

## Older Adult Centres' Association of Ontario (OACAO) In-Person Seniors Active Living Fair Funding – Multi-Site Fair Application

Complete the application on-line at: <https://www.surveymonkey.com/r/Fair2024Grant>

OR email application to: [info@oacao.org](mailto:info@oacao.org)

Refer to the Seniors Active Living Fairs Funding Guidelines PRIOR to completing this application

Link to Funding Guidelines: <https://www.oacao.org/events/seniors-active-living-fairs/>

### TIMELINE AND REVIEW PROCESS:

- **Early Bird Application Deadline:** Friday, July 12, 2024 at 5:00 pm EDT. (for fairs taking place August 1, 2024 – September 30, 2024). Funding decisions will be made in a timely fashion.
- **Application Deadline:** Wednesday, July 31, 2024 at 5:00 pm EDT. (for fairs taking place by March 16, 2025)
- Applications will be reviewed by the Seniors Active Living Fairs Selection Committee following an established assessment process and criteria review including **Organizational Capacity; Fair Details;** and **Financial Feasibility.** Refer to the Seniors Active Living Fair Funding Guidelines for eligibility criteria and project requirements.
- Fairs must follow the criteria laid out in the **Seniors Active Living Fairs Funding Guidelines.**

### TYPE OF APPLICATION:

**In-Person Seniors Active Living Fair Funding – Multi-Site Fair Application - up to \$2,000 for eligible individual organization for a maximum of three Fairs. Please list below-proposed Fairs in order of priority as funding is subject to availability for all three Fairs.**

- Any fair changes to dates and times **must be approved** by the OACAO.
- **Black out dates:** October 23 - October 30, 2024 due to the OACAO's Annual Aging Well Conference
- All Fairs Projects must be **completed by March 16, 2025** and must be a **minimum of 4 hours in length.**

**SITE ONE PROPOSED LOCATION NAME:** \_\_\_\_\_

**SITE ONE PROPOSED FAIR DATE:** \_\_\_\_\_ **PROPOSED FAIR TIMING:** \_\_\_\_\_

**SITE TWO PROPOSED LOCATION NAME:** \_\_\_\_\_

**SITE TWO PROPOSED FAIR DATE:** \_\_\_\_\_ **PROPOSED FAIR TIMING:** \_\_\_\_\_

**SITE THREE PROPOSED LOCATION NAME:** \_\_\_\_\_

**SITE THREE PROPOSED FAIR DATE:** \_\_\_\_\_ **PROPOSED FAIR TIMING:** \_\_\_\_\_

APPLICANT INFORMATION:

Centre/Organization Name: \_\_\_\_\_

Centre/Organization Address: \_\_\_\_\_

City or Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Website (if available): \_\_\_\_\_

Other social media (if available): \_\_\_\_\_

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

What is your Centre/Organization’s Mandate and Mission? \_\_\_\_\_

\_\_\_\_\_

Is your Centre/Organization (check all that apply):

Non-Profit Organization

Municipally Operated

Indigenous Community or Organization

Other, please specify: \_\_\_\_\_

Are you a current, and in good standing, member of the OACAO?  Yes  No

Are you a provincially funded Seniors Active Living Centre Program operator?  Yes  No  Not Sure

Centre/Organization annual operating budget in 2023 or 2023/2024: \_\_\_\_\_

What year was your Centre/Organization established? \_\_\_\_\_

What OACAO Region is your Centre/Organization located in?

South West

Metro

North West

Grand River

Central

North Central

Golden Horseshoe

Eastern

Not sure



SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS FOR SITE ONE:

1. **Proposed** address for the fair: \_\_\_\_\_  
 a. Is your fair venue: \_\_\_\_\_ indoor    \_\_\_\_\_ outdoor    \_\_\_\_\_ both  
 b. Is your fair venue accessible & inclusive? \_\_\_ Yes    \_\_\_ No    \_\_\_ Not Sure
  
2. **Proposed** Healthy Meal or Snacks (maximum cost of \$12.50 per participant and exhibitor, taxes included): \_\_\_\_\_  
 \_\_\_\_\_
  
3. **Proposed** Presenters or Seminar topics for your fair (2 - 4 presentations/seminars): \_\_\_\_\_  
 \_\_\_\_\_
  
4. **Proposed** Active Living Demonstrations or Health Clinics for your fair (1 – 2 health clinics / demonstrations): \_\_\_\_\_  
 \_\_\_\_\_
  
5. **Proposed** plan to solicit / purchase Participant Bags: \_\_\_\_\_  
 \_\_\_\_\_
  
6. **Proposed** Trade Show plan (minimum of 3 hours in length) and exhibitor invitee list (minimum of 10 - 15 exhibitors): \_\_\_\_\_  
 \_\_\_\_\_
  
7. **Proposed** plan to collect the required Participant and Exhibitor Evaluation Surveys: \_\_\_\_\_  
 \_\_\_\_\_
  
8. **Anticipated total number** of older adult / senior participants: \_\_\_\_\_
  
9. **Language** of proposed Fair (check all that apply):  
 \_\_\_\_\_ English                      \_\_\_\_\_ French  
 \_\_\_\_\_ Other (please specify): \_\_\_\_\_
  
10. **Specific cultures** being targeted for this fair (check all that apply):  
 \_\_\_\_\_ Indigenous/First Nations, Inuit, and Métis seniors  
 \_\_\_\_\_ Francophone seniors  
 \_\_\_\_\_ Other diverse communities (please specify which communities i.e. BIPOC, LGBT2SQ): \_\_\_\_\_  
 \_\_\_\_\_

**SITE ONE FINANCIAL FEASIBILITY**

**SENIORS ACTIVE LIVING FAIR PROPOSED BUDGET FOR SITE ONE:**

	<b>PROPOSED</b>
<b>In-Person Seniors Active Living Fair Funding – Multi-Site Fair - \$2,000</b>	<b>\$ 2,000</b>
Please provide us with your proposed plan for the next set of questions; detailed specifics are not required at this stage.	
<b>ELIGIBLE EXPENSES (please briefly describe)</b>	
Advertising / Promotion / Marketing:	\$
Audio Visual Equipment Rental:	\$
Decorations:	\$
Evaluation Prize:	\$
Facility Rental:	\$
First Aid:	\$
Food Service Supplies:	\$
Food/Refreshments: (max cost of \$12.50/participant & exhibitor, taxes included)	\$
Honorariums:	\$
Participant Bags:	\$
Postage:	\$
Printing:	\$
Public Health and Safety Measures:	\$
Translation Services/ Language Interpreters/ASL Interpreters:	\$
Transportation:	\$
Other:	\$
<b>TOTAL EXPENSES:</b>	<b>\$</b>
<b>BALANCE:</b>	<b>\$</b>
<b>Notes:</b>	

**\*Note:** Staff costs for planning and executing the fair are **not considered eligible fair expenses**.

SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS FOR SITE TWO:

1. **Proposed** address for the fair: \_\_\_\_\_  
 a. Is your fair venue: \_\_\_\_\_ indoor    \_\_\_\_\_ outdoor    \_\_\_\_\_ both  
 b. Is your fair venue accessible & inclusive? \_\_\_ Yes    \_\_\_ No    \_\_\_ Not Sure
  
2. **Proposed** Healthy Meal or Snacks (maximum cost of \$12.50 per participant and exhibitor, taxes included): \_\_\_\_\_  
 \_\_\_\_\_
  
3. **Proposed** Presenters or Seminar topics for your fair (2 - 4 presentations/seminars): \_\_\_\_\_  
 \_\_\_\_\_
  
4. **Proposed** Active Living Demonstrations or Health Clinics for your fair (1 – 2 health clinics / demonstrations): \_\_\_\_\_  
 \_\_\_\_\_
  
5. **Proposed** plan to solicit / purchase Participant Bags: \_\_\_\_\_  
 \_\_\_\_\_
  
6. **Proposed** Trade Show plan (minimum of 3 hours in length) and exhibitor invitee list (minimum of 10 - 15 exhibitors): \_\_\_\_\_  
 \_\_\_\_\_
  
7. **Proposed** plan to collect the required Participant and Exhibitor Evaluation Surveys: \_\_\_\_\_  
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8. **Anticipated total number** of older adult / senior participants: \_\_\_\_\_
  
9. **Language** of proposed Fair (check all that apply):  
 \_\_\_\_\_ English                      \_\_\_\_\_ French  
 \_\_\_\_\_ Other (please specify): \_\_\_\_\_
  
10. **Specific cultures** being targeted for this fair (check all that apply):  
 \_\_\_\_\_ Indigenous/First Nations, Inuit, and Métis seniors  
 \_\_\_\_\_ Francophone seniors  
 \_\_\_\_\_ Other diverse communities (please specify which communities i.e. BIPOC, LGBT2SQ): \_\_\_\_\_  
 \_\_\_\_\_

## SITE TWO FINANCIAL FEASIBILITY

### SENIORS ACTIVE LIVING FAIR PROPOSED BUDGET FOR SITE TWO:

	PROPOSED
In-Person Seniors Active Living Fair Funding – Multi-Site Fair - \$2,000	\$ 2,000
Please provide us with your proposed plan for the next set of questions; detailed specifics are not required at this stage.	
<b>ELIGIBLE EXPENSES (please briefly describe)</b>	
Advertising / Promotion / Marketing:	\$
Audio Visual Equipment Rental:	\$
Decorations:	\$
Evaluation Prize:	\$
Facility Rental:	\$
First Aid:	\$
Food Service Supplies:	\$
Food/Refreshments: (max cost of \$12.50/participant & exhibitor, taxes included)	\$
Honorariums:	\$
Participant Bags:	\$
Postage:	\$
Printing:	\$
Public Health and Safety Measures:	\$
Translation Services/ Language Interpreters/ASL Interpreters:	\$
Transportation:	\$
Other:	\$
<b>TOTAL EXPENSES:</b>	<b>\$</b>
<b>BALANCE:</b>	<b>\$</b>
<b>Notes:</b>	

**\*Note:** Staff costs for planning and executing the fair are **not considered eligible fair expenses**.

SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS FOR SITE THREE:

1. **Proposed** address for the fair: \_\_\_\_\_  
 a. Is your fair venue: \_\_\_\_\_ indoor    \_\_\_\_\_ outdoor    \_\_\_\_\_ both  
 b. Is your fair venue accessible & inclusive? \_\_\_ Yes    \_\_\_ No    \_\_\_ Not Sure
  
2. **Proposed** Healthy Meal or Snacks (maximum cost of \$12.50 per participant and exhibitor, taxes included): \_\_\_\_\_  
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 \_\_\_\_\_
  
7. **Proposed** plan to collect the required Participant and Exhibitor Evaluation Surveys: \_\_\_\_\_  
 \_\_\_\_\_
  
8. **Anticipated total number** of older adult / senior participants: \_\_\_\_\_
  
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 \_\_\_\_\_ English                      \_\_\_\_\_ French  
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 \_\_\_\_\_ Francophone seniors  
 \_\_\_\_\_ Other diverse communities (please specify which communities i.e. BIPOC, LGBT2SQ): \_\_\_\_\_  
 \_\_\_\_\_



## SITE THREE FINANCIAL FEASIBILITY

### SENIORS ACTIVE LIVING FAIR PROPOSED BUDGET FOR SITE THREE:

	PROPOSED
<b>In-Person Seniors Active Living Fair Funding – Multi-Site - \$2,000</b>	<b>\$ 2,000</b>
Please provide us with your proposed plan for the next set of questions; detailed specifics are not required at this stage.	
<b>ELIGIBLE EXPENSES (please briefly describe)</b>	
Advertising / Promotion / Marketing:	\$
Audio Visual Equipment Rental:	\$
Decorations:	\$
Evaluation Prize:	\$
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Public Health and Safety Measures:	\$
Translation Services/ Language Interpreters/ASL Interpreters:	\$
Transportation:	\$
Other:	\$
<b>TOTAL EXPENSES:</b>	<b>\$</b>
<b>BALANCE:</b>	<b>\$</b>
<b>Notes:</b>	

**\*Note:** Staff costs for planning and executing the fair are **not considered eligible fair expenses**.

# SENIORS ACTIVE LIVING FAIR APPLICATION DECLARATION

I confirm that the information contained in this application is true, accurate, and complete. I acknowledge that if this application is approved, I will be required to sign a Letter of Agreement (LOA) which legally binds my organization with the Older Adult Centres' Association of Ontario to receive the funding. I understand that once the Letter of Agreement has been signed by both parties, I will receive a cheque for 75% of the grant approximately one month before the fair, and 25% upon satisfactory submission of the final report and relevant receipts (due 30 days after fair completion).

- There will be NO CHARGE for older adults, seniors, care partners and the public to attend.
- I will follow the criteria laid out in the Seniors Active Living Fairs Funding Guidelines.
- I will follow the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).
- I will secure adequate liability insurance and no alcohol will be served.
- I will follow local Public Health Unit guidelines for health protocols.
- I will do marketing and outreach to create awareness for the program, particularly to isolated seniors.
- I will conduct the required Participant and Exhibitor Evaluation Surveys.
- I will provide a final report to OACAO within 30 days of completion of the Fair (or by March 31st, 2025 for March Fairs).
- I will return unused funds to the OACAO within 30 days of Fair completion.
- **All fairs must be completed by March 16, 2025.**

## NAME AND SIGNATURE OF AUTHORIZED INDIVIDUAL REPRESENTING THE APPLYING ORGANIZATION:

Name of Centre/Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Questions can be submitted by email to: [info@oacao.org](mailto:info@oacao.org)

Older Adult Centres' Association of Ontario  
Toll free: 1-866-835-7693 Local: 905-584-8125

Refer to the 2024-2025 Seniors Active Living Fair Guidelines for more info:  
[www.oacao.org/events/seniors-active-living-fairs](http://www.oacao.org/events/seniors-active-living-fairs)