

Type of Decision									
Meeting Date	Friday, February 13, 2015				Report Date	Tuesday, February-10, 2015			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Funding Opportunities - Report

#13/02/15/1202

Subject:

Newly advertised funding opportunities.

RECOMMENDATION:

That Council adopt the following resolutions authorizing application for funding opportunities and hiring a part time position to assist in implementing a recreation program with this funding.

Resolution #1

WHEREAS Council sees the value in providing summer employment for local students;

AND WHEREAS the Summer Experience Program's (SEP) objectives meet those of Head, Clara & Maria as identified through it's budget priorities and Recreation Committee;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to apply for the Ministry of Tourism, Culture and Sport's SEP grant;

AND FURTHER THAT Council agrees to increase the potential for grant award by increasing the term by four weeks at a cost to the municipality of up to \$1,700.

Resolution #2

WHEREAS Council supports the provision of programs and services for the community's seniors with a focus on intergenerational interaction;

AND WHEREAS a funding opportunity through Ontario's Seniors' Secretariat's Seniors Community Grant Program might provide funding for the development of municipal programs directed at improvements for Seniors;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to apply for the Ministry's grant.

Resolution #3

WHEREAS recent grant opportunities have identified funding for programming which has been previously discussed by Council;

AND WHEREAS the Recreation Committee does not have enough volunteers to pursue the provision of Senior's programing and in fact this area might be beyond its mandate;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to remove up to \$3,500 from the Parks and Recreation Reserve to pay for a temporary staff position to focus solely on developing seniors programming with a focus on intergenerational programming for the community.

BACKGROUND/EXECUTIVE SUMMARY:

The two funding opportunities include the Seniors Community Grant Program (SCGP) at <http://www.seniors.gov.on.ca/en/srsorgs/scgp.php> and the Summer Experience Program (SEP) at

<http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/OSAPQA005131>.

As reviewed at the last meeting there is \$33,000 in the Parks and Recreation budget, being reserved for eventual repair and replacement of boat launch and other recreation infrastructure. It was suggested that the \$3,000 over the target of \$30,000 be reallocated.

It is staff recommendation that this \$3,000 be removed to allocate towards a short term, part time staffing position focused solely on implementing seniors programming. Ideally, current staff would create a work plan following the guidelines and objectives of both the SCGP and SEP with the new hire to implement that plan.

In 2014 the Seniors Community Grant Program information was forwarded to the Recreation Committee for action; with no response. It has been learned that the current volunteers are already occupied with holding the events that have been created over the past two years (and their own lives). We can only expect so much from our volunteers.

To avoid losing this funding opportunity, staff have reviewed the documentation and will work, with Council's permission, on completing the application by the deadlines – February 26 for the SEP and March 27 for the SEGP.

The fact is, staff do not have spare time to devote to the planning and organization required to create new programming. There is a need in the community and it would be good to take advantage of funding which relates to ideas previously discussed by Council and the Recreation Committee.

It is hoped that by hiring a short term position, this person can follow the work plan, with supervision and input by existing staff, and be in a position to supervise the summer

student to complete his/her duties as well. Once the program is in place, research completed, training completed and schedules developed and advertised, it will be much easier for community volunteers and staff to implement the project and keep the program going. Fundraising events could be combined to help to make the program self-sufficient.

The funding applications overlap with objectives of providing recreation for seniors as a major component of each.

It is recommended that the grant application will focus on funds for:

1. Hosting a mentoring workshop to teach senior volunteers how to be a mentor;
2. Hosting a train the trainer workshop to teach all volunteers how to hold workshops;
3. Completion of a phone survey to match talents with individuals wishing to teach others; advertisement in Newsletter and on-line is not personal enough. Create a connection through interaction and voice contact.
4. Creation of a program of monthly workshops to be held throughout the year so match talents and individuals interested in learning such as:
 - a. Build on the library's computer availability and have students teach internet use and social networking to seniors;
 - b. Materials to host workshops such as:
 - i. Composting
 - ii. Gardening
 - iii. Christmas Cake baking
 - iv. Woodworking
 - v. Cooking
 - vi. Baking
 - vii. Flower arranging
 - viii. Music lessons (guitar etc.)
5. Bringing in speakers to talk about:
 - a. Senior health
 - b. Senior safety
 - c. Internet safety for all
 - d. Financial planning for all
 - e. Fraud awareness for all
 - f. Tax preparation and planning
 - g. Estate planning
 - h. Other topics as suggested by interested individuals.

Financial Considerations/Budget Impact:

Successful grant applications will provide funds to begin the program, hire trainers, purchase supplies and equipment and provide student hours throughout the summer months to begin implementation of programming.

Council's contribution of \$3,000 will provide a dedicated staff person for a six month period to implement the work plan created by staff while submitting the grant proposal.

Council's additional contribution of \$1,700 towards the student position will improve the success of our obtaining the summer student position by extending the work term from 6 to

10 weeks. This can easily be absorbed in annual surplus and does not need to be specifically allocated.

Policy Impact:

As per policy. Staff make recommendations, Council discusses and creates policy which then provides direction for staff to follow moving forward.

Others Consulted:

Websites for additional information.

Gayle Watters, Admin Assistant

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk





Summer Experience Program

[Log In](#)

Description

The Summer Experience Program (SEP) provides not-for-profit organizations, municipalities and Aboriginal/First Nations communities with funding to create meaningful summer employment opportunities for students.

SEP positions must focus on activities supporting key sectors within the Ministry of Citizenship, Immigration and International Trade and the Ministry of Tourism, Culture and Sport, including citizenship, voluntarism, seniors, women, tourism, culture, sport and recreation and offer training for future careers or work experience in skills transferable to the general workforce.

Position placements are expected to provide full time employment for a minimum of 30 days, at a minimum of 6 hours per day (30 hours per week) and a maximum of 7.25 hours per day (36.25 hours per week). Overtime on an occasional basis is allowed, but SEP funding does not cover this cost.

See SEP Program Guidelines for detailed program criteria for summer employment.

Deadline

Applications must be submitted by midnight, Eastern Standard Time (EST) Thursday, February 26, 2015.

Eligibility Requirements

Eligibility requirements for applicant organizations:

Eligible applicants for Summer Experience Program funding include: not-for-profit organizations, municipalities, Aboriginal organizations and First Nations. Eligible organizations must be legally incorporated or be band councils established under the *Indian Act, Canada*.

Due to the limited number of positions, priority may be given to applicant organizations that have not previously received SEP funding.

Eligibility requirements for student applicants:

Students hired by recipient organizations must meet the eligibility criteria of the program:

- All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years for persons with a disability, if disabled, within the meaning of s.10 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H.19, as amended from time to time.
- Proof of enrolment must be provided to the employer
- Students must be residents of Ontario
- Students must be eligible to work in Canada
- Students must work full time for a minimum of 30 days, at a minimum of 6 hours per day and maximum of 7.25 hours per day

Note: The applicant must be living in Ontario at the time they start work. The intention of the program is to provide career related

QUICK TIPS

SENIORS COMMUNITY GRANT APPLICATION GUIDELINES

PLEASE note that this is a summary document **ONLY**. You should thoroughly read the program guidelines and application guide **BEFORE** completing your Seniors Community Grant Program Application.

Once you have finished preparing the application, read the “CHECKLIST” at the end of the application to ensure that you have completed and included all required information and documents.

GENERAL

Create an effective and realistic work plan which clearly outlines proposed activity(s), timelines and key milestones.

The project plan, which should be no more than 750 words, must include details about the applicant and how they are involved with the organization as well as background details about the actual organization such as:

- Mandate, purpose, clients served and governance structure;
- Organizational ability, details and results pertaining to any past projects of a similar nature;
- Key programs and services offered.

SUPPORT AND PARTNERSHIPS

- Include clear details describing the role of any partner organizations or individuals who will be involved in the project.
- Outline the extent of support from the community through letters of support from users, collaborators, other funders etc., describe what their level of engagement has been, and any financial contribution or in-kind support if applicable.
- Outline if the project will includes any NEW partners/organizations that have never or not recently been involved with your organization.

LOGISTICS

- Please tell us where the location of the project/activity will be. Successful applicants will be asked to provide the Ontario Seniors’ Secretariat with advance notice for any event(s) being held related to their project, if not already indicated in the application.
- Indicate who will be involved in the delivery of the project such as employees, volunteers and outside partners or guest speakers.
- Indicate the length of project/activity and if it involves sessions indicate how many sessions will be held and the proposed frequency.

- Please give some indication on how you will reach out to potential participants (i.e. are they regular attendees to the organization, are they new people who have never been involved previously, etc.)

OUTCOMES

- The project plan must clearly identify WHO the project/activity is being designed for, HOW MANY (approximately) people over the age of 65 the project will benefit, and HOW the project will benefit these individuals.
- Describe the ways you plan to measure the success of the project.
- Identify how the project outcomes will have a longer term impact on the community and/or participants.
- If there is an opportunity to collaborate with other groups in the development of the project, or share project results?
- Identify any risks that you may encounter in managing the project, and how will you will mitigate those risks.

PRIORITIES

(Refer to the Program Guidelines, Projects and Priorities found on pages 7- 10 for a list of the five key program priorities.)

- The grant program has five key priorities and four secondary priorities.
- Project proposals must meet at least one of the five key priorities.
- You must describe which priority your project will address, and HOW it will be addressed
- Applicants are encouraged to develop projects which address more than one priority.

BUDGET

The project plan must clearly describe all the expenses that are anticipated and how the grant money will be spent.

- All expenses must be eligible as per the program guidelines (Page 12) only incorporated organizations are eligible to apply for the maximum amount of \$8,000 (Stream 2).
- All Stream 2 applications must clearly indicate at least 20% contribution toward the project through cash and/or in-kind.
- Ensure that the budget template has been completed fully and accurately and:
 - The budget must be consistent with the description in the project plan;
 - The proposed budget is realistic in terms of proposed activities and planned results, and demonstrates efficient use of resources.
- The project's proposed outcomes demonstrate value for the investment.