

Policy Statement - Older Adult Plan Fund

Purpose:

The purpose of the Older Adult Plan (OAP) Fund is to build the capacity and fund the non-profit social services sector and City departments to respond to the identified priorities and goals as described in the City of Ottawa's Older Adult Plan.

Type:

Project Funding

Funding Term:

One year to three years. City of Ottawa staff will determine the funding term based on the budget available and the current need in the call for proposals.

Description:

One-Year and Two-Year Project Funding:

One- and two-year project funding is allocated to projects or programs that address an emerging or ongoing need and respond to the identified priorities and goals as described in the Ottawa City Council approved OAP. One- and two-year project funding is allocated to time-limited or defined pilot projects that build sector service capacity or address an emerging or ongoing need.

Three-Year Project Funding:

Three-year project funding is allocated to projects or programs that build the capacity of non-profit social services agencies and City departments to respond to the identified priorities and goals as described in the Ottawa City Council approved OAP. This can include but is not limited to scaling up or improving a program or project currently being delivered successfully. This funding is not for pilots or new projects.

Application Process:

Details of the application process, including application deadlines, will be available on Ottawa.ca.

Eligibility

Applicants must meet the following conditions in order to be considered for funding:

- 1) Be a City of Ottawa department implementing a project or program that contribute to the OAP goals OR

- 2) Be a not-for-profit Corporation that:
 - Has been in existence for at least two (2) years OR sponsored by a not-for-profit Corporation that has been in existence for more than five (5) years.
 - Have an organizational mandate that aligns with the priorities and goals of the OAP.
 - Demonstrate financial viability and agency sustainability.
 - Operate in a non-discriminatory manner as set out by the Ontario Human Rights Code.
 - Be governed by a democratically elected Board of Directors.
 - Be in Good Standing with the City of Ottawa.
 - Be located in and serve residents of Ottawa.

Ineligibility

Applicants cannot be:

- Faith-based organizations whose proposed services/activities include the direct promotion and/or required adherence to a faith or religious practice.
- For-profit organizations or ventures.
- Organizations which act primarily as a funding source for other groups.
- Hospitals, clinic-based services or medical treatment programs.
- Organizations of political affiliation or which have a mandate to conduct political activities.
- Other levels of government or organizations proposing programs within the legislated mandate of other governments.
- Provincial/national organizations, unless a local chapter/branch exists to explicitly serve the residents of the city of Ottawa.
- School boards, primary and secondary schools or post-secondary institutions
- Sports clubs.

Allowable Expenses

Allowable expenses for the initiative include, but are not limited to:

- Staffing
- Insurance
- Occupancy
- Office administration
- Supplies and equipment
- Transportation
- Research and knowledge brokering
- Administrative costs for planning and hosting conferences, forums and convening initiatives
- Other expenses to be reviewed on a case-by-case basis

Ineligible Costs

Ineligible costs include, but are not limited to:

- Beautification initiatives
- Costs for major capital equipment/renovations, construction or development of new facilities, land maintenance
- Financing of deficits and/or debts
- For-profit ventures

How Allocation Decisions are Made

All applications will be assessed through an allocation committee process. An applicant's success in obtaining funding depends upon the allocation committee's final evaluation and the funding available within the envelope.

Criteria for Assessment of Eligible Proposals

Proposals submitted by eligible community agencies and City departments will be evaluated based on total scores from a proposal evaluation and quantitative impact assessment.

1. Proposal evaluation:

Criteria may include, but are not limited to:

- **Needs and Impact:** Alignment with the priorities of the Community Funding Framework and the OAP, and the extent to which the proposal addresses the needs of older adults and demonstrates potential for meaningful impact.
- **Efficiency and Collaboration:** The importance of the funding to the agency's or department's capacity to deliver services, its contribution to the broader sector, and its ability to collaborate effectively with partners to achieve shared outcomes.
- **Transparency and Accountability:** The ability to clearly articulate a service plan, demonstrate how outcomes will be achieved, and outline a sound strategy for monitoring, evaluation, and reporting.

2. Impact Assessment:

Evaluation and scoring may include, but are not limited to, the following criteria:

- **Greatest Impact:** The potential reach and effectiveness of the initiative, including how widely services are accessible to the target population and the depth of impact on older adults.
- **Geographic Equity:** How well the initiative targets areas of the city experiencing the greatest needs or inequities, ensuring that resources are distributed fairly across Ottawa.
- **Equity for Vulnerable Populations:** The extent to which the initiative addresses barriers and promotes inclusion for equity-deserving groups, including but not limited to older adults who face systemic challenges related to income, race, language, disability, gender identity, or other intersecting factors.

Reporting and Monitoring Requirements:

All recipients will be required to submit financial and outcome reports in accordance with the terms and conditions set out in the Contribution agreement.

Community agencies will require:

- Audited financial statements;
 - If the Contribution is \$25,000 or less than \$25,000, un-audited financial statements may be provided at the complete discretion of the City, if they have been approved and signed by two officers, each of whom (i) has been appointed under a by-law of the Contribution recipient to sign agreements and contracts that bind the Contribution recipient; and, (ii) has legal capacity to execute agreements and contracts that bind the Contribution recipient
- Annual report for last completed fiscal year;
- Annual General Meeting (AGM) minutes for the last two completed fiscal years:
 - Draft AGM minutes from last completed fiscal year; and
 - Most recent approved AGM minutes signed by two individuals with signing authority for the organization;
- Current Board of Directors list;
- Current organizational chart;
- Outcome/evaluation report;
- A valid certificate of insurance identifying the City of Ottawa as an additional insured under the insured's policy/policies of insurance; and
- Special conditions, as required by the City.

General Principles:

This Policy provides the Director of Community Safety, Well-Being, Policy and Analytics and the Program Manager of Social Development and Funding, individually, with authority to manage and administer the Older Adult Plan Funding budget. This Policy also provides that the Director of Community Safety, Well-Being, Policy and Analytics and the Program Manager of Social Development and Funding, individually, are permitted to allocate additional funds to successful funding recipients with a valid contribution agreement, without holding an open call for proposals.