

**Age-Friendly Newfoundland and Labrador:
Community Grants
Application Guidelines
2011 – 2012**



DEPARTMENT OF HEALTH AND COMMUNITY SERVICES

AGE-FRIENDLY NEWFOUNDLAND AND LABRADOR: COMMUNITY GRANTS PROGRAM

These Guidelines contain information on the 2011-2012 application process for the **Age-Friendly Newfoundland and Labrador: Community Grants Program**. These grants are funded through the *Provincial Healthy Aging Policy Framework* budget and administered through the Office for Aging and Seniors, Department of Health and Community Services, Government of Newfoundland and Labrador. Each proposal for funding should include the following:

- A completed Application Form (see attached);
- Letters of Support;
- Any additional supporting documents as described on page 6.

INTRODUCTION

The *Provincial Healthy Aging Policy Framework* was developed based on extensive consultations throughout the province. The needs and issues of the province's aging population were identified through this consultation process.

The vision of the *Provincial Healthy Aging Policy Framework* is for individuals, families, communities and society as a whole to foster healthy aging in order to achieve optimal health and well-being. The *Framework* supports the principles of Dignity, Self-Fulfillment, Social Inclusion, Independence, Safety and Security and Fairness. The priority directions of Recognition of Older Persons, Celebrating Diversity, Supportive Communities, Financial Well-being, Health and Well-being and Employment, Education and Research support the vision and principles.

In September 2006 the Federal/Provincial/Territorial Ministers Responsible for Seniors endorsed the Age-Friendly Rural/Remote Communities Initiative (AFRRCI) with a goal of understanding how smaller communities can become age-friendly. The idea for an age-friendly rural or remote community builds on work already underway by the World Health Organization. An age-friendly cities guide was developed with 22 countries participating, including Canada.

The Age-Friendly NL: Community Grants Program will assist incorporated municipalities, Inuit community governments and/or reserves to further promote these priority directions with Supportive Communities as a focal point. This priority direction promotes activities that enhance the role that communities play to support an aging population. Municipalities, Inuit community governments and/or reserves will apply an age-friendly lens to their programs, services and supports in order to identify assets and resources, opportunities and challenges. The document entitled *Age-Friendly Rural and Remote Communities: A Guide* and *Global Age-friendly Cities: A Guide* provides steps to assist in this process. Promoting healthy aging and making communities age-friendly are shared responsibilities that require input from many partners working together.

An age-friendly community is a community where policies, services and structures related to the physical and social environment are designed to support and enable people to live in a secure environment, enjoy good health, and continue to participate fully in society (*World Health Organization*). It exhibits age-friendly community features in one or more of the following eight broad areas presented in the Age-Friendly Guides as follows:

1. Outdoor Spaces and Buildings
2. Transportation
3. Housing
4. Respect and Social Inclusion
5. Social Participation
6. Communication and Information
7. Civic participation and Employment Opportunities
8. Community Support and Health Services

This funding opportunity is a **starting point** in becoming a more age-friendly community or city. Activities will include:

- A. Forming an age-friendly committee/team
- B. Obtaining support from local government by means of a proclamation
- C. Evaluating community resources by means of a community assessment
- D. Creating an action plan to address identified needs

The Age-Friendly Rural and Remote Communities guide included in the application package for this grant (and available at http://www.health.gov.nl.ca/health/grantsfunding/age_friendly_communities_guide.pdf) outlines five (5) phases to be undertaken while working towards an age-friendly community:

1. Committee Phase – Forming an Age-Friendly Committee/Team
2. Assessment Phase – A Community Evaluation
3. Planning Phase – Determining Challenges and Opportunities
4. Implementation Phase – Putting the Plan into Action
5. Monitoring Progress

The intent of this call for proposals is to focus on the initial two phases and to provide financial support for this work.

Proposal Requirements

Projects **must**:

- support the *Provincial Healthy Aging Policy Framework*;
- involve building an age-friendly committee or team which may consist of many community partners;
- connect and engage with these partners in new ways;
- identify strengths and opportunities for change, in the community or city, in relation to the priority areas in the Guides;
- demonstrate planning on one or more of the 8 key **areas** of an age-friendly community as outlined in the Guides;
- clearly identify the proposed activities that will be undertaken;
- show that the Guide has been consulted and followed in the planning phase; and
- be not-for profit.

WHAT KINDS OF ACTIVITIES ARE ELIGIBLE

Examples of activities which could be supported include:

- Consultations to identify partners to be part of an age-friendly team. This can include local government, seniors and seniors' organizations; voluntary organizations, the private sector etc;
- Carrying out an assessment phase to determine the age-friendliness of the community;
- Determining opportunities to become more age-friendly;
- Establishment of priority issues and developing recommendations; and
- Development of a plan for later implementation of age-friendly initiatives.

See *Age-Friendly Rural and Remote Communities: A Guide* or *Global Age-Friendly Cities: A Guide* for examples of other possible activities.

FUNDING GUIDELINES

Grant Applicants

Applicants must be incorporated municipalities, Inuit community governments or reserves within Newfoundland and Labrador. Clear evidence of proposed partnerships and team building must be provided with the application.

For additional information on eligibility please contact the Office for Aging and Seniors, Department of Health and Community Services at aging-and-seniors@gov.nl.ca or call 709-729-4856, or our toll-free phone number, 1-888-494-2266.

Proposal Timelines

Projects must be completed within a 12-month period of the start date.

Grant Program Process Timelines

Application deadline: **February 15, 2012**

Grants awarded: **Spring 2012**

Funding Amounts

Ten grants in the amount of \$10,000 each will be available. Successful applicants will be brought together both initially to provide guidance and support, and once work has been completed, to share experiences and identify promising practices.

Ineligible Expenses

- Contributions to annual fundraising drives;
- Core operating expenses (e.g. heat, light, core organizational staff);
- Capital expenditures (e.g. construction/building renovations, infrastructure, office furniture / equipment, etc). Supplies will be considered if they are required for the project;
- Projects which are a clear duplication of existing activities in your community/region.

PROPOSAL DEVELOPMENT GUIDELINES

Prepare your funding proposal using the following guidelines to complete the attached Application Form:

1. ***Organization:*** Provide the name of your municipality, Inuit community government or reserve.
2. ***Contact Information:*** Provide requested contact details.
3. ***Nature of organization:*** Confirm that you are an incorporated municipality, Inuit community government or reserve.
4. ***Fiscal Year End:*** Indicate the date that marks the end of your fiscal year (if applicable).
5. ***Contact Person(s):*** Identify a contact person or persons as indicated on the application form.
6. ***Proposal Title:*** If applicable, provide a title, or potential title, for your proposal.
7. ***Proposal Summary:*** Prepare a brief summary of the proposal outlining what the proposal is about and what you hope to accomplish. Limit to two additional pages.
8. ***Rationale:*** Explain how this proposal supports the *Provincial Healthy Aging Policy Framework* and responds to *Age-Friendly Rural and Remote Communities: A Guide*.
9. ***Relevance to Community:*** Explain why this proposal is important to your community.

10. **Goal(s) and objective(s):** Explain what you hope to achieve as a result of the work involved in your proposal. Please describe what your proposal is trying to do, such as developing linkages or partnerships with the community.

Please explain how your goal(s) will be achieved. You can accomplish this by identifying one or more objectives that are steps that can help you to reach your goal. Clear objectives are important to guide you in your work and evaluation.

11. **Plan of Action:** List the work, activities, events, etc, which you will undertake to meet each goal and / or objective (if applicable); identify who is responsible for each activity and the timelines.
12. **Anticipated Achievements:** Describe what you expect to occur as a result of your proposal. What will your finished project look like?
13. **Partnerships:** Provide a list of groups or organizations that you may potentially partner with on this work.
14. **Communication Plan:** Describe your plans to share progress with organizations, the community and/or region. If applicable describe any plans to share achievements and lessons learned with other organizations and/or communities.
15. **Future Plans:** Provide information describing how the initiative will be maintained or pursued further in your community after the funding has ended.
16. **Proposal Management and Personnel:** Describe who will be responsible for the direction and management of the proposal's work (for example a town council or age-friendly committee), and identify the person(s) (e.g. staff, volunteers) who will lead the work.
17. **Budget:** Eligible expenses should be listed in terms of item, cost, any partner contributions, in-kind contribution and requested amount.
18. **Other Funding Sources:** List any other grants or funding you have applied for or have received to support your work. Include the name of funding agency/organization and amount of funding applied for or received.
19. **Start Date:** Indicate anticipated start date.
20. **End Date:** Indicate anticipated end date.
21. **Additional Supporting documents:** If applicable to your proposal, please include any supporting documentation, for example, a mission statement.
22. **Letters of Support:** Please ensure that two letters of support from partners in your community are included with your application.

ACCOUNTING AND REPORTING REQUIREMENTS

Applicants approved for funding will be required to maintain proper fiscal management, including acceptable accounting records. The principal applicant is responsible for the grant when a collaborative project undertaken is with several community partners.

The grant recipient is also required to submit both an interim (6-month) and final report that will contain information on the intent of the proposal, goal(s) and/or objectives, the resources used, the actual or anticipated outcomes, the impact of the activity on the community, the successes or areas for improvement associated with the activity, the lessons learned and any plans for follow-up.

APPLICATION DEADLINE

Submissions for the **Age-Friendly Newfoundland and Labrador: Community Grants Program** must be received at the Office for Aging and Seniors, Department of Health & Community Services by: **Wednesday, February 15, 2012.**

Applications may be sent or dropped off to:

Office for Aging and Seniors
Department of Health & Community Services
3rd Floor, West Block, Confederation Building
P. O. Box 8700, St. John's, NL A1B 4J6

Contact: Office for Aging and Seniors (709) 729-4856 or 1-888-494-2266
e-mail: aging-and-seniors@gov.nl.ca