

Seniors Active Living Fair Funding Letter of Agreement

between

**Older Adult Centres' Association of Ontario (OACAO)
P. O. Box 65, Caledon East, Ontario L7C 3L8
(The Grantor)**

and

**Township of Southgate Seniors Advisory Committee
185667 Grey Road 9, Dundalk, Ontario N0C 1B0
(The Grantee)**

OACAO

**The Voice of Older Adult Centres
La voix des centres pour aînés**

Funding provided by:



Please read and sign this Letter of Agreement (LOA) carefully. It outlines the expectations of the Older Adult Centres' Association of Ontario (OACAO) for the Grantee and the Grantee obligations. It also ensures that the Grant benefits are used for the purpose outlined in the Grantee's request for funding. By signing the LOA, the Grantee agrees to the following Terms and Conditions.

Project

In-Person Seniors Active Living Fair Funding – up to \$2,500

Use of Grant Funds

Grant funds may only be used for the exclusive purpose to run a Seniors Active Living Fair as it is described in your Financial Budget submitted with your grant application. Changes in your Grant Budget **must be approved** by the OACAO office. Grant funds are not to be used by or for any organization or individual other than expenses specified in your approved Financial Budget.

All Fairs Projects must be completed by February 28, 2023.

Any unspent Grant funds must be returned to the OACAO by March 31, 2023.

OACAO Responsibilities

The OACAO (the Grantor) will:

- Approved applicants will receive their first cheque 75% of the Grant approximately one month prior to the Fair date.
- Provide a Seniors Active Living Fairs Handbook in order to help guide and educate staff and volunteers hosting the Fairs (English and French).
- Provide access to the MSAA's Age-Friendly Community Remote Events Planning Resource.
- Promote approved Fairs on OACAO website and Social Media accounts.
- Zoom training resources for Virtual Fair Hosts (English and French).
- An OACAO representative will attend the Fair. (subject to availability)
- Provide Evaluation Questions (English and French).
- Provide a Final Report package (English and French).

Seniors Active Living Fair Host Organization Responsibilities

The Seniors Active Living Fair Host Organization (the Grantee) will:

- Establish an Organizing Committee that will be responsible for the development and operation of the Fair.
- Display the Ministry for Seniors and Accessibility and the OACAO logos on all promotional material. **Guidelines will be provided** in the Seniors Active Living Fair Host Handbook and must be followed.
- Provide the OACAO with a digital copy of your Fair Flyer, at least 30 days in advance of your Fair, to be posted on the OACAO website and social media accounts.

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- Deliver content/programming for a minimum of 4 hours in length (Both Virtual and In-person Fairs).
- For Virtual Fairs only, event can be scheduled over multiple days within a 7-day period.
- Provide the Fair for FREE for older adults, seniors, care partners and the public to attend.
- For In-person Fairs only, provide free healthy snacks during the fair for participants and exhibitors.
- Organize Presentations/Seminars on important topics for older adults. (2 – 4 minimum)
- Organize Demonstrations and/or Health Clinics of active living or healthy eating. (1 – 2 minimum)
- For Virtual Fairs only, engage Partners and/or Stakeholders by way of short presentations and distribution of digital literature for participants. (3 – 4 minimum)
- Distribute Materials/Provincial Publications and other materials of interest and relevance to the participants (digital access and consideration of printed copies if available for those who request them). (4 – 5 different resource materials minimum)
- For In-person Fairs only, organize a Trade Show with a balanced representation of both non-profit organization, government agencies and for-profit agencies (if applicable). (10 – 15 exhibitors minimum)
- Invite the Local MPP's, other VIPs to participate i.e., Minister for Seniors and Accessibility.
- Submit digital pictures of the Fair, which will be shared with the Ministry for Seniors and Accessibility.
- Complete a Fair Statistical Report within 30 days of the completion date of the Fair.
- Submit a Summary of Evaluation findings with their final reports within 30 days of the completion date of the Fair. The brief Survey Form will include MSAA provided participant demographic and outcome measures and other brief questions to show the impact of the Fairs.
- Secure adequate liability insurance.
- All Fairs Projects must be completed by February 28, 2023.

For Virtual Fairs:

- Use a virtual video event platform with teleconference capability.

For In-Person Fairs:

- Contact local Public Health Authority for local COVID-19 protocols and ensure that COVID-19 safety measures are in place, modify delivery model as needed to ensure safety of participants, staff, volunteers, exhibitors and presenters.
- Provide free Exhibitor space at the Trade Show for the OACAO and Ministry for Seniors and Accessibility representatives.

The OACAO is responsible for providing a Final Report including statistics, impact and financial review to the Government of Ontario at the end of the full project. We therefore require full compliance with the terms and conditions listed in the signed Letter of Agreement.

Seniors Active Living Fair Project Questions

Questions can be directed to Lina Zita, Development and Marketing Coordinator at coordinator@oacao.org or call 905-584-8125 or toll free 1-866-835-7693.

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