



ENHANCING SENIORS INCLUSION GRANT PROGRAM

2026 – 2027

APPLICATION GUIDELINES

Please review this guide before completing your Enhancing Seniors Inclusion Grant application.

Deadline: Monday April 27th, 2026, at 5:00pm

PROGRAM OVERVIEW

The Enhancing Seniors Inclusion Grant Program (ESIGP) supports not-for-profit, local community-based organizations in delivering in-person projects that promote seniors' inclusion, health, wellness, and meaningful community engagement. ESIGP encourages volunteer-led, community-driven initiatives that strengthen social connections and well-being among seniors.

GRANT DETAILS

Grant Amount & Funding Period

- Maximum funding: \$10,000 per applicant organization
- Funding period: June 2026 – March 31, 2027

APPLICATION REVIEW & DECISION

This year, the intention of the Enhancing Seniors Inclusion Grant is to support new initiatives and projects and not sustain regular programming and previously funded projects. This year's initiatives and projects demonstrating strong outcomes and community impact may be considered for an extension and additional funding to continue the project in 2027-2028 fiscal year.

- Applications must be fully completed to be considered for funding.
- All eligible applications will be reviewed by a Grant Evaluation Committee. Applications are assessed using a standardized evaluation rubric to ensure fairness, transparency, and alignment with program priorities.
- Applicants must clearly demonstrate that the proposed project addresses an identified service gap or unmet community needs.
- Due to limited funding, not all eligible applications may be supported.
- Notification of funding decisions: **May 2026**

SECTION A: ORGANIZATIONAL & GEOGRAPHIC ELIGIBILITY

Applicants must meet all the following eligibility requirements.

A.1 Geographic Eligibility

Applicant organizations must operate within **East Toronto**, defined as: Yonge Street (**West**) to Warden Avenue (**East**), and Eglinton Avenue (**North**) to Lake Shore Boulevard (**South**).

Note: Organizations operating outside of this geographic area are **not** eligible for funding.

A.2 Organizational Eligibility

Eligible applicants include:

- Incorporated non-profit organizations
- Unincorporated or self-organized community groups (with an identified trustee)
- Neighborhood associations serving seniors (e.g., Naturally Occurring Retirement Communities)

NOTE: Unincorporated applicants may be required to provide additional information demonstrating their capacity to deliver community-based projects and manage associated financial and human resources responsibly.

A.3 Ineligible Applicants

The following are not eligible to apply:

- Individuals
- For-profit entities
- Non-profit organizations already receiving Seniors Active Living Centres funding (Proposed projects **must not** duplicate services funded by Ontario Health, the Ministry of Health, City of Toronto's Community Support Programs (**CSP**))
- Public sector organizations (e.g., schools, hospitals, municipal governments)

SECTION B: LIABILITY INSURANCE

All funded projects must maintain appropriate liability insurance covering the activities outlined in the application. Insurance coverage must align with the scope and nature of proposed activities (e.g., community events, workshops, and physical activities programs) to ensure participant safety and mitigate organizational risk. Organizations, including grassroots and emerging groups, must have active and adequate coverage in place before the commencement of project activities.

Minimum Insurance Requirements

The following requirements represent minimum standards. Applicants are responsible for obtaining coverage sufficient to address the specific risks associated with their project.

- Commercial general liability insurance covering bodily injury and property damage arising from project activities.
- Additional coverage where appropriate for higher-risk activities (e.g., physical activity programs).
- Insurance held by a partner organization is acceptable, provided the coverage explicitly extends to the funded project

Note: Proof of insurance must be provided before the release of grant funds. However, not having insurance coverage at the time of submitting the application does not disqualify the application.

SECTION C: PROGRAM LOCATION & DELIVERY REQUIREMENTS

C.1 Program Delivery Model

- This program only supports in-person group activities. Virtual activities may be part of the project but will not be included in the quarterly reports.
- Applicants must clearly identify the physical location(s) where project activities will take place.
- Program locations must be consistent across the application form, work plan, and budget submission.

C.2 Scheduling & Communication Requirements

- Applicants must indicate whether any project activities will occur during regular business hours, weekends, or outside regular business hours.
- For projects operating outside regular business hours, a pre-determined meeting schedule will be established with the designated WoodGreen Lead, in accordance with the schedule agreed upon once funding is confirmed.
- Funded applicants are required to use the e-mail and phone numbers included in the application for communicating with WoodGreen Community Services as outlined in the funding agreement.

SECTION D: ORGANIZATIONAL OVERVIEW & CAPACITY

Applicants must provide a clear description of their organizational structure and capacity to deliver the proposed project.

Responses must address the following:

- The organization's mission and mandate
- Governance structure (e.g., Board of Directors, steering committee) and decision-making processes
- Staffing and volunteer capacity
- Roles and responsibilities of individuals supporting project implementation, financial management, and reporting
- Oversight, accountability, and financial controls related to project delivery

Applicants must also disclose:

- Any current funding received for seniors' programs
- Whether the organization has previously received funding from WoodGreen Community Services.

SECTION E: OUTREACH & ENGAGEMENT OF SOCIALLY ISOLATED SENIORS

Applicants must demonstrate a clear understanding of the barriers experienced by socially isolated seniors within the community. These may include, but are not limited to, language barriers, mobility limitations, cultural barriers, social isolation, and digital exclusion.

Applications must clearly outline:

- The organization's outreach and engagement strategies
- Any partnerships that support participant recruitment and engagement
- Measures to ensure accessibility and cultural safety throughout project implementation
- Applicants should describe how outreach approaches are responsive to the needs of the target population and how barriers to participation will be addressed.

SECTION F: PROJECT DESIGN & PRIORITY ALIGNMENT

F.1 Funding Priority Areas

Funded projects must align with at least **ONE** of the priority areas outlined below. Applicants must clearly indicate the selected priority area and demonstrate how the proposed project advances the stated objectives.

1. Health & Wellness: Supports projects that promote physical, mental, and emotional well-being among seniors.

Note: Projects under this priority area must be delivered by a qualified professional (e.g., registered dietitian, licensed fitness instructor) or in formal partnership with an established health or social service provider.

Eligible Activities May Include:

- Low-impact exercise and fall-prevention programs
- Nutrition education and healthy food access initiatives
- Education related to chronic disease prevention and management, medication literacy, healthy aging and health and social services navigation.

2. Safe Aging Initiatives: Supports education and prevention initiatives that enhance seniors' safety and autonomy.

Eligible Activities May Include:

- Online safety and cybersecurity
- Financial fraud and scam prevention
- Elder abuse awareness and rights education

- 3. Volunteerism and Leadership in Naturally Occurring Retirement Community (NORC) Development:** Supports projects that empower seniors to take active leadership and volunteer roles in their communities. It also includes initiatives within Naturally Occurring Retirement Communities. (NORCs).

NORC Definition: A residential area not originally intended for seniors, but that has evolved to include a high concentration of older adults. NORC-based programs offer tailored health, social, and volunteer support to promote aging in the community.

Eligible Activities May Include:

- Senior-led peer support or wellness groups
- Intergenerational mentorship initiatives led by older adults
- Resident-led social, engagement, or safety initiatives in senior-dense housing

4. Social Connections: Supports group-based activities that reduce isolation, strengthen social connections, and promote emotional well-being.

Eligible Activities May Include:

- Peer-led discussion circles and community connection gatherings
- Intergenerational storytelling or memory-sharing programs
- Language-specific, culturally inclusive in-person sessions

F.2 Priority Populations

Projects are encouraged to engage seniors from equity-deserving and historically underserved communities.

Applicants must clearly identify the target population(s) and describe how the proposed project will reduce barriers to participation and ensure accessibility, cultural safety, and inclusive program delivery.

Priority populations may include, but are not limited to:

- Indigenous seniors
- Seniors with disabilities
- Low-income seniors
- Newcomer, immigrant, and racialized seniors
- 2SLGBTQ+ seniors
- Veteran seniors

SECTION G: WORK PLAN REQUIREMENTS

G.1 WORK PLAN

All funded projects must submit a detailed Work Plan outlining key in-person, group-based activities and corresponding measurable outcomes. Approved activities, deliverables, and performance indicators will be monitored throughout the funding period.

The Work Plan must include:

- A clear description of each activity
- Start and end dates
- Program location(s)
- Number of sessions
- Expected number of unique participants (unique individuals)

- Total anticipated participation (non-unique total attendance)
- Identified facilitator(s) or delivery lead(s)

Example: If there are 10 individual seniors expected to participate in 4 workshops, then the number of unique participants will be 10 and total participation will be 40.

Eligible activities must comply with the approved in-person group delivery model outlined in **Section C**.

Applicants must use clear, plain language and ensure that all activities align with the stated project goals, selected priority areas, and intended outcomes. Funded organizations will be required to track and report on approved participation and performance indicators to support accountability and impact measurement.

EXAMPLE

Activity	Timeline	Location	Numbers of Sessions	Expected Non-Unique Participants	Expected Unique participants	Facilitators
Speaker Series Presentations	June 2026 – August 2026	Danforth Community Hub	4	80	20	Guest Speakers
Monthly music therapy sessions	June 2026 – Mar 2027	Recreation room # 123 Sunrise Tower	10	50	5	Program Coordinator
One Nutrition Workshop	September 2026	East York Community Kitchen	1	30	30	Certified Dietitian from ABC-Community Health Centre

SECTION H: MONITORING, EVALUATION & REPORTING

H.1 Monitoring & Performance Measurement

Funded organizations are required to monitor project implementation and provide quarterly reports on approved activities, deliverables, and outcomes throughout the funding period.

Projects must track and report key performance indicators, including:

- Number of individual seniors participating in the project
- The total attendance in project activities
- Number of group sessions/project activities delivered
- Number of volunteers engaged

WoodGreen Community Services may request collecting additional project-related information to better evaluate project reach, community engagement, accountability, and overall effectiveness.

Organizations are encouraged to use practical and appropriate tracking tools, such as attendance records, participant sign-in sheets, pre- and post-program surveys, feedback forms, and brief qualitative reflections to measure outcomes and impact.

H.2 Reporting Requirements

Funded organizations must submit:

Quarterly Activity and Budget Reports:

- Quarterly Report: Due date July 7, 2026 (Quarter End June 30)
- Quarterly Report: Due date October 7, 2026 (Quarter End September 30)
- Quarterly Report: Due date January 7, 2027 (Quarter End December 31)

Final Reports:

- Final Activity Report, Budget Report and Program Evaluation Form: Due date April 7, 2027 (Quarter End March 31)

A standardized reporting template will be provided. Reports must include complete participation data, financial reporting, and reflections on project outcomes and effectiveness. Failure to submit required reports by the stated deadlines may result in delayed or reduced payments.

SECTION I: BUDGET & FINANCIAL REQUIREMENTS

Applicants must submit a clear and detailed project budget outlining all anticipated expenses. All costs must directly support approved project activities, align with the work plan, and be clearly itemized and documented.

Applicants are encouraged to itemize expenses carefully. Use of an “**Other**” budget category should be limited and fully justified to support transparency and accountability.

All expenses must be reasonable, role-appropriate, traceable, and supported by documentation. Applicants are required to retain invoices, receipts, and financial records for audit and reporting purposes.

I.1 Staff, Facilitators, and Volunteers

Applicants must clearly distinguish between staff, facilitators, and volunteers in both the project description and budget.

- **Staff / Coordinators**

Paid personnel responsible for project coordination, administration, or oversight. Staff costs must be directly related to approved project activities and not general organizational operations. Roles, time commitments, and compensation must be clearly described and aligned with corresponding budget line items.

- **Facilitators / Instructors**

Individuals engaged to deliver specific project activities (e.g., workshops, classes, training sessions). Facilitation fees must be listed as separate budget line items. Applicants must specify the type of activity, frequency of sessions, and fee structure. Facilitators must possess relevant qualifications, certification, or professional credentials where appropriate to the activity delivered.

- **Volunteers**

Individuals who support project delivery without wages or salaries. Eligible volunteer-related expenses are limited to public transportation (**PRESTO only**) and approved honorariums, where applicable. Volunteer roles must be clearly described in relation to project activities.

I.2 Eligible Expenses

Eligible expenses must be directly tied to approved project activities and may include:

- Staff, Facilitator, Volunteer Expenses **must not exceed 20%** of the total funded amount (e.g., max \$2,000)
- Space and equipment rentals
- Volunteer development costs (e.g., trainings, workshops, certifications) directly related to the project activities
- Outreach, marketing, and promotion costs
- Refreshments and meals for project participants (alcohol and cannabis are not permitted)

- Personal protective equipment (PPE)
- Public transportation for volunteers and senior participants (PRESTO only)
- Project-related technology expenses **must directly contribute** to project activities and not be used for personal capacity.

I.3 Ineligible Expenses

The following costs are not eligible for funding and must not be included in the project budget:

- General operational or administrative expenses not specific to project delivery
- Replacement or duplicate funding for existing programs
- Conference fees, travel, accommodation, per diems, ride-share or taxi services
- Tuition or academic course fees unrelated to the project
- Capital expenses, including renovations, infrastructure upgrades, or long-term equipment purchases unrelated to the project
- Alcohol, cannabis, prescription drugs, or other substance-related costs
- Costs exceeding allowable limits or not aligned with grant policies
- Gift cards

Applications including ineligible or non-compliant expenses may be subject to review, revision, or ineligibility.

I.4 Honorarium Payments

- Honorariums may be provided only to individuals contributing directly to approved project activities (e.g., guest speakers, volunteers, facilitators, or project leads).
- Honorariums must be included in the Staff, Facilitator, Volunteer Expenses which cannot exceed 20% of the total funded amount.
- Honorariums cannot be provided to seniors for participating in the project.
- Individual honorariums are limited to \$100 per person
- Payments must be issued through secure, traceable methods (e.g., cheque, e-transfer, or direct deposit). Cash payments are not permitted
- Honorariums must be reasonable, clearly itemized in the budget, and must not replace appropriate employment income or professional service fees.

I.5 Budget Accountability & Documentation

Applicants and funded organizations are responsible for ensuring that:

- All expenses align with approved project activities
- The budget corresponds to the submitted work plan
- Roles and costs are not bundled across categories
- All payments are properly documented and traceable
- Organizations must retain invoices, receipts, financial records, and supporting documentation for audit and reporting purposes. Documentation must be provided upon request.
- Failure to comply with these requirements may result in budget adjustments, delayed payments, funding recovery, or ineligibility for future funding.

I.6 Payment Schedule

Grant funding will be issued in two installments. An initial payment of 50% will be processed at the start of the project upon execution of the funding agreement and completion of required documentation. The remaining 50% will be processed following submission, review and approval of the second Quarterly Report due on October 7, 2026.

SECTION J: PROJECT SUSTAINABILITY

Applicants are encouraged to describe how the proposed project may continue beyond the grant period. This may include plans to sustain programming, maintain volunteer engagement, strengthen partnerships, or pursue additional funding sources. Clear sustainability planning demonstrates long-term impact and strengthens the overall application.

SECTION K: PARTNER ORGANIZATIONS

- A partner organization is a formally recognized group that actively supports the project. Partnerships demonstrate collaboration, community connection, and organizational capacity to deliver quality programming.
- If applicable, applicants must include the partner organization's name, the nature of the partnership (e.g., co-delivery, outreach, shared space, or resource sharing), the specific roles and responsibilities of each partner, and a description of how the partnership strengthens the project's impact, reach, effectiveness, or sustainability.
- Clearly outlined partnerships highlight meaningful community engagement and strengthen the application.
- Unincorporated applicants must provide trustee details and a signature

SECTION L: FUNDED ORGANIZATION RESPONSIBILITIES

- Funded organizations are required to meet all funding conditions and enter into a formal Letter of Agreement with WoodGreen Community Services before receiving funds.
- Organizations must deliver approved project activities as outlined in the application and approved work plan. Grant funds may only be used for approved purposes under the Enhancing Seniors Inclusion Grant Program.
- Funded organizations must comply with all reporting requirements, including submission of Quarterly and Final Activity, Budget, and Evaluation Reports. Financial reports must outline both budgeted and actual expenditures. Organizations are required to maintain and retain invoices, receipts, financial records, and attendance documentation, and must provide these upon request for audit or review purposes.
- Organizations must maintain liability insurance in accordance with Section B.
- Funded organizations are also required to acknowledge WoodGreen Community Services' support in all project-related communications, advertising, and promotional materials, including use of the WoodGreen logo where required.
- Organizations must work collaboratively with WoodGreen Community Services staff throughout the grant cycle, including regular communication, progress updates, and participation in evaluation or program-related initiatives as requested.

Changes to Approved Projects

- Funded organizations are expected to complete all activities as outlined in their approved application. This ensures accountability, alignment with program goals, and consistency in project delivery.
- Any significant changes to the approved project including adjustments to timelines, activities, budgets, locations, partner organizations, facilitators, or key staff must be communicated to WoodGreen Community Services in advance. Written approval is required before implementing such changes.
- Examples of changes requiring written approval include cancellation or replacement of planned activities, changes in partner organizations or facilitators, budget reallocations between major expense categories, or project delays exceeding 30 days.
- Unauthorized changes may result in delayed payments, funding recovery, or ineligibility for future funding.
- Minor adjustments that do not affect overall objectives or participant outcomes may not require formal approval; however, regular communication with WoodGreen staff is encouraged.

SECTION M: APPLICATION SUBMISSION & IMPORTANT DATES

M.1 Application Submission

- Incomplete applications will be deemed ineligible.
- Applications must be submitted no later than **Monday, April 27, 2026, at 5:00 PM ET**. Applications received after the deadline will not be considered.
- Applications may be submitted by E-mail or Mail.

Email submissions must be sent to: seniorsgrassroots@woodgreen.org

Mail submissions must be received (**not postmarked**) by the deadline at the following address:

WoodGreen Community Services
721 Broadview Avenue (Lower Level)
Toronto, ON
Attention: Enhancing Seniors Inclusion Grant Program

M.2 Important Dates for Funded Organizations

Notification of funding decisions will be communicated in May 2026. Grant payments will be issued upon signing of the Articles of Agreement and submission of required documentation.

Key reporting deadlines:

- Quarterly Report: July 7, 2026 (Quarter End June 30)
- Quarterly Report: October 7, 2026 (Quarter End September 30)
- Quarterly Report: January 7, 2027 (Quarter End December 31)
- Final Report: April 7, 2027 (Quarter End March 31)

Mandatory reporting templates will be provided. Any changes to deadlines will be communicated in advance.

Contact Information

For questions regarding the application process, please contact:

Email: seniorsgrassroots@woodgreen.org