

## **Appendix 1 – Detailed Program Proposal**

**Your detailed program proposal should include/describe the following:**

1. Legal name of organization and contact information (e-mail, full address, telephone, fax)
2. Submission date
3. Programming and services offered
4. Hours of operation
5. Membership (number of members, age range, unique characteristics of population served, fee requirements)
6. Staffing (number of staff, number of staff that are full-time, number of volunteers, functions, responsibilities)
7. Geographic location, boundaries and size of the area served (please identify LHIN(s))
8. List by name other seniors centres or EPCs operating in the area
9. Need for services (include number of seniors and total population in the area, etc.)