



New Horizons for Seniors Program

Engaging Seniors, Strengthening Communities



Application Checklist

In order for your Application for Funding to be eligible, you are required to submit your application, including all the required documents, in one complete package (postmarked) by the closing date of the Call for Proposals.

When completing your application, you must consult the **NSHP Applicant Guide** for detailed requirements and additional notes for each item in this checklist.

All applications must include:

- A list of names and phone numbers of the members of your organization's board of directors (governing body).
 - If an ad-hoc committee, also include the addresses.
- A minimum of one letter showing community support for your project.
- Letter(s) from your project partner(s) confirming their involvement, if applicable (e.g. a school supporting tutoring program).

- Proof of your organization's type, legal status and governance structure, including:
 - A document from the Canada Revenue Agency (CRA) that includes your organization's business or registration number with the CRA;
 - If incorporated, a copy of one of the following is required: letters of patent, articles of incorporation, certificate of incorporation, memorandum of association, your rules, by-laws, or constitution;
 - If not incorporated, include a copy of your rules, by-laws, council resolutions, or constitution;
- Aboriginal organizations that are part of a band must include a copy of a Band Council Resolution (BCR) or any other permission required.

Applications for renovation or retrofit activities:

- If you are the owner** of the premises, or land, where your organization operates, you must also provide proof of building ownership (i.e. property tax bill, property assessment notice, purchase agreement). (Note that construction work for a private home or dwelling is not eligible.)



- **If you rent the premises (NOT the owner)** you must also include:
 - A copy of your lease agreement or letter of understanding with at least a five-year lease period remaining, including details of the maintenance and upkeep agreement.
 - If the responsibility for renovations or retrofit lies with the renter, a letter of consent from the owner confirming his agreement with the proposed renovation or repair must be included with the application for funding.

Important notes

- All letters of support, partnership and consent should include the name, position title and signature of the writer, the organization name, address and phone number, and the date. The letter(s) should be written on the organization's letterhead, if applicable.
- At least three external estimates for each activity of the proposed project are required from three separate contractors (for projects with a total cost of less than \$5,000, one external estimate is sufficient), or a rationale why three estimates cannot be provided and how project costs were calculated.
- Ensure project activities comply with laws and regulations. For example, does the building code require a permit or certified tradesperson to do plumbing renovations? If the work is completed by

a plumber whose certification has expired, will insurance cover damages caused if a pipe bursts during the renovation?

- If your organization uses a facility that is rented by another entity, the entity renting the facility must submit the application. In this case, a partnership letter will be required to demonstrate how the entity is working with the seniors' group to offer activities to seniors.

For example:

- The Seniors Club is renting a community centre, which is owned by the municipality and also used by the Lions Club on occasion.
- The Seniors Club asked the Lions Club to complete the application on their behalf since the Lions Club has more experience completing applications for funding programs.
- In this case, the application must be submitted in the name of the Seniors Club since they have the lease and the proposed activities are mainly for their own benefit.

Note: Once submitted, your application for funding will be considered as final and changes to the project activities will not be allowed.

More information

For information on the New Horizons for Seniors Program, visit Canada.ca/funding-new-horizons-seniors-community or call **1-800-277-9914** and select "0".

New Horizons for Seniors Program – Building a Partnership

This publication is available for download at canada.ca/publiccentre-ESDC

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