

## Older Adult Centres' Association of Ontario (OACAO)

### In-Person Seniors Active Living Fair Funding – Single-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 – Single-Site Fair Application - up to \$2,500 for eligible individual organization**

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

- 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**.

## 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: \_\_\_\_\_

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

## APPLICANT INFORMATION CONTINUED:

1. What is your Centre/Organization's Mandate and Mission? \_\_\_\_\_  
\_\_\_\_\_
2. Is your Centre/Organization (check all that apply):  
 Non-Profit Organization                       Municipally Operated  
 Indigenous Community or Organization                       Other, please specify: \_\_\_\_\_
3. Are you a current, and in good standing, member of the OACAO?  Yes                       No
4. Are you a provincially funded Seniors Active Living Centre Program operator?  Yes  No  Not Sure
5. Centre/Organization annual operating budget in 2023 or 2023/2024: \_\_\_\_\_
6. What year was your Centre/Organization established? \_\_\_\_\_
7. What OACAO Region is your Centre/Organization located in?  
 South West                       Metro                       North West  
 Grand River                       Central                       North Central  
 Golden Horseshoe                       Eastern                       Not sure

## FAIR DETAILS

### SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS:

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

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: \_\_\_\_\_  
\_\_\_\_\_

## SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS CONTINUED:

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):  
\_\_\_\_\_
11. What **community or geographic area** of the province will you serve with this fair (check all that apply):  
\_\_\_\_\_ Located in a rural or underserved area  
\_\_\_\_\_ Located in Northern Ontario  
\_\_\_\_\_ Other (please specify): \_\_\_\_\_
12. **Proposed** Marketing Strategy and Outreach Plan which includes targeting isolated seniors through (check all that apply):  
\_\_\_\_\_ Your Newsletter or Program Guide  
\_\_\_\_\_ 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: \_\_\_\_\_
13. Briefly describe (up to 250 – 300 words), any **unique and interesting features** that will take place during your Fair 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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SENIORS ACTIVE LIVING FAIR PROPOSED BUDGET:**

	<b>PROPOSED</b>
<b>In-Person Seniors Active Living Fair Funding – Single-Site Fair - \$2,500</b>	<b>\$ 2,500</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 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 31, 2025 for March Fairs).
- I will return unused funds to the OACAO within 30 days of Fair completion, (or by March 31st, 2025 for March Fairs).
- **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)