

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

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

Complete the application on-line at: [www.surveymonkey.com/r/Fair2025Grant](http://www.surveymonkey.com/r/Fair2025Grant)

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: [www.oacao.org/events/seniors-active-living-fairs](http://www.oacao.org/events/seniors-active-living-fairs)

#### 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 Address for the Fair: \_\_\_\_\_

a. Is Your Fair Venue: \_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_ Both

b. Is Your Fair Venue Accessible & Inclusive? \_\_\_ Yes \_\_\_ No \_\_\_ Not Sure

Proposed Fair Date: \_\_\_\_\_

Proposed Fair Timing (i.e. 10 AM – 2 PM): \_\_\_\_\_

#### SITE #2

Proposed Address for the Fair: \_\_\_\_\_

a. Is Your Fair Venue: \_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_ Both

b. Is Your Fair Venue Accessible & Inclusive? \_\_\_ Yes \_\_\_ No \_\_\_ Not Sure

Proposed Fair Date: \_\_\_\_\_

Proposed Fair Timing (i.e. 10 AM – 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**.

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
- Indigenous Community or Organization
- Municipally Operated
- 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 2024 or 2024/2025: \_\_\_\_\_

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

What OACAO Region is your Centre/Organization located in?

- South West
- Grand River
- Golden Horseshoe
- Metro
- Central
- Eastern
- North West
- North Central
- Not sure





**SENIORS ACTIVE LIVING FAIR PROPOSED BUDGET FOR SITE #1:**

	<b>PROPOSED</b>
<b>In-Person Seniors Active Living Fair Funding – Single-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 BUDGET FOR SITE #2:**

	<b>PROPOSED</b>
<b>In-Person Seniors Active Living Fair Funding – Single-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 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](mailto: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](http://www.oacao.org/events/seniors-active-living-fairs)