite you to read Fact Sheet 2 Tips for Building a Project Team and Fact Sheet 3 Tips for Building a Partnership.

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 their support of this initiative.

*Question 48 – Please indicate how the proposed project will increase opportunities for the target group (Seniors for New Horizons for Seniors Program, persons with disabilities for Enabling Accessibility Fund) to participate in and contribute to community events and programs.

Not applicable for this call for proposals.

*Question 49 – If applicable, please indicate how the target group (seniors for New Horizons for Seniors Program, persons with disabilities for Enabling Accessibility Fund) will be involved in the design and/or realization of 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 executing 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 group of 75 people are writing, planning and performing an informative play on seniors' issues for the public. The listed number of 75 should indicate the overall number of people involved in all aspects of the play, from its creation to its performance, **excluding** project beneficiaries or people being paid to deliver or participate in the project. Their application lists a breakdown of both seniors and non-seniors contributing in the project (i.e. 15 senior actors, 50 senior volunteers, 8 non-senior volunteers, 2 non-senior stage hands and 1 paid coordinator). In this case, the number of seniors contributing would be 65; the number of non-seniors involved would be 10; the co-ordinator is paid staff and therefore cannot be included, thus confirming the overall number of 75 individuals involved in the project; or
- A seniors group comprised of 55 members is proposing to replace their unsafe furnace in order to be able to continue their current seniors' activities. A paid staff person is coordinating the replacement; therefore, they may not have listed any senior or non-senior contributors for this project on their application; or

- A seniors group is proposing to replace their furnace and purchase computer equipment in order to offer new computer classes. A paid staff person is coordinating the replacement of the furnace; however, seniors are involved in selecting the new computer equipment, and the planning and delivering of the new computer classes. Their application lists a breakdown of both seniors and non-seniors contributing in the project (i.e. 5 senior facilitators/trainers, zero non-seniors) **excluding** project beneficiaries (other senior members) and people being paid (1 paid coordinator) to deliver or participate in the project.

How will seniors contribute to the project?

Seniors must be involved in, and contribute to, the project in a meaningful way. Clearly demonstrate the role of seniors and their contribution as volunteers. Describe how seniors will be actively involved in the planning and/or running of the project. Provide clear and specific examples.

Please give an estimate of how many people (seniors and non-seniors) will be volunteering, participating or actively involved in planning or running the project:
- Provide number of seniors who will contribute. _____
  - How will they contribute?
- Provide number of non-seniors who will contribute. _____
  - How will they contribute?

For capital assistance projects, clearly demonstrate the role of seniors for those activities at risk.

*Question 50 – Will this project allow your organization to offer/introduce new activities and/or programs? If so, please explain how.

If 'Yes', explain what aspect(s) of your project is (are) new activities in relation to your current activities, and explain how your proposed project fits with your organization's other activities. This could include adding new or 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.

Services to individuals are not eligible under the NHSP.

Important: For projects that meet one of the first four program objectives, you **must** clearly demonstrate how these activities are new compared to your current activities. Otherwise, your Application for Funding will be screened out.

For example:

Strong	Weak or Ineligible
- Addresses seniors related issues that your organization has not addressed before	- Projects where the activities are not focussed on seniors - Ineligible projects such as:

• Applies a strong approach used in other communities • Clearly demonstrate the difference between the existing activities and the new ones • Clearly demonstrate the role seniors will be playing (i.e. how the project is lead or inspired by seniors) • Seniors' involvement is new to your organization and its programs/activities	o Implementation of a meal delivery program or other services for individuals o Health interventions or services o Expenditures that are not project specific and will only benefit the running of the organization (e.g. buying cash registers, accounting, utilities) o Training of existing staff related to core work/activities within your organization o Seniors walking groups asking for lighting on municipal trails

If your Application for Funding proposes project activities that primarily meet one of the following program objectives:

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

Your proposed project activities must go beyond your organization's usual activities, as NHSP will not fund your organization's core, existing or ongoing activities.

If your Application for Funding proposes project activities that primarily meet the following objective:

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

Your proposed project activities (replacing equipment, doing renovations or repair work) must support either *new* or *existing* programs/activities for seniors. If the proposed activities are in fact to support *existing* seniors programs/activities in that would otherwise be at risk of being discontinued (i.e. without funding to replace equipment, or renovate or repair existing facilities), you must indicate this clearly with a detailed description. To be under the fifth objective, the replacement of equipment should be combined with costs for activities at risk; otherwise, if the purchase of equipment is for completely new activities, this is not a capital assistance project but one of the first four program objectives.

NHSP does not support capital projects that maintain or increase your organization's core administration (activities regularly/normally carried out by your organization).

If you plan to continue your activities after the NHSP funding ends, please explain how you will fund the continuing activities (such as through partnerships, volunteerism, or fund raising).

You are encouraged to develop a viable sustainability plan after NHSP funding ends. Please note that NHSP does not provide ongoing funding and does not provide funding for the same previously funded activities.

You should have a strategy, and not depend on government funding that has not been pre-arranged.

*Question 51 – Will the proposed project or any of its activities involve or benefit to people in English or French-language minority communities?

If 'Yes', please provide an explanation and any details on the measures taken to communicate with the targeted audience of your proposed project.

ESDC is committed to enhancing the vitality of the English and French linguistic minorities in Canada by supporting and assisting their development and fostering the full recognition and use of both English and French in Canadian society. Official language minority communities are English-speaking communities established within the province of Quebec and French-speaking communities established outside the province of Quebec.

If your project will involve official language minority communities, you should answer "Yes" to this question and ensure that this is listed and described in your answer to Question 44 - Project Objectives. Please also identify the linguistic profile of the beneficiaries targeted by the project, document any special needs of the official language minority communities and indicate whether or not they were consulted. The related budgetary items can be identified in Part 3 of the Application for Funding.

If your project is designed to benefit or involve people in other minority communities or will target a specific group, please indicate this.

Examples include, but are not limited to:
- English or French-language minority communities
- Aboriginal persons, including First Nations, Métis and Inuit
- Low income persons
- Homeless or near homeless
- Members of visible minority groups
- Persons with physical or mental disabilities
- Newcomers or ethno-cultural communities
- Isolated men or women
- Rural and remote areas, including Northern regions
- Other (please specify)

Answering 'No' to this question will not invalidate your Application for Funding.

*Question 52 – Will any of the proposed project activities be delivered in a different location than where the head office of your organization is located?

If 'Yes', please include your main address and an address for every other location where project activities will occur.

Please indicate "Yes" or "No". If "Yes", please list the main address first, followed by each additional location. If there is no main address, please specify this.

If there are more than five locations, please include in Section B- Part 4- Additional Information. Also, you must demonstrate that your organization either owns the facility in each location or has consent to undertake proposed activities from the owner if the location is leased.

Applications are assessed and 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 then you must send your Application for Funding to the Processing Centre for Ontario applications. In this example, a supporting letter must be provided by an Ontario organization to demonstrate that the project meets the needs of the targeted 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.

Note: Please indicate the physical address for each location - Applicants must provide a complete address in a format recognized by Canada Post (not just the postal box number)**.**

Section B - Part 3 - Funding

A. Anticipated Sources of Funding

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.

ESDC will use the information provided in this section to verify that your funding request conforms to the requirement for funding from other sources. "Other sources of funding" includes any source of funding (including from your organization) other than any federal government programs/sources.

Definitions:

> **Anticipated funding** is the amount of money or in-kind contributions that your organization has requested, but which you are unsure of receiving.
>
> **Confirmed funding** is the amount of money or other in-kind materials or services that an individual or organization guarantees for your project.

*Question 53 - Source Name

Please include the name of the organization(s) that will contribute funds and/or in-kind contributions to this project (including ESDC as listed in the table).

*Question 54 - Source Type

Use the following list to identify the type of anticipated contributor:

- not-for-profit
- private sector
- chamber of commerce or business improvement association
- provincial/Territorial government
- regional or municipal government
- sponsor/organization/recipient
- other (please specify, if an individual, do not write the individual's name)

Question 55 – Cash

Please include the amount of funding that will be provided.

Question 56 - In-kind ($ value)

In-kind contributions are non-monetary goods or services that may be contributed to the project by your organization or other organizations or partners for which your organization will not be requesting re-imbursement. In-kind support may include donated equipment, services or labour necessary for the proposed project that would otherwise have to be purchased. 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.
- A financial consultant offers free sessions to seniors.

*Question 57 - Confirmed Cash and In-Kind

Please check (x) if this has been confirmed and included with your Application for Funding, letters from each contributing partner confirming cash and in-kind contributions.

Confirmed funding is the amount of money or other in-kind materials or services that an individual or organization guarantees for your project. Indicate the amount of cash or in-kind funding you know to be confirmed that your organization will receive towards this project.

Any amount that has not been confirmed at the time of your application should still 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 should be listed under Question 56. 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 under Question 55.

Note: If you have already, or if you are planning to submit an Application for Funding through **The Enabling Accessibility Fund (EAF),** please let us know and include it in the budget of your application (www.esdc.gc.ca/eng/disability/eaf//index.shtml).

B. Budget

ESDC uses the information provided in this section to assess the overall cost of the proposed project, as well as the general nature of the expenditures to be covered by all anticipated sources of funding.

Applicants must provide an estimate of the project's costs.

*Questions 58 - Cost Category

Please summarize your project budget according to the cost categories listed as follows:
- Capital Expenditures: (building renovations and/or repairs) (Explained at Questions 59 to 61)

- Capital Assets (equipment purchase and replacement) (Explained at Questions 59 to 61 and at Question 62)
- Professional Fees (Explained at Questions 59 to 61)
- Staff Wages & MERCs (Explained at Questions 59 to 61)
- General Project Costs (Explained at Questions 59 to 61)

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.

External cost estimates for renovations or repairs to your facility are optional; however, they are helpful in understanding the scope of your project. In addition, discussing your project with vendors can also identify possible permits that may be required for your project and avoid possible cost over-runs. These quotes can be attached with your Application for Funding.

Use the "Cost Category" column to identify the items you will need to carry out your project.

Questions 59 to 61 - Planned Expenditures: ESDC/Other – Cash Contributions /Other - In-kind Contributions

Please provide the total planned expenditures.

"Other" includes funding from another source (not ESDC).

Important: The total amount requested from NHSP must not exceed $25,000, including applicable taxes; otherwise your Application for Funding will be screened out. For example, if the total costs for your project will be more than $50,000 the maximum amount that can be request from the NHSP is $25,000. Funds must be in Canadian dollars only.

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?

Capital assets (equipment purchase and replacement): Capital costs are non-consumable single items or a grouping of similar items which form one identifiable functional unit, that is not physically incorporated into another product or not fully consumed by the end of the project and has a purchase or lease value of more than $1,000 before taxes, but does not include constructions or renovations by the recipient in connection with the implementation of the project. 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.

Important: A single computer (including monitor), or a laptop, will be considered up to a maximum value of $750 (before applicable taxes). 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 (before taxes). This does not include peripheral equipment such as scanners, printers, or computer software.

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[12] 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 for Funding 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).

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.

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 seniors 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[12] (monetary compensation) – must not include staff wages or professional fees;
- printing, publishing or advertising costs.

[12] **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.

Please see the chart below to guide you in completing your budget:

B. BUDGET			
*58. **Cost Category**	**Planned Expenditures ($)**		
	*59. **ESDC**	*60. **Other - Cash**	*61. **Other – In-kind**
Capital Expenditures (building renovations and/or repairs)			
Capital Assets			$1,600
Professional Fees			$400
Staff Wages & MERCs	$1,344		
General Project Costs	$5,820	$2,500	
Total Planned Expenditures	**$7,164**	**$2,500**	**$2,000**

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.

*Question 62 - Capital Assets: Will capital assets be among your planned expenditures with ESDC funding? If 'Yes', please explain how the purchases are necessary to carry out the project activities.

If you have included capital assets in your budget, please explain how your project will benefit from the purchase of these capital assets. Please be sure you explain how these expenditures relate to the proposed project activities. There needs to be a direct link between the items purchased and the activities.

A disposal plan for the capital assets should also be included (see Section 12).

*Question 63 – Further Budget Details:

Provide further budget details using the format described below. The budget details are a detailed breakdown of the costs by project activity. The NHSP will fund only those expenses and activities **directly related** to your project.

Please include the name of the organization(s) that will contribute funds and/or in-kind contributions to this project (including ESDC as listed in the table at Question 53).

Here is an example of a community garden project budget:

Capital Assets: The shed will be used to store the garden tools and equipment to keep them safe. Three estimates were submitted and we have chosen the one from the ABC Company because the size is adequate, it is of good quality and the price was guaranteed for the next year. Storage shed (10'x8'): $1,600 Anticipated in-kind contribution of $1,100 from ABC Company and $500 represents the organization's contribution.
Professional Fees: Workshop Instructor: two workshops at $200/each = $400 In-kind contribution of $400 confirmed from a retired gardener.
Staff Wages & MERCs: Project coordinator will have the responsibility to create the seniors committee; assist the seniors in planning the workshops; planning the work schedule and the advertising campaign, as wells as manage the budget, etc. Project Coordinator: ($20/hour x 15 hours/month x 4 months= $1,200 + MERC = $1,344 requested from NHSP.
General Project Costs: Seniors will be involved in obtaining the estimates and choosing the best one. They will also purchase the necessary equipment. Soil: $435; Mats: $775; Benches: $800; Tables: $400;Seeds: $297; Hoses: $113 = $2,820 requested from NHSP Gardening tools (10 spades, 40 trowels, 10 rakes, 10 garden forks): $3,000 requested from NHSP. Gravel: $350; Advertising: $260); Workshop supplies: $1,890 = $2,500 anticipated in-cash contribution from Club Y.

Section B – Part 4 – Additional Information (Optional)

Please use this section if there is any additional information you would like to add to your Application for Funding. For each block of text you include (if any), please specify the section it is meant to continue (*e.g. Question 44: insert the rest/continuation of your answer).*

How did you find out about this Call for Proposals? (Optional)

• Word of mouth	• Previous grant experience
• NHSP website	• Presentation by NHSP officer
• Info package received in mail	
• Member of Parliament	• Brochure or poster
• Public notice/newspaper	• Fax, Internet, website
• A partner orgs newsletter	• Another org/ seniors org
• Email	• Other: _____

Please ensure that you have included all of the required documents, without which your funding request cannot be considered complete. Please see Section 8 for the Application Checklist.

Section B – Part 5 – Signatures

Carefully read your Application for Funding before signing.

Ensure you have reviewed all the clauses contained in the Articles of Agreement portion of the Application for Funding, as if approved they will become an integral part of your Grant Agreement.

Please ensure that your Application for Funding is signed by an official, authorized representative of your organization. People with signing authority are normally one or more of the executive members of the board of directors (president, vice president, secretary or treasurer) and employees of the organization (chief executive officer, executive director, chiefs of finance or human resources).

The Application for Funding must be signed in accordance with the organization's statutes, by-laws or other constituting documents or as established at your financial institution. For example, the president and the chief financial officer may be required to sign all outgoing documents. Ad-hoc organizations will need to establish this prior to applying for funding.

Remember that you need to 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. These are the persons who are responsible for signing legal documents (e.g. cheques) for your organization.

Consult the Application checklist under Section 8 of this guide, to make sure you have included all of the required attachments. Applications for funding cannot be considered without them.

Section C - Articles of Agreement

Please ensure you have reviewed all the clauses contained in the Articles of Agreement portion of the document.

Section C – Schedule A - Project Description and Signatures

Do not complete this section when filling out your Application for Funding.

The submission of an Application for Funding does not in itself constitute any commitment on the part of ESDC. The Department will notify you in writing of the outcome of the review of your Application for Funding.

Should modifications be made to your Application for Funding after NHSP's review (i.e. reduction of requested amount because of ineligible costs), you will be advised of the changes when receiving departmental decision.

If your Application for Funding is approved, Section C - Schedule A signed by the Department and will be sent to you for your consent and signature. Once it has been signed by both parties (authorized signatories for the organization and Service Canada), it becomes the Grant Agreement. You are expected to use the grant funds expressly for the project as described in Section C - Schedule A, and to abide by the Articles of Agreement**.**

Contact Us – If You Have a Question

If you need help, 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**. We will put you in touch with the appropriate NHSP representative who can discuss your application.

IMPORTANT: **Applications MUST NOT be sent by email with respect to the *Privacy Act.* There are security risks associated with sending a completed NHSP Application for Funding by email.**

For the following provinces: **New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island**, you may submit your questions to the following General Delivery Email Box: ATL-NHSP-PNHA-GD@servicecanada.gc.ca.

Quebec
General Delivery Email Box:
Qc-prog@servicecanada.gc.ca
1 866 233-3194 (TTY: 1 800 255-4786)

Ontario
General Delivery Email Box:
ON-TORONTO_RHQ_AR-NHSP_NHPA@hrsdc-rhdcc.gc.ca
1-866-945-7342

For the following Western provinces and territories**,** you may submit your questions to the following General Delivery Box:

Alberta
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-ABT-GD@servicecanada.gc.ca

British Columbia
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-BC-GD@servicecanada.gc.ca

Manitoba
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-MB-GD@servicecanada.gc.ca

Nunavut
General Delivery Email Box:
W-T-NUNHSP-PNHA-GD@servicecanada.gc.ca

Saskatchewan
General Delivery Email Box:
 W-T-CSPD-SCEP-NHSP-PNHA-SK-GD@servicecanada.gc.ca

Territoires du Nord-Ouest
General Delivery Email Box:
W-T-NWTNHSP-PNHA-GD@servicecanada.gc.ca

Yukon
General Delivery Email Box:
W-T-YKNHSP-PNHA-GD@servicecanada.gc.ca

Contact Us – Where to Mail Your Application

Below is a list of addresses where you should mail your New Horizons for Seniors Program Application for Funding.

New Brunswick
New Horizons for Seniors Program
Government of Canada
P.O. Box 12000
633 Queen Street
Fredericton NB E3B 5G4

Newfoundland and Labrador
New Horizons for Seniors Program
Government of Canada
P.O. Box 12999, Station Main
St. John's NL A1B 0S5

Nova Scotia
New Horizons for Seniors Program
Government of Canada
P.O. Box 8000
Charlottetown PE C1A 8K1

Prince Edward Island
New Horizons for Seniors Program
Government of Canada
P.O. Box 8000
Charlottetown PE C1A 8K1

Quebec
New Horizons for Seniors Program
Government of Canada - Service Canada
4th floor, Suite 400
1001 de Maisonneuve Boulevard E.
Montreal QC H2L 4P9

Ontario
New Horizons for Seniors Program
Government of Canada
2nd floor
430 Courtneypark Drive E.
Mississauga ON L5T 2S5

For the following provinces and territories: **Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan and Yukon,** please submit your application to the following address:

New Horizons for Seniors Program
Government of Canada
Fisher Park II, First floor
100-6712 Fisher Street SE
Calgary AB T2H 2A7