

Seniors Community Meal Grant 2025-2026 Grant Application Funding Guidelines

Background and Grant Objectives

The Department of Social Development and Seniors (SDS) is committed to finding ways to promote access to healthy meals and reduce social isolation in seniors. In 2024, SDS launched the Seniors Community Meal Grant (as a pilot program) to help address these issues.

Given the success of the pilot program, SDS is requesting applications for the 2025-2026 Seniors Community Meal Grant. This grant program will provide funding to eligible organizations to assist with costs to provide meals to seniors.

The Seniors Community Meal Grant aims to create new community meal programs, or to increase capacity in existing community meal programs. The meals can be provided at a one-time event or at re-occurring events, and must be offered at no cost to seniors. To encourage social interaction and connection, applicants must ensure that there is an in-person, sit down option to these meals (as well as delivery and/or takeout options).

Eligibility Guidelines

The following are examples of organizations that are eligible to apply:

- Senior-serving clubs and organizations
- Non-profit organizations
- Community-based coalitions or networks
- Municipal governments
- Organizations that support Indigenous peoples

For additional clarity:

- All eligible organizations must ensure that meals are prepared in a location that has a valid provincial food permit. Organizations must also receive prior approval to use any facilities required to prepare and host meals.
- Preference may be given to senior-serving clubs and organizations.
- Preference may be given to projects that have lower costs, and who are able to leverage contributions from other sources (e.g., funding, in-kind contributions, donations).
- Preference may be given to applicants that propose to offer multiple events.
- Private businesses can apply to the Seniors Community Meal Grant, and are strongly encouraged to partner with a senior-serving club or community organization.
- Public agencies (Health PEI, Government departments) are not eligible for funding.
- Community and long-term care facilities are not eligible for funding.

Ability to Sign a Funding Agreement

Applicants must have the capacity to enter into a legal agreement to receive funding (i.e. a charitable organization number, a provincial incorporation number, a dedicated bank account for the organization, and/or identify a partner organization that is qualified

to enter into a legal funding agreement and receive the funding on the applicant's behalf). If a partnering organization will be signing the funding agreement, then the application must include a letter of support from this organization. The letter must identify how the partnering organization will distribute the funding and any administrative fees included.

Other

Projects must begin no earlier than June 1, 2025, and must be completed (with final report submitted) by March 1, 2026.

As these are one-time only funding grants, projects that require multi-year funding will not be considered.

Organizations that apply for grant funding must commit to reporting on the outcomes of their work and project expenditures (i.e. completing a final report template at the end of their project).

Additionally, organizations that have received funding in the past must have completed all project and reporting requirements to be eligible for future funding.

Budget Guidelines

The grant amount available for 2025-2026 will be up to \$5,000. Only one application per organization is permitted.

Expenditures

The following is a list of eligible expenditures:

- Cost of food
- Honoraria for preparation/cooking staff
- Delivery expenses (fuel, food containers, etc.)
- Facility rentals (facility repairs or maintenance not covered)
- Materials and supplies (e.g. cutlery, hairnets, napkins, gloves, etc.)
- Publicity and promotion
- Evaluation and monitoring expenses (that are directly related to the project)

The following is a list of non-eligible expenditures:

- Capital expenses and/or infrastructure (i.e. the money an organization spends to buy, maintain, or improve its fixed assets, such as buildings, vehicles, equipment, or land)
- Large-scale equipment (e.g. fridges, stoves, chairs, laptops, etc.)
- Decorations for events

Funding Limits

When creating the budget for the project, the following limits apply:

- Meal Costs
 - Snacks: \$3 per person
 - Breakfast: \$5 per person

- Lunch: \$8 per person
- Supper: \$10 per person
- Facility Rentals: \$150 per event
- Honoraria: \$100 per person (per event)

Due Date of the Application

The deadline for submitting applications is Tuesday, March 25, 2025 at 4:00pm. Applications received after this deadline will not be accepted.

Submitting Your Application

All applications must be clear and legible (typed applications are strongly preferred), and be received on the provided template.

Please email or mail your proposal to:

Mail:

Seniors Community Meal Grant
Department of Social Development and Seniors
11 Kent Street, 2nd Floor Jones Building
PO Box 2000, Charlottetown, PE C1A 7N8

Email:

kmduffy@ihis.org (Katie Duffy, Program Analyst)

Submitting a proposal does not guarantee funding. The number of funded projects will be determined by the program budget.

Assessment and Notification

Submitted applications will be reviewed by an internal SDS subcommittee. All applicants, whether successful or not, will be notified by letter and/or email regarding the funding decision. These notifications are expected to occur by July 2025.

As determined by the subcommittee, approved funding amounts may differ from requested amounts.

Contact Information

Applicants are strongly encouraged to reach out with any questions regarding the development or submission of an application (kmduffy@ihis.org or 902-620-3785).

Additional Funding Opportunity

SDS has another funding opportunity available through the Seniors' Secretariat Grant.

For more information, please visit the Government webpage or contact the Strategy, Policy, and Seniors division at 902-218-2051 or seniors@gov.pe.ca.