

## Où et quand déposer votre demande de financement?

Votre formulaire et l'ensemble des documents requis doivent être envoyés **d'ici le 29 juillet 2016, 23 h 59.**

### Par la poste

Service Canada  
Programme Nouveaux Horizons pour les aînés  
1001, boulevard de Maisonneuve Est, 4<sup>e</sup> étage,  
bureau 400  
Montréal (Québec) H2L 4P9

### En personne

[Cliquez ici](#) pour trouver un bureau de Service Canada

Pour toute question ou besoin d'assistance avec le processus de dépôt d'une demande, vous pouvez nous joindre par courriel ou par téléphone :

Téléphone : 1 866 233-3194 (ATS : 1 800 255-4786)

Courriel : [qc-prog@servicecanada.gc.ca](mailto:qc-prog@servicecanada.gc.ca)

Cordialement,

L'équipe des programmes  
Service Canada  
Région du Québec

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## Important Message for Distribution Across Your Networks

### ***The Call for Proposals for the 2016-2017 New Horizons for Seniors Program – Community-Based Projects Component has been launched and will be open from June 16 to July 29, 2016***

The New Horizons for Seniors Program (NHSP) supports projects that are led or proposed by seniors. It is designed to help seniors improve the quality of life in their communities by participating in social activities and leading active lives. Eligible applicants may receive up to \$25,000 per year, per organization, in the form of a grant. Projects must address one or more of the program's five objectives.

*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.

## How to fill out your funding application?

New this year: Applicants based in Quebec must now use the standard form to submit their funding application.

To complete your application:

- Use the Standard Grant Application for Funding form.

- Refer to the Application for Funding Guide for instructions on how to fill out the form and the information to be provided.

Make sure that you have filled all sections of the form and provided all the documents required for the assessment of your application. **Incomplete applications will not be processed.**

Different information and reference tools are available on our website to assist you with the call for proposals process and may be consulted at the following links:

- Recorded presentation of the Application Process
- Inspiring examples of Success Stories
- Complementary Fact Sheets

Please also find attached some highlights to help you understand the changes made to the standard application for funding.

### **Where and when to submit your funding application**

You must send your form and all required documents **by July 29, 2016, at 11:59 p.m.**

#### **By mail**

Service Canada  
New Horizons for Seniors Program  
1001 De Maisonneuve Boulevard East  
Fourth Floor, Suite 400  
Montreal, Quebec H2L 4P9

#### **In person**

Click here to find a Service Canada office

Should you have questions or require assistance with the application process, contact us by email or telephone:

Telephone: 1-866-233-3194 (TTY: 1-800-255-4786)  
Email: [qc-prog@servicecanada.gc.ca](mailto:qc-prog@servicecanada.gc.ca)

Sincerely,

The Programs Team  
Service Canada  
Quebec Region

**New Horizons for Seniors Program  
Standard Grant Application for Funding  
Highlights**

*Before sending us your application for funding, here is some key information to consider before completing the application. We wish to remind you the importance of referring to the Applicant Guide for detailed explanations on how to complete all sections of your Standard Grant Application for Funding.*

Application for Funding	Key Information
<b>PROJECT DESCRIPTION</b>	
Question 44	Indicate a key objective: Volunteering or Mentoring or Expanding awareness of elder abuse or Social participation and inclusion or Capital assistance. If you choose the last objective (Capital assistance), it is mandatory to select another one among the four first objectives listed above (e.g., Capital assistance + Mentoring).
Question 46	Estimate and indicate the total number of people who will be participants or volunteers, or who will benefit from the project.
<b>FUNDING</b>	
Question 58	Describe the different cost categories (capital expenditures, capital assets, professional fees, staff wages, general project costs, etc.).
Question 62	Justify the capital/renovation costs by clearly indicating how the purchases or asset replacements will ensure that the project activities can continue or can be held.
<b>SIGNATURES</b>	Ensure that all people authorized to conclude an agreement have signed the form.
<b>SUPPORTING DOCUMENTS</b>	Ensure that all documents required are included (lease, list of your Board of Directors members, partnership letters, organization's constituting documents, etc.). The omission of one of these documents could lead to a rejection of the application. Other optional documents, such as quotations for capital assets, could help us to better assess your project.