

PEI Seniors' Secretariat 2025-2026 Grant Application Funding Guidelines

The Prince Edward Island (PEI) Seniors' Secretariat is a provincial body that:

- Provides policy, program, and service advice to government and community;
- Provides public information and awareness on issues of importance to seniors; and
- Collects information to inform and support decision-making.

Grant Program Objectives

The Seniors' Secretariat Grant funding program provides opportunities for eligible organizations to apply for funding for projects that are designed to improve the lives of older adults.

Priority Areas

Project funding applications must address one or more priorities of the Seniors' Secretariat. These include:

1. Supporting Healthy Aging
2. Aging Well in Place of Choice / Home First
3. Reducing Ageism and Promoting Positive Images of Aging
4. Improving Personal Safety/ Addressing Abuse or Neglect of Seniors
5. Improving Financial Security of Seniors
6. Addressing Social Isolation
7. Supporting Intergenerational Connection
8. Promoting Age-Friendly Communities and Practices
9. Promoting Access to Information on Available Programs and Services for Seniors

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:

- Preference will be given to senior-serving clubs and organizations.
- Preference may be given to applicants that do not have established core-funding provided by the Federal or Provincial Government.
- 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).
- Private businesses can apply to the Seniors' Secretariat 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 per project. Organizations can submit up to two project proposals.

Expenditures

The following is a list of eligible expenditures:

- Salaries and benefits (that are directly related to the project)
- Honoraria / guest speakers
- Facility rentals (facility repairs or maintenance not covered)
- Materials and supplies (e.g. printer paper and ink, pens, food, decorations for events, canvases for painting events, etc.)
- Publicity and promotion
- Travel costs (within PEI)
- 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 office equipment (e.g. laptops, printers, chairs, etc.)
- Out of province travel

Funding Limits

When creating the budget for the project, the following funding 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/Guest Speakers: \$100 per event
- Bus Tours: \$2000 (all inclusive; gas, rental, driver wage, etc.)

Project Workplan

All applications must include a project workplan. This workplan will include the following components:

- Activity/event: Identifying the major objectives, milestones and activities of the project. This could include the planning phase, when promotion will occur, and event dates.
- Start and end date: Identifying when each event and activity will begin and end. Some start and end dates might be ranges.
 - For example, promotion of an event might be from August to October, while the event you are promoting might start and end on November 1.
 - Please note that projects cannot start until June 1, 2025, and must end by March 1, 2026.
- Outputs and/or outcomes: An output refers to a product or service, and an outcome refers to the effects or changes that occur as a result of that product or service.
 - For example, if you are holding a music event, the outputs could be “concert” and “feedback survey”, and the outcomes might be “reduce social isolation” and “seniors feel more connected to their community”.

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

Email:

seniors@gov.pe.ca

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

Assessment

A subcommittee of the Seniors' Secretariat will review all applications and will make recommendations for funding. The applications are assessed using a point system based on the following criteria:

1. Organizational capacity
 - Is there organizational capacity and infrastructure in place to support this project?
 - If not eligible to enter into a funding agreement, is there a partner organization that has agreed to receive and administer the funding? Has a letter of support been included?
 - Does the organization have a track record to justify and to support this project?
2. Project description
 - Is the project clearly described?
 - Does the project align with the priority areas of the Seniors' Secretariat?
 - Does the proposal describe how seniors will be involved in and benefit from the project?
 - Does the application provide a strong rationale as to why the project is needed?
 - In what way is the project innovative (i.e., the project represents new work for the organization, tests a new idea/activity or offers a new opportunity for learning)?
3. Work plan
 - Is the work plan clear?
 - Are proposed expenses linked to work plan activities?
 - Is the project likely to succeed?
 - Are timelines realistic and achievable?
 - Does the project/organization have community support as evidenced by partnerships?
4. Budget
 - Is the project budget clear?
 - Is the budget reasonable?
 - Does the budget demonstrate good value for money?
 - Do the expenses adhere to the funding guidelines (including the funding limits)?

Notification

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

Contact Information

Applicants are strongly encouraged to contact the Office of Seniors at 902-218-2051 or seniors@gov.pe.ca with any questions regarding the development or submission of an application.

Additional Funding Opportunity

Please note that the Department of Social Development and Seniors has another funding opportunity available through the Seniors Community Meal Grant.

For more information, please visit the Government webpage or contact the Strategy, Policy, and Seniors division at 902-620-3785 or kmduffy@ihis.org.