

Ontario
Trillium
Foundation



Fondation
Trillium
de l'Ontario

**NOTE: THIS IS YOUR LETTER OF AGREEMENT.
PLEASE SIGN AND SEND IT BACK TO
ONTARIO TRILLIUM FOUNDATION**

LETTER OF AGREEMENT

BETWEEN

**Ontario Trillium Foundation
("The Foundation")**

AND

**Seniors Activation Maintenance Program of Hamilton Inc.
("The Grantee")**

**350 King Street East
PO Box 75087
Hamilton, ON L8N 4G6**

\$23,500 over 24 months to hire consulting expertise to develop a train-the-trainer handbook and course, best practice routines, videos and an interactive website-based resource. Those trained will teach community staff and volunteers in Hamilton, Niagara, Haldimand and Brant to lead safe and effective exercise routines for 3,000 seniors and adults with disabilities.

Application ID No.: 120020

**Approval Date:
March 06, 2014**



APR 14 2014

IN WITNESS WHEREOF, this Letter of Agreement has been signed on behalf of the parties as of the dates indicated below. I have the legal authority to bind the organization in this Agreement.

The Ontario Trillium Foundation

Seniors Activation Maintenance Program of Hamilton Inc.

Per:

Diane Labelle-Davey

Name

Vice-President, Community Investments

Title

Chabelle Day

Signature

March 10, 2014

Date

Per:

Trish Balardo

Name (Please print.)

Executive Director

Title

TNBalardo

Signature

April 8/14

Date

Witness:

James Tutty

Name

Coordinator of Program Administration

Title

James Tutty

Signature

MARCH 10, 2014

Date

Witness:

Pamela Henkie

Name (Please print.)

R.N. Coordinator SamCentral

Title

Pamela Henkie R.N.

Signature

April 8/2014

Date

APR 14 2014

**SCHEDULE A:
BUDGET, CONDITIONS AND EXPECTED RESULTS, PAYMENT AND REPORT SCHEDULES**

Grantee: Seniors Activation Maintenance Program of Hamilton inc.
 Application ID#: 120020 Approved Amount: \$23,500
 Approval Date: March 06, 2014 Grant Term: 24 months
 Assigned Staff: Francine Legault

The grant to your organization is based on information provided in your application.

BUDGET:

Grant funds may only be spent for the items and activities described here.

Type	Item	Year 1 \$		Year 2 \$		Total \$	
		Req	Appr	Req	Appr	Requested	Approved
Salary	Contracted Kinesiologist and OAS Pro Trainer	\$13,000	\$13,000	\$5,400	\$5,400	\$18,400	\$18,400
Program Expenses	Canfitpro Older Adult Fitness Certification Course for 5 participants	\$0	\$0	\$3,300	\$3,300	\$3,300	\$3,300
Program Expenses	Printing of Train the Trainer handbooks	\$0	\$0	\$400	\$400	\$400	\$400
Program Expenses	Graphic design work for handbook	\$0	\$0	\$1,200	\$1,200	\$1,200	\$1,200
Program Expenses	Train the Trainer course materials and other related costs	\$0	\$0	\$200	\$200	\$200	\$200
Total		\$13,000	\$13,000	\$10,500	\$10,500	\$23,500	\$23,500

OTF IMPACT INDICATORS (RESULT AND OUTCOME)

SECTOR PRIORITY: Broaden access to, and improve quality and safety of active living programs

OTF DESIRED OUTCOME: More people participating in quality and safe active living programs, especially those who would not otherwise have access

When reporting on your OTF impact indicator(s), please only report the impact achieved as a direct result of your OTF grant:

Impact Indicator Type	Impact Indicator (s)	Indicator Target (s)	You are expected to measure these results in the following ways
Result Indicator	# of people enrolled in programs who would otherwise not have access	3000	Survey program participants and report on the number of people who would not have had access to a similar program without your organization.
Outcome Indicator	Outcome Indicator not applicable	N/A	

EXPECTED RESULTS AND PROGRESS MEASURES:

Year	Expected Results	Progress Measures
Year 1	Enhance access for seniors and adults with disabilities to participate in safe and appropriate SAM STEPS To Exercise programs	<ul style="list-style-type: none"> • Hired a consultant to develop a "SAM STEPS To Exercise Train the Trainer" program to supplement the existing SAM STEPS To Exercise Training manual and certificate course. • Initial "SAM STEPS to Exercise Train the Trainer" resource handbook and 5 Best Practice Exercise Routines video are produced and available for viewing
Year 2	Strengthen the capacity and leadership of community sector staff and volunteers	<ul style="list-style-type: none"> • 50 copies of handbook produced for use in certificate course • All SAM STEPS Train the Trainer pilot course participants are certified as Older Adult Fitness Specialists • A minimum of 5 pilot program participants are certified as SAM STEPS Exercise Trainers
Year 2	Improve collaboration and sharing of knowledge relating to older adult fitness best practices	<ul style="list-style-type: none"> • Developed SAM STEPS To Exercise Leader resource website • Online and interactive website visitor tracking system has a minimum of 50 visits in first year of implementation • SAM STEPS to Exercise program continues to be offered regularly to seniors and adults with disabilities at a minimum of 8 locations in year 2

CONDITIONS: N/A

PAYMENT AND REPORTS SCHEDULE:

Due Dates yyyy-mm-dd	Reports	Payment Amounts
2014-03-27	Letter of Agreement	
2014-04-01		\$6,500
2014-10-06		\$6,500
2015-03-06	Progress Report	
2015-04-06		\$5,300
2015-10-06		\$5,200
2016-07-06	Final Report	



SENIORS·ACTIVATION·MAINTENANCE·PROGRAM

P.O. Box 75087

350 King Street East

Hamilton, ON L8N 4G6

Phone: 905-525-5632

Fax: 905-525-4149

April 8, 2014

C/o Hamilton
Ontario Trillium Foundation
5th Floor, 800 Bay Street
Toronto, Ontario
M5S 3A9

Re: Application ID 120020

Dear Sir or Madam:

We are thrilled regarding the Ontario Trillium Foundation's approval of the grant submitted by our organization. Thank you for your support.

Enclosed please find the signed copy of our Letter of Agreement between the Foundation and the Seniors Activation Maintenance Program of Hamilton Inc. Also included are our OTF grant approval form and Anti-Discrimination Policy declaration.

If you have questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Trish Balardo'.

Trish Balardo, RN, BScN
Executive Director,
SAM Program
350 King Street East, PO Box 75087
Hamilton, Ontario L8N 4G6
Tel: (905) 525-5632
Fax: (905) 525-4149
Email: trish.sam@on.aibn.com

Congratulations on your recent OTF grant approval

Ontario
Trillium Foundation



Fondation Trillium
de l'Ontario

In order to receive your first payment, you MUST:

1. View a short tutorial video: <http://www.otf.ca/en/orientation-video.asp>
2. Read your Letter of Agreement (LOA)
3. Correctly answer the 3 questions (below) about the video, to show you understand its content
4. Meet Conditions in Schedule A of your LOA, if applicable
5. Sign the Letter of Agreement (LOA)
6. Read and Sign the Anti-Discrimination Policy
7. Sign this form
8. Return the signed LOA, Anti-Discrimination Policy and this form to OTF (800 Bay Street, 5th floor, Toronto, ON M5S 3A9)

Completion of the above is **MANDATORY** for all grantees

Video comprehension questions:

The video explains the grantee's obligations according to the LOA, a legal, binding contract. The video is intended specifically for the person who provides oversight to the OTF funds and to the reporting aspects of your OTF-funded project.

Q1. What must you track, measure and report on each time you submit a progress or final report to OTF? (**choose one**):

- How you spent your OTF grant funds
- Your progress toward achieving OTF Impact Indicator(s) results
- Your progress towards your Expected Results and Progress Measures
- All of the above
- None of the above

Q2. When reporting on the actual expense items that were approved in your budget, do you (**choose one**):

- Report just on the amount of the OTF awarded grant
- Report on the amount that was actually spent in total on the item, (whether it was more or less than what was approved by OTF), and which can be verified with receipts, if audited?

Q3. Does OTF have a policy that my organization must adhere to when it comes to recognizing the OTF grant?

- Yes No

I have viewed the video and have read and fully understand the obligations in our Letter of Agreement.

Name: Trish Bakardo Title: Executive Director
(please print)

Signature: TN Bakardo Date: April 8/14

If you have any questions or need to make changes to the LOA, please contact the appropriate OTF staff in your region.
1.800.263.2887

APR 14 2014

4.0 DECLARATION

All organizations that apply to the Ontario Trillium Foundation are required to check one of the options below as a part of their application.

We have read the Ontario Trillium Anti-Discrimination Policy and (please check one):

agree to act in accordance with the above policy

submit our own anti-discrimination policy as part of this application

Name of Grant Applicant : (Organization)	Seniors Activation Maintenance Program of Hamilton Inc.
Complete Address:	SAM Program Office PO Box 75087, 350 King Street E. Hamilton, ON L8N 4G6
Name of Signing Officer : (Please print)	Trish Balardo
Position:	Executive Director
Signature:	TN Balardo
Date:	April 8/14

APR 14 2014

ONTARIO TRILLIUM FOUNDATION ANTI-DISCRIMINATION POLICY

1.0 RATIONALE

The Ontario Trillium Foundation believes that inclusiveness is an important element in building healthy and vibrant communities. The Foundation is committed to ensuring that public funds are not used to carry out activities that are discriminatory. The Foundation does not support organizations engaged in discriminatory practices.

2.0 POLICY

- 2.1. In line with the Province, the Foundation prohibits actions that discriminate against people based on the following grounds in the Ontario Human Rights Code: age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, receipt of public assistance (in relations to housing), record of offences (with regards to employment), sex (including pregnancy and breastfeeding) and sexual orientation.
- 2.2. This policy applies to all activities of The Ontario Trillium Foundation, including but not limited to employment, grantmaking, purchasing, and selecting vendors or consultants, and extends to the use of public funds by grantees.
- 2.3. The Ontario Trillium Foundation requires that all grant applicants have an anti-discrimination policy or that they sign this document confirming their commitment to not discriminate in any of their practices. The Foundation strongly recommends that organizations develop their own anti-discrimination policy, and that this policy be broad and inclusive. Specifically, we recommend that the policy include all prohibited grounds of discrimination listed above, and that the policy demonstrates the organization's commitment to inclusion.
- 2.4. Discrimination will not be tolerated, condoned, or ignored at the Foundation. If a claim of discrimination is proven, disciplinary measures will be applied, up to and including termination of grant and revoking the eligibility of an organization to reapply for funding until it can prove it no longer has discriminatory practices.

3.0 DEFINITION

In alignment with the practice of the Provincial government, the Ontario Trillium Foundation defines discrimination as the differential treatment of an individual or group of individuals which is based, in whole or in part, on one or more than one of the prohibited grounds of discrimination listed above, and which thus has an adverse impact on the individual or group of individuals.

It is not a discriminatory practice for a person to adopt or carry out a special program, plan or arrangement designed to prevent disadvantages that are likely to be suffered by, or to eliminate or reduce disadvantages that are suffered by, any group of individuals when those disadvantages would be based on or related to the prohibited grounds of discrimination, by improving opportunities respecting goods, services, facilities, accommodation or employment in relation to that group.