

Older Adult Centres' Association of Ontario (OACAO) In-Person Seniors Active Living Fair Funding – Virtual 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:

Virtual Seniors Active Living Fair Funding – up to \$1,000 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** Virtual video event platform with teleconference capability to be used: _____

2. **Proposed** Presenters or Seminar topics for your fair (2 - 4 presentations/seminars): _____

3. **Proposed** Active Living Demonstrations or Health Clinics for your fair (1 – 2 health clinics / demonstrations): _____

4. **Proposed** plan to collect the required Participant and Exhibitor Evaluation Surveys: _____

SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS CONTINUED:

5. **Anticipated total number** of older adult / senior participants: _____
6. **Language** of proposed Fair (check all that apply):
_____ English _____ French
_____ Other (please specify): _____
7. **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): _____
8. 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): _____
9. **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: _____
10. 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:

	PROPOSED
Seniors Active Living Fair Funding – Virtual Fair - \$1,000	\$ 1,000
Please provide us with your proposed plan for the next set of questions; detailed specifics are not required at this stage.	
ELIGIBLE EXPENSES (please briefly describe)	
Advertising / Promotion / Marketing:	\$
Audio Visual Equipment Rental:	\$
Evaluation Prize:	\$
Honorariums:	\$
Postage:	\$
Printing:	\$
Technology:	\$
Translation Services/ Language Interpreters/ASL Interpreters:	\$
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 do marketing and outreach to create awareness for the program, particularly to isolated seniors.
- I will conduct the required Participant and Partner 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