



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

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:	

ORGANIZATIONAL CAPACITY

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: _____ 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 FAIRS PROPOSED DETAILS:

Please provide us with your proposed plan for the next set of questions; detailed specifics are not required at this stage.

1.	What <u>community or geographic area</u> of the province will you serve with these fairs (check all that apply):			
	Located in a rural or underserved area			
	Located in Northern Ontario			
	Other (please specify):			
2.	<u>Proposed</u> Marketing Strategy and Outreach Plan which includes targeting isolated seniors through (check all that apply):			
	Your Newsletter or Program Guide			
	<u></u>			
	Flyers or Posters			
	Local Municipality / Township Community Program and Activity Guide			
	Mail out to potential participants			
	Your Centre's / Organization's website			
	Post on social media i.e. Facebook, Twitter, Instagram, and YouTube			
	Email Blast to your Members or Participants			
	Telephone – individual calls to inform members or voice broadcasting system			
	Local Media: Community Newspapers, Digital, Radio, or Television			
	Promote and connect with Community Partners for referrals			
	Other, please list:			
3.	Briefly describe (up to 250 – 300 words), any <u>unique and interesting features</u> that will take place			
	during your Fairs that will assist us to determine eligibility for funding i.e. culturally specific			
	programming, LGBT2SQ focus, targeting newcomer or low-income seniors; and for older adults and			
	seniors from underserved geographic areas.			
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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.	<u>Proposed</u> Presenters or Seminar topics for your fair (2 - 4 presentations/seminars):
4.	<u>Proposed</u> Active Living Demonstrations or Health Clinics for your fair (1 – 2 health clinics / demonstrations):
5.	Proposed plan to solicit / purchase Participant Bags:
6.	<u>Proposed</u> Trade Show plan (minimum of 3 hours in length) <u>and</u> exhibitor invitee list (minimum of 10 - 15 exhibitors):
7.	<u>Proposed</u> 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):

SENIORS ACTIVE LIVING FAIR PROPOSED BUDGET FOR SITE ONE:

	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 spe at this stage.	cifics are not required
ELIGIBLE EXPENSES (please briefly describe)	
Advertising / Promotion / Marketing:	\$
Audio Visual Equipment Rental:	\$
Decorations:	\$
Fuglishing Drings	<u> </u>
Evaluation Prize:	\$
Facility Rental:	\$
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First Aid:	\$
111367110.	Y
Food Service Supplies:	\$
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Food/Refreshments: (max cost of \$12.50/participant & exhibitor, taxes included)	\$
Honorariums:	\$
Participant Bags:	\$
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Postage:	\$
Drinting	\$
Printing:	>
Public Health and Safety Measures:	\$
Tublic Fleditif and Safety Measures.	<u> </u>
Translation Services/ Language Interpreters/ASL Interpreters:	\$
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Transportation:	\$
Other:	\$
TOTAL EXPENSES:	\$
BALANCE:	\$
Notes:	

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

SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS FOR SITE TWO:

<u>Proposed</u> address for the fair:
a. Is your fair venue: indoor outdoor both
b. Is your fair venue accessible & inclusive? Yes No Not Sure
<u>Proposed</u> Healthy Meal or Snacks (maximum cost of \$12.50 per participant and exhibitor, taxes included):
<u>Proposed</u> Presenters or Seminar topics for your fair (2 - 4 presentations/seminars):
<u>Proposed</u> Active Living Demonstrations or Health Clinics for your fair (1 – 2 health clinics / demonstrations):
Proposed plan to solicit / purchase Participant Bags:
<u>Proposed</u> Trade Show plan (minimum of 3 hours in length) <u>and</u> exhibitor invitee list (minimum of 10 - 15 exhibitors):
<u>Proposed</u> plan to collect the required Participant and Exhibitor Evaluation Surveys:
<u>Anticipated total number</u> of older adult / senior participants:
Language of proposed Fair (check all that apply): English French Other (please specify):
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):

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 spe at this stage.	cifics are not required
ELIGIBLE EXPENSES (please briefly describe)	
Advertising / Promotion / Marketing:	\$
Audio Visual Equipment Rental:	\$
Decorations:	\$
Evaluation Prize:	\$
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Facility Rental:	\$
First Aid.	<u> </u>
First Aid:	\$
Food Service Supplies:	\$
Food Service Supplies.	Ş
Food/Refreshments: (max cost of \$12.50/participant & exhibitor, taxes included)	\$
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Honorariums:	\$
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Participant Bags:	\$
Postage:	\$
Printing:	\$
Public Health and Safety Measures:	\$
Translation Services/ Language Interpreters/ASL Interpreters:	\$
Transportation:	\$
	4
Other:	\$
TOTAL EVERNICES	6
TOTAL EXPENSES:	\$
BALANCE:	\$
Notes:	

^{*}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.	<u>Proposed</u> 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.	<u>Proposed</u> Presenters or Seminar topics for your fair (2 - 4 presentations/seminars):
4.	<u>Proposed</u> Active Living Demonstrations or Health Clinics for your fair (1 – 2 health clinics / demonstrations):
5.	Proposed plan to solicit / purchase Participant Bags:
6.	<u>Proposed</u> Trade Show plan (minimum of 3 hours in length) <u>and</u> exhibitor invitee list (minimum of 10 - 15 exhibitors):
7.	<u>Proposed</u> 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.	. <u>Specific cultures</u> 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):

SENIORS ACTIVE LIVING FAIR PROPOSED BUDGET FOR SITE THREE:

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

^{*}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

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