**Seniors’ Social Inclusion Initiative – Application 2024-25**

**Please type or print clearly**

Please **review the 2024-25 program guidelines in detail** before beginning your application (the guidelines are available here: https://www.gov.nl.ca/cssd/grants/seniors-social-inclusion). For more information on this grant program, or to request a copy of the program guidelines or an alternate format(s) of the guidelines or this application, please contact Roger Scaplen at [rscaplen@gov.nl.ca](mailto:rscaplen@gov.nl.ca), 709-729-1382, or toll free at 1-888-494-2266. The **deadline for applications is Monday, April 1, 2024.**

**Section 1: General Information**

Organization Name:

Contact Name:

Title/Position:

Organization mailing address:

Telephone (Primary):

Telephone (Alternate):

Email (Required):

How long has your organization been active?

How many individuals will participate in and/or benefit from your proposed project/activities?

If your organization is incorporated, please provide the incorporation number:

**Section 2: Project Description**

Amount being requested:

Describe how the funding will be used and how it will support the social inclusion of seniors and/or intergenerational activities. :

If the funding will be used for an event, please provide the following information:

Date of event(s):

Location(s):

Number of participants:

Is the event(s) accessible (Yes/No):

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| --- | --- |
| **SECTION 3: Budget**  Please outline your anticipated expenditures in each of the categories below. | |
| NOTE: Gift cards, capital expenditures, salaries/honoraria, scholarships, fundraising contributions/donations, uniforms/clothing, furnishing of large prizes (for the purpose of fundraising, etc.), office equipment, alcohol/cannabis products, walking trails, costs associated with normal annual organizational expenditures such as monthly rent or insurance (e.g. for a clubhouse), telephone or internet, and expenses incurred prior to submission of the application are not eligible for funding**.** | |
| **Expenditure Areas** | **Anticipated Expenses** |
| Food |  |
| Event/activity space rental |  |
| Materials/Supplies |  |
| Transportation |  |
| Technology |  |
| Other (please specify in space below) |  |
| **Total** |  |

**Section 4: Privacy Notice**

The personal information in this form is being collected under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015**, for the purpose of program administration and assessing the merits of each funding application. Please note that the information you provide can be subject to an access to information request. If you have any questions about the collection, use and disclosure of your personal information, please contact the Access and Privacy Coordinator, Department Children, Seniors and Social Development at (709) 729-6370.

**Section 5: Authorization**

I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete and is endorsed by the organization that I represent, and that I am authorized to enter into funding agreements on behalf of my organization/group. I certify that my organization/group meets the basic eligibility criteria of the program referenced in this application. **I** **also certify my organization is aware that, if successful in our application for funding, the organization will be required to abide by the terms and conditions contained herein, prior to the receipt of funds.**

**Section 6: Conditions**

The Department of Children, Seniors and Social Development (CSSD) funding may be used only for the purposes specified in this application. Once CSSD has agreed to provide financial assistance, no substantial change in these activities shall be made without the consent of CSSD and it shall be at the discretion of CSSD to determine what constitutes substantial change in each case. CSSD reserves the right to determine the extent and type of information required to support payment of funds. Further, CSSD may require that an audit be undertaken to verify the purposes for which Government of Newfoundland and Labrador funds have been utilized. Any funding not used for these purposes must be returned to CSSD or become a debt due to the Crown. The organization is wholly responsible for its own debts. CSSD will not consider any application to pay debts. Organizations acquiring assets purchased with Provincial Government funding through this program are required to transfer assets to the municipality should they dissolve.

Whenever appropriate, public acknowledgement of funding by CSSD is expected. Publications should clearly acknowledge CSSD’s assistance. A standard statement of acknowledgement is available on request. The organization agrees to respect and apply the spirit and provisions of existing human rights legislation. Under the **Access to Information and Protection of Privacy Act, 2015**, members of the public may request and obtain access to information held in Provincial Government records. Should a request be received for information about this application, CSSD may consult with you prior to disclosing any information. Only personal information and certain third-party confidential financial information may be withheld. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funds are all considered public information.

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| **Section 7: Checklist** |
| Please review your application to ensure that all information required under the program guidelines has been provided. **Have you**:  reviewed the program guidelines to verify eligibility of planned activities/expenditures;  completed all applicable sections of the application;  included a letter of support (as outlined in the guidelines) if your organization is unincorporated;  completed and submitted a final report for any funds previously received under this program;  if incorporated, confirmed that your organization is in good standing with the provincial registry of companies (you can check incorporation status here: https://cado.eservices.gov.nl.ca/CADOInternet/Company/CompanyMain.aspx); and  submitted a supplier form (visit: <https://www.gov.nl.ca/fin/supplier-form>) to ensure that your organization is registered, and that its banking information is up to date, for direct deposit (this will help avoid delays in payment should your application be successful)? |

**Section 8: Authorization**

Applications are required to be signed by an authorized signing officer.

Name of signing authority (print):

Title/position:

Email:

Name of signing authority (print):

Title/position:

Email (Required):

**If the application is emailed, typing the name below will satisfy the signature requirement.**

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Signature of signing authority(ies) Date

**Please submit to:**

Email: [CSSDGrantPrograms@gov.nl.ca](mailto:CSSDGrantPrograms@gov.nl.ca)

or

Seniors’ Social Inclusion Initiative

Department of Children, Seniors and Social Development

2nd Floor, West Block,

Confederation Building

P.O. Box 8700

St. John’s, NL

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