



2026-2027 PENNSYLVANIA SENIOR COMMUNITY CENTER GRANT PROGRAM APPLICATION SUBMISSION INSTRUCTIONS

The Pennsylvania Department of Aging (Department) is proud to announce a grant funding opportunity for Pennsylvania's Senior Community Centers (SCCs) from 2026-2027 fiscal year funds.

The purpose of the grant program is to provide funding to Pennsylvania's AAA-affiliated SCCs to increase participation and programming; attract a new generation of older adults; and enable SCCs to provide a safe and healthy environment for their participants. Total available funding is \$2,000,000 with minimum award amounts of \$5,000 and maximum award amounts of \$150,000. This document outlines the requirements to complete the grant application.

All applications and application documents must be submitted electronically through the Commonwealth's Electronic Single Application (ESA) system. The application period opens at 8 a.m. on Monday, November 2nd and closes at exactly 5 p.m. Friday, December 11th, 2026.

There is a limit of one (1) application per SCC or group of collaborating SCCs. The ESA system will not allow incomplete applications to be submitted or applications to be submitted after the deadline. Applications and required documents will not be considered if submitted to the Department via other means, such as email.

These application submission instructions are also available online at [2026-2027 Senior Community Center Grant Opportunities](#). Applicants may contact the Department's Senior Center Grant Program Administrator, Robert J. Cherry, at (717) 772-2551 or email questions to SCCgrants@pa.gov.

Thank you in advance for your interest in this important Senior Community Center Grant opportunity.

Respectfully,

Jason Kavulich
Secretary, Pennsylvania Department of Aging

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A. Eligibility Requirements

Only those SCCs currently in operation and having an existing contractual relationship with the Area Agency on Aging (AAA) to monitor the center for compliance with the Department’s **Aging Program Directive (APD) #96-04-01, “Senior Community Center and Satellite Center Policies and Standards,”** are eligible to apply for grant program funds.

Centers must be in operation as of October 1, 2026. Applicants who previously received SCC grant funding must have complied with all applicable requirements from prior grant years, such as complying with grant evaluation requirements.

SCCs applying for a competitive grant, including collaborating centers, are **ineligible** to receive a non-competitive award.

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B. Eligible / Ineligible Grant Projects

Eligible Projects

Examples of projects eligible to receive grant funding may include, but are not limited to:

- New programming
- Contracted services, such as instructors or speakers, directly tied to new programming
- Technology, equipment and supplies for new or existing programming
- Renovations to upgrade or repurpose space within the center for programs and activities
- Renovations to improve safety and/or accessibility
- Repairs or replacement of essential equipment, such as kitchen appliances and HVAC systems
- Marketing and outreach tools and materials to reach new and existing center participants

Ineligible Projects

Examples of projects ineligible to receive grant funding may include, but are not limited to:

- Projects and/or renovations in spaces that are not primarily used by senior center participants, or for their direct benefit
- Staff or personnel costs
- Utility expenses and/or operational overhead like rent, etc.
- Renovations to other locations, including future Senior Center sites
- Renovations that change the “footprint” of the building, such as additions
- Renovations/repairs that are the responsibility of the landlord
- Travel expenses
- Vans or other vehicles
- Food or snacks that are part of congregate meals or for celebratory activities
- Handouts/gifts
- Administrative costs or fees associated with administering the grant funding

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C. Application Submission Requirements

Applications and required documents must be received electronically through the [Commonwealth Electronic Single Application \(ESA\)](#) system. **The application period opens at 8 a.m. on Monday, November 2nd and closes at exactly 5 p.m. Friday, December 11th, 2026.** The ESA system does not allow incomplete applications to be submitted or applications to be submitted after the deadline. Applications and required documents will not be considered if submitted to the Department via other means, such as email.

The Department reserves the right to reject applications not complying with minimal submission standards.

Instructions for using the ESA system can be found here: [Electronic Single Application \(ESA\) Instructions](#)

D. AAA Letter of Support Form

Applicants are required to secure a letter of support from the AAA overseeing the applicant's planning and service area. Applicants must use the **AAA Letter of Support Form** template developed by the Department to fulfill this requirement.

The **AAA Letter of Support Form** must be completed by the AAA Director and submitted electronically as part of the grant application.

E. Itemized Budget

Applicants are required to submit an itemized budget on the **Department's Excel Spreadsheet Template** available to download in the Attachment & Addenda section of the electronic application. Complete the itemized budget spreadsheet, as appropriate, to submit with the application. The budget should not include cents, only whole numbers.

Applicants may provide additional budgetary information; however, applicants must submit an itemized budget on the **Department's Excel Spreadsheet Template** provided in the electronic application. Budgets submitted using a different format or spreadsheet other than the **Department's Excel Spreadsheet Template** will not be considered.

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F. Lead Center and Collaborating Senior Centers

Individual and collaborating SCC project submissions are acceptable. SCCs are considered collaborating when they propose to deliver the **same** project at multiple centers. For example, several SCCs are interested in providing the same program at each center. This program will be replicated at each center with the same instructor and curriculum. This is a collaborating project. Alternatively, SCCs should apply separately when each center wants to provide programming, but instructors and curriculum differ from center to center. This would not meet the criteria for a collaborating project as the programs at each center vary. Another example would be when several SCCs are interested in purchasing the same equipment (appliances) for their centers. A collaborating project is when the same appliances are being requested for each center. When the requested appliances differ for each center, such as the purchase of a stove for a center and a freezer for another center, the SCCs should apply separately. The appliances are different and do not meet the criteria for a collaborating project.

When a project involves other collaborating centers, one SCC must submit the application packet as the project lead for the other centers. The project lead is responsible for coordinating the grant project, as necessary, between all collaborating centers, ensuring compliance with the terms of the grant agreement and data collection and reporting requirements, and submitting invoices for all grant-related charges and expenses.

G. Capital Improvement Projects Additional Requirements

“Capital improvements” or “renovations” are defined as any physical improvements at a senior center location that may positively affect the sales value of the property (e.g., installing an elevator or other permanent fixtures; adding atria or additional rooms within the property; upgrading utilities and HVAC systems; replacing flooring, ceilings, walls, cabinets, etc.).

Awardees for projects containing over \$10,000 allocated for capital improvement or renovations are required to ensure that Department of Aging sponsored senior center services continue to be provided at the location for one (1) year for every \$10,000 allocated for capital improvements or renovations, not to exceed five (5) years (\$50,000) from the grant agreement execution date.

This requirement only applies to those funds allocated to capital improvements or renovations in the budget submitted as part of this application.

This requirement applies to **all** awardees whether the senior center property is rented or owned by the awardee.

The awardee agrees to these additional requirements for capital improvement or renovation projects as a condition of their acceptance of the grant award.

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Owned Property

For capital improvement or renovation projects on buildings **owned** by the awardee, the awardee is required to retain ownership of the building and provide senior center services for one (1) year for every \$10,000 of capital improvements or renovations included in the project, not to exceed five (5) years or \$50,000.

Rented Property

For capital improvement or renovation projects on property **rented** by the awardee, both the landlord and awardee must sign the **Landlord Assurance Form** and provide ***a complete copy of the current lease.***

The Landlord Assurance Form stipulates that the landlord agrees to continue to rent the location exclusively to the awardee for the purposes of operating a senior center for one (1) year for every \$10,000 of grant funding allocated to capital improvements or renovations, up to five (5) years or \$50,000.

Consultation with the Department of Aging

If at any time awardee becomes aware of any circumstances relating to the ownership or lease of the property that may affect their ability to comply with the requirements of this section, awardee must immediately notify the Department. Upon review and consultation with awardee regarding impact on the grant project, the Department will determine appropriate alternative next steps.

Violation Of This Section

A violation of the requirements under this section may result in legal action, including but not limited to recoupment of grant funds.

H. Scoring Criteria

Applications will be scored based upon responses to the Scope of Work & Instructions document. Applications can be awarded a maximum of 100 points based on the following scored areas.

- Identified Need (30 points)
- Improved Quality and/or Increased Participation (30 points)
- Cost Effectiveness and Sustainability (30 points)
- Intended Outcomes and Measures of Success (10 points)

NOTE: While scores help inform the awardee selection process, other criteria may factor into the overall selection of applications for funding.

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I. Award Notification and Dispersal

Applicants will be notified by email whether they have been selected to receive an award.

Applicants who have been selected to receive an award will also receive an official award letter. Applicants selected to receive an award will be contacted by the Department after award notification regarding next steps in the grant award process.

J. Tentative Timeline

Applicant Webinar	Tuesday, October 27, 2026 @ 3 p.m.
Application Period Opens	Monday, November 2, 2026 @ 8 a.m.
Application Period Closes	Friday, December 11, 2026 @ 5 p.m.
Notification to Applicants	April 2027

K. Awardee Data Collection and Reporting Requirements

If your project is selected for funding, each awardee must collect, and report grant program data and participate in information sessions regarding their grant. Awardees must:

- Provide additional documentation as required.
- Participate in training webinars on grant administration, budgeting and invoicing, and data collection and reporting.
- Monitor the progress of the project and report periodically to the Department as required.
- Produce a final report in a format prescribed by the Department evaluating project outcomes and measures of success in the timeframe specified.

L. Department Contact Information

Please email SCCgrants@pa.gov or call the Department's Senior Center Grant Program Administrator at (717) 772-2551 if you have questions about the grant process.