





In-Person Seniors Active Living Fair Funding – Multi-Site Fair Application

Complete the application on-line at: <u>www.surveymonkey.com/r/Fair2025Grant</u> <u>OR</u> email application to: <u>info@oacao.org</u>

Refer to the Seniors Active Living Fairs Funding Guidelines PRIOR to completing this application Link to Funding Guidelines: <u>www.oacao.org/events/seniors-active-living-fairs</u>

TIMELINE AND REVIEW PROCESS:

- Application Deadline Extended to Monday, June 2nd, 2025 at 5:00 pm EST (For Fairs held by March 16, 2026)
- 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 (under one administration with more than older adult SALC program site, with each eligible site located at a different physical address) Seniors Active Living Fair Funding – Multi-Site Fair Application - up to \$2,000 for eligible individual organization for each eligible site, maximum 2 sites

SITE #1

Proposed	d Address for the Fair: _				
a. Is	Your Fair Venue:	Indoor	Outdoor	Both	
b. Is	Your Fair Venue Acces	sible & Inclusive?	Yes	No	Not Sure
Proposed	d Fair Date:				
Proposed Fair Timing (i.e. 10 AM – 2 PM):					
SITE #2 Proposed	d Address for the Fair: _				
	Your Fair Venue:			Both	
b. Is	Your Fair Venue Acces	sible & Inclusive?	Yes	No	Not Sure
Proposed	d Fair Date:				
Proposed	d Fair Timing (i.e. 10 AN	1 – 2 PM):			

- Any fair changes to dates and times **must be approved** by the OACAO.
- **Restricted Dates:** October 29 November 5, 2025, due to the OACAO's Annual Aging Well Conference
- All Fairs Projects must be completed by March 16, 2026, 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:		
What is your Centre/Organization's Mand	ate and Mission?	
Is your Centre/Organization (check all that Non-Profit Organization Indigenous Community or C	Mun	icipally Operated er, please specify:
Are you a current, and in good standing, n	nember of the OACAO?	YesNo
Are you a provincially funded Seniors Activ	ve Living Centre Program ope	erator?Yes No Not Sure
Centre/Organization annual operating but	dget in 2024 or 2024/2025: _	
What year was your Centre/Organization	established?	
What OACAO Region is your Centre/Organ	nization located in?	
South West	Metro	North West
Grand River	Central	North Central
Golden Horseshoe	Eastern	Not sure

SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS:

1.	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):
2.	Proposed Marketing Strategy and Outreach Plan which includes targeting isolated seniors through (check all that apply):
	Electronic Marketing: Social media Website Social media Local Media Email blasts
	Community Outreach: Municipality program guide Mail outs Flyers and posters in community Promote and connect with community partners
	In-House Promotion: Your newsletter or program guide Flyers or posters in centre Telephone - call to inform members/broadcast Other, please list:
3.	Briefly describe (up to 250 – 300 words), any <u>unique and interesting features or community</u> <u>partnerships</u> that will take place during your Fair that will assist us to determine eligibility for funding i.e. culturally specific programming, LGBQT2S focus, targeting newcomer or low-income seniors; and for older adults and seniors from underserved geographic areas. (add example of community partnership)

SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS FOR SITE #1:

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

- <u>Proposed</u> Healthy Meal or Snacks (maximum cost of \$12.50 per participant and exhibitor, taxes included):
- 5. Proposed Presenters or Seminar topics for your fair (2 4 presentations/seminars): ______
- Proposed Active Living Demonstrations or Health Clinics for your fair (1 2 health clinics / demonstrations):
- 7. Proposed plan to solicit / purchase Participant Bags: _____
- Proposed Trade Show plan (minimum of 3 hours in length) and exhibitor invitee list (minimum of 10 -15 exhibitors):
- 9. Proposed plan to collect the required Participant and Exhibitor Evaluation Surveys: ______
- 10. <u>Anticipated total number</u> of older adults / seniors: _____ Participants _____ Volunteers supporting the fair
- 11. Language of proposed Fair (check all that apply):
 - _____ English _____ French Other (please specify):
- 12. **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, LGBQT2S):

FINANCIAL FEASIBILITY

ENIORS ACTIVE LIVING FAIR PROPOSED BUDGET FOR SITE #1:	T
	PROPOSED
In-Person Seniors Active Living Fair Funding – Single-Site Fair - \$2,000	\$ 2,000
Please provide us with your proposed plan for the next set of questions; detailed specifics are not req	uired at this stage.
ELIGIBLE EXPENSES (please briefly describe)	1
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:	\$
TOTAL EXPENSES:	\$
BALANCE:	\$

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

SENIORS ACTIVE LIVING FAIR PROPOSED DETAILS FOR SITE #2:

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

- <u>Proposed</u> Healthy Meal or Snacks (maximum cost of \$12.50 per participant and exhibitor, taxes included):
- 2. Proposed Presenters or Seminar topics for your fair (2 4 presentations/seminars): ______
- Proposed Active Living Demonstrations or Health Clinics for your fair (1 2 health clinics / demonstrations):
- 4. Proposed plan to solicit / purchase Participant Bags: _____
- Proposed Trade Show plan (minimum of 3 hours in length) and exhibitor invitee list (minimum of 10 -15 exhibitors):
- 6. **<u>Proposed</u>** plan to collect the required Participant and Exhibitor Evaluation Surveys: ______
- 7. <u>Anticipated total number</u> of older adults / seniors:
 Participants
 Volunteers supporting the fair
- 8. Language of proposed Fair (check all that apply):
 - _____ English _____ French Other (please specify):
- 9. **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, LGBQT2S):

FINANCIAL FEASIBILITY

	PROPOSED
In-Person Seniors Active Living Fair Funding – Single-Site Fair - \$2,000	\$ 2,000
Please provide us with your proposed plan for the next set of questions; detailed specifics are not req	uired at this stage.
ELIGIBLE EXPENSES (please briefly describe)	
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:	\$
TOTAL EXPENSES:	\$
BALANCE:	\$

*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) and endeavour to hold the Fair in an Accessible venue.
- 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, 2026, for March Fairs).
- I will return unused funds to the OACAO within 30 days of Fair completion, (or by March 31st, 2026, for March Fairs).
- All fairs must be completed by March 16, 2026.

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 2025-2026 Seniors Active Living Fair Guidelines for more info: www.oacao.org/events/seniors-active-living-fairs