



Enhancing Social Inclusion in Ethno-Cultural and Diverse Communities Grant Application

Please read through this full guide prior to completing your application

Deadline: Sunday, April 11th 2021 by 11:59 p.m.

For questions, please contact:

E-mail: seniorsgrassroots@woodgreen.org

Phone: 416-405-5188

APPLICATION GUIDELINES

Please read the application before completing to ensure all criteria are met

Submitting your Application

Original applications may be submitted by e-mail or mailed to the address below. Mailed applications must be received (not post-marked) by the application deadline. If you are submitting your application by mail, please allow enough time for mail delivery. Faxed applications will not be accepted. To ensure fair and equal treatment of all funding Applicants, late or incomplete applications will not be accepted.

Submission information:

- **E-mail to:**
seniorsgrassroots@woodgreen.org
OR
- **Mail to: WoodGreen Community Services**
721 Broadview Avenue (Lower level, basement)
Toronto ON, M4K 3J9
ATTENTION: Anna Azaryan

Applicants will receive an automatic email confirmation indicating that WoodGreen has received the application. If you do not receive confirmation, please e-mail seniorsgrassroots@woodgreen.org.

INCLUSION AND EXCLUSION CRITERIA

Grants Available

- Maximum of \$14,000 per Applicant Organization.
- Funding Period: **May 2021 – March 2022**

Grant Theme

Improving the ability to serve ethno-cultural seniors during the COVID-19 crisis by fostering initiatives that increase social inclusion, health and wellness.

Overview

As COVID-19 restrictions suspended in-person gatherings and community activities and require seniors to remain in their residences for longer, Applicants must consider bolstering local initiatives and mobilizing local communities in new ways.

All projects will develop initiatives that provide opportunities to reduce social isolation and meet at least one of the key priorities:

□ Priority 1

- Promoting active participation of seniors in local initiatives which respond to pressing health and wellness needs of ethno-cultural communities adversely impacted by COVID-19

□ Priority 2

- Fostering intergenerational connections between seniors and youth to build community capacity, leadership, and promote volunteering within ethno-cultural and diverse communities

□ Priority 3

- Making aging easier by creating a newfound sense of virtual, inclusive and senior-friendly community, and preventing attrition in senior-focused community groups adversely impacted by COVID-19

Types of Eligible Projects

- Projects that can attest to not having secured funds to cover the cost of activities for which they have applied for
- Projects that include seniors throughout the planning, development and execution stages of projects which promote physical activity, support mentally and physically healthy lifestyles
- Projects that create an intergenerational volunteer network and provide virtual activities to combat loneliness, social isolation, and sedentary living in the COVID-19 environment
- Projects that focus on counteracting age-related decline in mobility, strength, and overall physical function by transitioning to virtual format

Eligible Organizations

- Unincorporated or incorporated non-profit organizations. If your organization is not incorporated, please have a trustee organization.
- Applicants must be grassroots or community-based in nature located in **the Mid-East and East Toronto subregions**.

The following guidelines provide a broad definition of what it means to be a grassroots organization under this funding agreement.

- The overall budget for the organization must be less than \$600,000.
- The budget for seniors' programs must be less than \$250,000.

Ineligible Organizations

The following organizations and activities are **NOT** eligible for funding:

- Primary Health Care
- Individual, commercial or for-profit ventures as well as public sector organizations (e.g. schools, hospitals, municipal government)
- Organizations that receive funding from the Ministry of Health and Long-term Care

- Transportation-related services (other than transportation costs for volunteers or participants)

Use of funds

Funds awarded may **ONLY** be used for the following as per the specified maximums within the budget:

- Staff wages and benefits.
- Space rental for program activities
- Cost of public transportation for participants or volunteers.
- Cost of transportation for staff.
- Refreshments for sessions.
- Project materials and supplies.
- Liability insurance
- Capital expenditures (e.g. tablets, devices, etc.).

(Please see Enhancing Social Inclusion in Ethno-Cultural and Diverse Communities Grant Application form for details on capital expenditures)

Ineligible project costs include but are not limited to:

- Programs with a primary research component.
- Replacing funds already allocated to existing programs or organizational operational programs.
- Fees for conferences.
- Funding for trips.
- Staff mileage to and from work.
- Any amounts exceeding the specified funding maximums.

Application Process and Timeline

- Applications are due **April 11th, 2021 by 11:59pm**
- It is important that all areas of the application are fully completed.
- Notification of funding decisions will be confirmed by **May 10th, 2021**

REQUIREMENTS OF FUNDED GROUPS

If funded, the Applicant Organization must:

- Meet all funding conditions and sign a formal Letter of Agreement with WoodGreen Community Services.
- Complete all activities as set out in the grant application.
- Satisfy the reporting requirements (Work plan, Midterm and Final Reports, Financial Reporting, Activity Tracking and Evaluation Tools).
- Provide a financial statement showing budget and actual expenditures, including receipts, upon request.
- Work with WoodGreen staff to support the Applicant Organization throughout the grant cycle and connect with them on a regular basis for support, status updates and problem solving with project implementation.
- Participate in evaluation activities as required.

- Keep all purchase receipts and invoices, as they may be requested in an audit.
- Carry suitable liability insurance to cover the proposed project activities.
- Funded Organizations are required to provide copies of all attendance sheets and provide copies along quarterly reporting.
- Submit to WoodGreen staff, in writing, any changes to the original application and/or work plan for approval in advance of amending any activities.
- Acknowledge WoodGreen for funding in any print materials regarding the Enhancing Social Inclusion in Ethno-Cultural and Diverse Communities Grant.
- Funded groups are expected to communicate regularly with WoodGreen staff to ensure that targets are being reached.
- Ensure that funds are used for the purposes of the Enhancing Social Inclusion in Ethno-Cultural and Diverse Communities Program as approved by WoodGreen Community Services

DETERMINATION OF FUNDING

Approximately 12-15 Applicant Organizations will be awarded funds through this process. All Applicant Organizations will be notified of the outcome of their application. Applicants who do not meet the eligibility criteria for the program will not be reviewed, and these Applicant Organizations will be notified in writing. All decisions made will be final with no option to appeal.

IMPORTANT DATES FOR ALL APPLICANT ORGANIZATIONS:

Application submission deadline: **April 11th, 2021 by 11:59 p.m.**

Notification of funding decisions: **May 10th, 2021**

IMPORTANT DATES FOR FUNDED ORGANIZATIONS:

Funding Start Date and 1 st payment	Week of May 24th, 2021
Mid-term Program and Financial Report:	October 1st, 2021
Final program Report and Financial Report	March 21st, 2022
Final payment	Last week of March 2022

Any future changes to due dates will be communicated in advance. Mandatory reporting templates will be sent out to funded groups.

Financial Information

Up to \$14,000 is available per Applicant Organization based on funding components selected. Please specify how much of the requested grant amount you plan to spend under each of the budget categories (see grant application).

The following payment schedule will be applied:

- 70% of amount funded will be paid at the start of the project (May 2021)
- 30% of amount funded will be paid after receipt and review of all final reporting requirements (March 2022)

Please note that any reports that are received after the due dates will result in delayed payments. All financial reports will be reviewed, and any ineligible requests will be reduced from the mid- term and final payments.

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