



Apply for funding for community-based projects under the New Horizons for Seniors Program (up to \$25,000)

From: [Employment and Social Development Canada](#)

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Application period

Open May 15, 2019 to June 21, 2019 at 11:59 a.m. (Pacific Daylight Time)

We anticipate that projects could start as early as winter 2020.

Description of the funding for community-based projects

The New Horizons for Seniors Program (NHSP) is a federal grants and contributions program that supports projects designed by and for seniors who make a difference in the lives of others and their communities. Through the NHSP, the Government of Canada encourages seniors to share their knowledge, skills and experiences to the benefit of others.

This application process is intended to fund projects up to \$25,000 that are led or inspired by seniors, volunteer-based and supported by their communities.

The program provides funding for projects that encourage seniors to play an important role in their communities by volunteering, participating in and leading community activities. The program also provides funds to help organizations make necessary modifications or repairs to their facilities, or to purchase replacement equipment and furnishings, to enable their continued use for programs and activities for seniors.

Employment and Social Development Canada (ESDC) will consider the project eligible for funding only if it is clearly linked to a NHSP program objective. The program objectives are:

- Promoting volunteerism among seniors and other generations;
- Engaging seniors in the community through the mentoring of others;
- Expanding awareness of elder abuse, including financial abuse;
- Supporting the social participation and inclusion of seniors; and
- Providing capital assistance for new and existing community projects and/or programs for seniors.*

***Note: Projects for which capital assistance is being requested are eligible as long as the project will support new or existing community programs and activities for seniors. Therefore, in addition to having capital assistance as an objective, projects must also meet one of the first four program objectives. In this case, it is mandatory that you select one of the first four program objectives listed.**

In keeping with the Government of Canada's commitments, ESDC established three national priorities for the NHSP Community-based projects in 2019 - 2020:

- Preventing elder abuse and fraud, including measures to reduce crimes and harm against seniors;
- Supporting healthy aging in community, addressing dementia, including supports and intergenerational housing; and
- Counteracting ageism in the workplace to promote labour market retention of seniors.

Projects and activities related to these priorities that can be supported would include awareness, information sharing, and referrals to service providers.

Projects that align with the national priorities may be prioritized for funding. In addition, to be eligible for funding you will need to meet one of five NHSP objectives, as listed above.

The Government of Canada is currently accepting applications, from organizations interested in receiving up to \$25,000 per funding year in grant funding from the New Horizon for Seniors Program for projects that are up to 12 months in duration. Your organization can submit multiple applications but the total of all applications combined must not exceed \$25,000, including applicable taxes per call for proposal, per organization.

Note: If you do not apply for a \$25,000 grant, you can apply for a small grant of a maximum of \$5,000 if your organization has not been funded for community-based projects within the last five years.

Notice to organizations in Quebec: This Call for Proposals was discussed with Quebec's Secrétariat aux aînés, consistent with the Protocol of Agreement which establishes the terms and conditions of cooperation between the government of Canada and the government of Quebec for implementation of the NHSP.

Eligibility

Your organization must meet the eligibility criteria listed below to apply for this program. Otherwise, your application will not be further considered.

The application must be submitted by an eligible organization:

- Non-profit organization;
- Municipal government;
- Provincial and territorial government*, institution and Crown Corporation;
- Indigenous organization (including band council, tribal council and self-government entity);
- Research organization or institute;
- Educational institution;
- Public health and social services institution*;
- Coalition, network or ad hoc committee;
- For-profit organization**.

*Provincially/territorially funded institutions are eligible with the agreement of the provincial/territorial government.

****A for-profit organization is** eligible for funding if the nature and intent of project activities is non-commercial and not intended to generate profit.

- The application is received by **June 21, 2019 at 11:59 a.m. (Pacific Daylight Time)**.
- The project does not exceed 12 months in duration.
- The amount requested from ESDC does not exceed \$25,000, including applicable taxes per call for proposal, per organization.
- The project contributes to improving the social inclusion of seniors as described in the previous section.
- Seniors will lead the project or will play a vital role in its planning and/or delivery, as described in the previous section.

How we will assess your application

This section describes how we will assess your application to determine its overall quality and merit.

1. Project Objectives

What is the purpose of the project?

- The application clearly identifies the goal of and the need for the project and provides a rationale as to how it will address the identified need.

2. National Priorities

How does the proposed project meet one of the three national priorities?

- Preventing elder abuse and fraud, including measures to reduce crimes and harm against seniors;
- Supporting healthy aging in community, addressing dementia, including supports and intergenerational housing; and
- Counteracting ageism in the workplace to promote labour market retention of seniors.

3. Senior Leadership and Involvement

How will projects be led and/or inspired by seniors?

- For instance, seniors of your community will be involved in the planning, development, implementation of the proposed project.

4. Benefit to Seniors

How will seniors benefit from the project through volunteering and participation opportunities, including leadership roles?

- It will be important to demonstrate how seniors will actively take advantage of the proposed project, by their involvement as leaders, volunteers and participants.

5. Benefit to Communities

How will the project have a positive impact on the overall community?

- Since the program encourages seniors to play an important role in their community to make a difference in the lives of others in their communities, it is important to describe what will be the benefits for your community to implement your project.

6. Cost Effectiveness:

- Project cost are reasonable and support project activities and they do not exceed the maximum allowed.

7. Past Results

- The Department will review all files associated with your organization to verify if there is documented evidence from previous agreements with the Department that would render your application ineligible (e.g., financial irregularities, health and safety concerns, or past project results). The Department may consult with the Canada Revenue Agency (CRA) on past financial irregularities.

Once ESDC has completed the assessment, the Regional Committees (the Joint Management Committees in Quebec) will review the application, based on the following considerations:

- To maintain and enhance the diversity of projects that address the needs of the call, the following segments of the population may be prioritized by the Regional Committee:
 - Rural and remote seniors;
 - Newcomers and refugees/ethno cultural or visible minority seniors;
 - Indigenous seniors;
 - LGBTQ2 seniors;
 - Official Language Minority Communities (OLMC); and
 - Seniors with health challenges or disabilities.
- The project's potential for the continued impact on or contribution to the community; and
- Other New Horizons for Seniors funded projects in the same community.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a decision of ineligibility of your new application.

ESDC will deliver a final funding decision in winter 2020.

Steps to apply

Application period

Deadline to submit your application is June 21, 2019 at 11:59 a.m (Pacific Daylight Time).



Link to application form: <https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5662>

Please consult with our video tutorial: <https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/tutorial-video.html>

Apply by email

1. Read the New Horizons for Seniors Program - Community-Based Projects (up to \$25,000) Applicant Guide for this funding process to complete your application form as it describes specific information you need to provide for each question of the form.
2. Once you have read the Application Guide, complete your [Standard Grant Application for Funding form](#) electronically or by hand. You can email or send your funding application by mail no later than **June 21, 2019 at 11:59 a.m. (Pacific Daylight Time)** to the respective regional address below. If you are unable to email all the required documents, you can mail them to the address below. Clearly indicate in your email if further documentation will be forthcoming.

Where to email your application

New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island

General Delivery email box: ATL-NHSP-PNHA@servicecanada.gc.ca

Quebec

General Delivery email box: QC-PNHA-NHSP@servicecanada.gc.ca

1 866 233-3194 (TTY: 1 800 255-4786)

Ontario

General Delivery email box: ON-NHSP-PNHA@servicecanada.gc.ca

1-866-945-7342

Alberta, British Columbia, Manitoba, Nunavut, Saskatchewan, Northwest Territories and Yukon

General Delivery email box: W-T-NHSP-PNHA@servicecanada.gc.ca

Apply by mail

1. Read the New Horizons for Seniors Program - Community-Based Projects (up to \$25,000) Applicant Guide for this funding process to complete your application form as it describes specific information you need to provide for each question of the form.
2. Once you have read the Application Guide, complete your Standard Grant Application for Funding form electronically or by hand. You can mail your funding application by mail [postmarked] no later than **June 21, 2019 at 11:59 a.m. (Pacific Daylight Time)** to the respective regional address below. Mail documents to the address below.

Below is a list of addresses where you should mail your New Horizons for Seniors Program Application for Funding.

New Brunswick

New Horizons for Seniors Program
Government of Canada
P.O. Box 12000
633 Queen Street
Fredericton, NB E3B 5G4

Newfoundland and Labrador

New Horizons for Seniors Program
Government of Canada
P.O. Box 12051
St. John's, NL A1B 3Z4

Nova Scotia

New Horizons for Seniors Program
Government of Canada
P.O. Box 1800
Halifax, NS B3J 3V1

Below is a list of addresses where you should mail your New Horizons for Seniors Program Application for Funding. (continued)

Prince Edward Island

New Horizons for Seniors Program
Government of Canada
P.O. Box 8000
Charlottetown, PE C1A 8K1

Quebec

New Horizons for Seniors Program
Government of Canada - Service Canada
400-1001 de Maisonneuve Blvd East, 4th Floor
Montreal, QC H2L 4P9

Ontario

New Horizons for Seniors Program
Government of Canada
P.O. Box 538, Station Don Mills
North York, ON M3C 0N9

Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan and Yukon

New Horizons for Seniors Program
Government of Canada
270, 220-4 Avenue SE
Calgary, AB T2G 4X3

Application process

We recommend that you read the instructions carefully before you start completing your application. Not doing so could result in an incomplete application and its rejection from this process. This web page includes the following information:

- The application, eligibility and assessment process; and
- Details on how to best provide the required information.

After you have applied

You will receive an acknowledgment of receipt of your application:

- If you submitted your application by email, you will receive an automatic email acknowledgment to the email address you used to submit the application.
- If you submitted your application by mail, you will receive an acknowledgment by email within 21 days of its receipt. The acknowledgment will be sent to the email address you provided in your application.

Contact us

If you have any questions and/or need help with this application, send your request to the general delivery email box indicated above, as per your respective province/territory, or call our toll-free number **1-800-277-9914 and select "0"**. For people using a teletypewriter device (TTY) call **1-800-255-4786**. We will put you in touch with the appropriate NHSP representative who can discuss your application.

Glossary

Capital assets: non-consumable items that will continue to exist after the funding period ends, such as equipment, electronics, furniture, appliances, etc. A capital asset may be a single item or a group of items forming one functional unit. For example, the components of a public address system for seniors' events includes an amplifier (\$600), two speakers (\$150 apiece), a microphone (\$150), stand and cables (\$100), which equal \$1,150 since they are a collection of items that are designed to function together. Capital assets have a purchase or lease value of more than \$1,000 before taxes. Capital assets do not include construction or renovations (see capital expenditures, below).

Capital expenditures: costs incurred to acquire or improve capital assets. Under the NHSP, these are costs related to building renovation or repair projects, such as construction, alterations, renovations, repairs and leasehold improvements. They include items such as a shed or a greenhouse, lumber, building materials and supplies, windows, and labour (contractors, trades people, etc.).

Confirmed funding: the amount of money or other in-kind contribution that an individual or organization guarantees for your project.

CRA Business Number: The Business Number (BN) is a unique number the Canada Revenue Agency (CRA) assigns your business as a tax ID. It is a fifteen-digit number that is unique to your business and that is used when dealing with the federal government. (for example, 123456789 RP 0001).

Honoraria: small token payments made to express gratitude or to symbolize respect. Such payments are not used as an alternative to a service contract or agreement, professional fees, or as a replacement for salaries or wages.

Impact: the improvement or change in the community that is attributable to a project's activities.

In-kind contributions: non-monetary goods or services that may be contributed to a project by the applicant organization or other organizations or partners, for which reimbursement will not be requested. In-kind support may include donated equipment, services or labour necessary for the proposed project that would otherwise have to be purchased.

Mandatory Employment Related Costs (MERCs): payments an employer is required by law to make in respect of its employees such as: Employment Insurance and Canada Pension Plan/Québec Pension Plan premiums, workers' compensation premiums, vacation pay and Employer Health Tax; and benefits which refer to payments an employer is required to make in respect of its employees by virtue of company policy or a collective agreement.

Organization Type: The organization type could be one of the following three examples; Not-For-Profit Sector, Private Sector and Public Sector.

Organization's Primary Activities: The main activities of your organization or business (goods and/or services), including your mission, your mandate and objectives. Explain how your organization serves seniors (if applicable). Ensure to include, if your organization offers accessible communication/information technology in your community.

Outputs: direct programs or activities produced to generate the desired outcomes. Several activities may be undertaken to produce one output.

Outcomes: the changes, whether short-term, intermediate or long-term, that is expected to occur as the result of a project. The changes may be to the community in general, to an organization, or to the lives of specific members of the community (individuals or groups). There may be more than one outcome directly related to a project's objective. Outcomes define a project's impact and success.

Professional fees: costs of services provided by someone who is not an employee. Professional fees often are associated with a service contract or external consultant, such as external facilitators, presenters, trainers, researchers, etc. Professional fees do not include staff wages, mandatory employment-related costs, honoraria or the costs to administer the project.

Project objective: the description of what the project will achieve when completed. The objective is specific and measurable, and must meet time, budget, and quality constraints.

Rural and Remote Communities: As per Statistics Canada, a rural area is a community with a population of less than 1,000 and a population density below 400 inhabitants per square mile and a remote area is located in a "no metropolitan influenced zone." If you are uncertain if your community is rural or remote, please contact Service Canada. Note that Service Canada will verify your classification during assessment.



Funding for community-based projects: Applicant guide

From: [Employment and Social Development Canada](#)

Part 1 - Organization

A - Organization Identification

Question 1 - Legal name

Provide the legal name of your organization. This is usually:

- The name associated with your registration with the Canada Revenue Agency (CRA); or,
- The name that would appear on funding cheques.

Question 2 - Operating (common) name (if different from legal name)

Provide the operating (or common) name of your organization if it is different from the legal name.

Question 3 - Year established

Indicate the year your organization was established.

Question 4 - Organization type

Your answer of this question must be one of the following:

- Non-profit organization
- Private Sector
- Public Sector

For-profit organizations are eligible for funding if the nature and intent of projects activities is non-commercial and not intended to generate profit.

*Provincially/territorially funded institutions are eligible with the agreement of the provincial/territorial government.

Question 5 - Organization category

Select the most appropriate category from the following:

Not-For-Profit Sector

- Local community, charitable, or voluntary
- Provincial Non-Governmental Organizations
- National Non-Governmental Organizations
- Not-for-profit Band Councils
- Non-Governmental Organizations (NGO) with a focus on encouraging employment
- Unions
- Associations of workers and/or of employers
- Indigenous not-for-profit groups
- Sector Councils

Private Sector

- Businesses, bodies incorporated or unincorporated
- Banks
- Private universities or colleges
- Indian Band Corporations (profit basis)
- Private Band Councils

Public Sector

- Public degree School Boards / School Districts
- Municipal Public Health
- Municipal governments and agencies
- Provincial governments and agencies
- Territorial governments
- Public community colleges and vocational schools
- Public degree-granting universities
- Public degree-granting colleges

*Post-secondary institutions, as well as social service and public health institutions, are eligible with the agreement of the provincial or territorial government.

*For-profit organizations may be eligible for funding provided that the nature and intent of project activities is non-commercial, not intended to generate profit, and supports program objectives.

Question 6 - CRA Business Number

Unique 15-digit number that is assigned to your business or legal entity by CRA.

If you do not have a business number, provide one of the following:

- Your provincial/territorial corporation number (in other words the number found on your Letters Patent)
- Your federal corporation number with Industry Canada
- A document confirming the proof of operations for your organization.

Question 7 - Organization Primary Address

Indicate the primary address of your organization.

Question 8 - Mailing address (is it the same as the organization primary address?)

Indicate yes or no. If no, indicate the mailing address of your organization.

Question 9 - Organization's Primary Activities

Describe the main activities of your organization.

Ensure to select the target group(s) that best aligns with your organization's mandate/purpose (more than one can be selected).

- Seniors
- Individuals experiencing homelessness
- Youth
- Women
- Newcomers
- Visible Minorities
- LGBTQ2
- People with Disabilities
- Low Income
- Remote/Rural
- Official Language Minority Communities
- Indigenous Peoples:
 - First Nations
 - Inuit
 - Metis
 - Urban/Non Affiliated
- Other: Specify

B- Organization Contacts

Provide a **primary contact** person with respect to this application for funding.

Question 10 to 13 - Primary Contact Information

Complete required information for primary contact.

C- Secondary Contact

Questions 14 to 16

Complete required information for the secondary contact.

Question 17 - Secondary Contact - Address

Select the correct address; if different please provide an alternative address.

Questions 18 to 19 - Does your organization owe any amounts to the Government of Canada?

If 'Yes', please complete the fields for each amount owing.

For example:

Amount owing	Nature of amount owing	Department or agency to which money is owed
\$10,000	Overpayment	Employment and Social Development Canada

Answering "Yes" will not make your application ineligible. However, you must provide details as to the type of debt owed and the arrangements that have been made for repayment.

Part 2 - Project Proposal**A. Project Proposal Identification****Question 20 - Project Title**

Provide a brief, descriptive project title.

Questions 21 and 22 - Planned Project Start Date and Planned Project End Date

Indicate the planned start and end dates of your project. Projects must not exceed one year (12 months). We anticipate the projects could start as early as winter 2020.

Question 23 - Amount Requested from Employment and Social Development Canada

Provide the amount your organization is requesting towards the proposed project. The amount requested from Employment and Social Development Canada cannot exceed \$25,000, including applicable taxes.

B- Project Proposal Description**Question 24 - Project Summary**

In 500 words or less, include a description of:

- The need for the proposed project and how the project addresses that need;
- The project objective needs to be clear, achievable, and described in terms of measurable goals that will be obtained through this project;
- How seniors will lead the project or play a vital role in its planning or delivery;
- How seniors will benefit from the project through volunteering and participation opportunities, such as leadership roles;
- How the project will have a positive impact on the overall community; and
- If the project targets a specific segment of vulnerable seniors.

Question 25 - Program Objectives and National Priorities

In 250 words or less, you must describe how your project meets at least one of the program objectives, and you should describe if your project meets one (1) or more national priorities.

Program objectives:

- Promoting volunteerism among seniors and other generations;
- Engaging seniors in the community through the mentoring of others;
- Expanding awareness of elder abuse, including financial abuse;
- Supporting the social participation and inclusion of seniors;
- Providing capital assistance for new and existing community projects and/or programs for seniors; and

National Priorities:

- Preventing elder abuse and fraud, including measures to reduce crimes and harm against seniors;
- Supporting healthy aging in community, addressing dementia, including supports and intergenerational housing; and
- Counteracting ageism in the workplace to promote labour market retention of seniors.

Note: Projects for which capital assistance is being requested are eligible as long as it will support new or existing community programs and activities for seniors. Therefore, in addition to having capital assistance as an objective, the project must also meet one of the first four program objectives. In this case, it is mandatory that you indicate that how your project will work towards one of the first four program objectives listed.

Question 26 - Project Activities and Timelines

Describe the activities in that will be taking place, such as steps to complete your project, timeframes, people involved, Etc. Project activities are the steps that will be taken to implement your project. Activities should be specific, measurable, realistic and relevant to the project objectives.

Seniors must be actively involved in the project's development and/or implementation in a meaningful way. Applicants must identify the role of seniors. It is not enough that an organization proposes to carry out an activity and then recruits seniors to take part in it. Consulting with seniors to develop a project of benefit to them is also not sufficient.

Please find a list of eligible/ineligible activities and costs:

Eligible activities:

- Seniors sharing their knowledge, skills and experience with others;
- Promoting awareness of elder abuse, including financial abuse;
- Seniors reaching out to vulnerable seniors, such as those who are socially or geographically isolated, including new Canadians, Indigenous seniors, or LGBTQ2;
- Volunteering, mentoring, leadership training and skill matching for seniors;
- Seniors involved in developing/sharing tools and resource materials;
- Seniors supporting senior caregivers in rural and remote areas, including the North;
- Seniors sharing best practices;
- Equipment purchase or replacement for programs and activities for seniors;
- Renovations and repairs to facilities for programs and activities for seniors; and
- Transportation to provide a personal service to seniors in **rural and remote areas**, including the **North** (transportation services for appointments, home visit or service call, meal delivery service, etc.).

Ineligible activities include, but are not limited to:

- Activities where the role of seniors is minimal or not clearly described;
- Core operational expenses of an organization, such as salary dollars unrelated to project activities, utilities, and day-to-day maintenance of facilities including general operating costs of your organization that are not related to this project;
- Projects seeking funding to renovate and/or for the maintenance of an establishment not owned by the applicant that does not provide direct seniors' programming (for example theatres, health and care establishments such as health and foot clinics);
- Items of a personal/medical nature such as wheelchairs/scooters, CPR/First Aid equipment, automated blood pressure monitor, defibrillators, hearing aids;
- Transportation to provide a personal service to seniors in **urban areas** (transportation services for appointments, home visit or service call, meal delivery service, etc.).
- Purchase of land or buildings, including new construction;
- Repairs or renovations to a building or the purchase of equipment for a new building that your organization does not yet occupy;
- Programs or services that fall within the responsibility of other levels of government.

Question 27 - Project Location

Indicate if project activities will be taking place at the organization's primary address and/or at a different location from the primary address. If 'yes' please include the address for every other location(s).

Question 28 - Will the project or any of its activities involve or benefit people in English or French linguistic minority communities in Canada?

If so, in 250 words or less provide an explanation and any detail on the actions.

Question 29 - Project Target Population

Indicate your project's target population group(s) if applicable.

- Seniors
- Newcomers
- Women
- Youth
- Visible Minorities
- LGBTQ2
- People with Disabilities
- Low Income
- Remote/Rural
- Individuals Experiencing Homelessness
- Indigenous Peoples:
 - First Nations
 - Inuit
 - Metis
 - Urban/Non Affiliated
- Other: Specify

Section C - Part 3 Budget

Question 30 - Project Cost

List each activity and its associated cost. Cost must be reasonable and support project activities. Applicants must provide one (1) quote for each eligible repair and renovation project activity.

Note: Salaries, wages and mandatory employment-related costs (MERCs) for project staff, must not account for no more than 25% of the funding request from the program. This reflects the focus on volunteerism encouraged by the program. If the amount you request exceeds the maximum allowed, ESDC will adjust the amount requested to bring it in line with the 25% maximum.

Ineligible cost include, but are not limited to:

- Activities where the role of seniors is minimal or not clearly described;
- Salaries for elderly caregiving services;
- Core operational expenses of an organization, such as salary dollars unrelated to project activities, utilities, and day-to-day maintenance of facilities including general operating costs of your organization that are not related to this project;
- Transportation to provide a personal service to seniors in **urban areas** (transportation services for appointments, home visit, service call, meal delivery service, etc.).
- Purchase of land or buildings, including new construction;
- Repairs or renovations to a building or the purchase of equipment for the new building that your organization does not yet occupy;
- Decorating/beautification costs (such as painting or landscaping for aesthetics purposes); and
- Unexpected costs or contingency costs, which are planned costs, added any costs not planned for, or for potential increases in costs.

Question 31 - Funding Sources

List organization name for each funding source; indicate type of funding and value associated.

Question 32 - Budget Details (Optional)

Provide any further budget details that you may find necessary in describing your project, for instance the duration of your project.

Section C - Part 4 - Program Specific Questions and Checklist

Question 33 - Program Objectives

Choose which program objective(s) supports your proposed project from the list in the application form.

Note: Projects for which capital assistance is being requested are eligible as long as it will support new or existing community programs and activities for seniors. Therefore, in addition to having capital assistance as an objective, the project must also meet one of the first four program objectives. In this case, it is mandatory that you indicate that how your project will work towards one of the first four program objectives listed.

Question 34 - National Priorities

Choose which national priority supports your proposed project, if applicable.

Question 35 - Community Support

In 250 words or less, describe how your community supports this project.

You are required to provide at least one letter of support from one organization or community official who supports the project.

Question 36 - Indicate the number of seniors and non-seniors who will take part in the planning and design of the proposed project activities.

In 250 words or less, describe what will be their role in planning and/or design of the proposed project.

Question 37 - How many individuals will benefit from the proposed project activities once the project is complete?

Specify number of seniors and non-seniors

In 250 words or less, describe each of the following elements of your project in detail:

- The expected results (outputs and outcomes) of your project;
- Who will benefit from this project and how?
- Beneficiaries: How many people will benefit from the activities of the project?
- If the proposed activities may not have an ongoing benefit (for example a single community event) please explain.

Program Checklist - New Horizons for Seniors Program (NHSP)

Ensure to review the following checklist carefully. Errors or incomplete applications will result in delayed processing or rejection.

Gather all the required documents for your application to make sure you have included all of the required attachments. Applications may not be considered if not complete.

Section C - Part 5 - Attestation

In order for your application to be eligible, an official representative who has the capacity and the authority to submit proposals on behalf of your organization must attest that he/she has the capacity and authority to submit the proposal, certify that the information provided is true and that he/she has read and understood the program's requirements.

In order to do this, the official representative must check the three boxes of the attestation, and provide his/her name, title and the date. As this is an attestation, no signature is required.