

**Healthy Aging Seniors Wellness Grants
Application Guidelines
2012**



**GOVERNMENT OF
NEWFOUNDLAND AND LABRADOR**

DEPARTMENT OF HEALTH AND COMMUNITY SERVICES

HEALTHY AGING SENIORS WELLNESS GRANTS

These Guidelines contain information on the 2012 application process for the **Healthy Aging Seniors Wellness 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; and
- Any additional supporting documents as described on Page 5.

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.

The Healthy Aging Seniors Wellness Grants (HASWG) Program was created in 2011 to assist community groups to develop programming that will help seniors stay active and continue to contribute to their communities. The HASWG Program will assist seniors' organizations, retiree groups, Inuit community governments and/or reserves to further promote healthy living and healthy aging. The goal of this grant program is to encourage activities that promote healthy living, especially those that keep seniors healthy and engaged. Promoting healthy aging is a shared responsibility that requires input from many partners working together.

Proposal Requirements

Projects must:

- support the *Provincial Healthy Aging Policy Framework*;
- involve seniors/elders in the planning and delivery of the proposed activity;
- involve partnerships with seniors/elders, seniors' groups, organizations, band councils, cities, towns and local service districts, etc., to connect and engage in new ways;
- clearly identify how the proposed activities promote healthy aging in one of the following areas:
 - improved social connections
 - reduced social isolation
 - healthy eating
 - physical activity
 - injury prevention (including falls prevention)

- tobacco control
- clearly demonstrate a work plan and cost-effectiveness;
- be new or enhance the existing activities of your organization or group;
- answer a clearly demonstrated need that has not been met by other programs and/or services offered by other organizations or government(s); and
- be non-profit.

WHAT KINDS OF INITIATIVES ARE ELIGIBLE?

Examples of potential proposal goals, objectives and initiatives include, but are not limited to:

- improving social participation, active living or life skills of seniors/elders;
- reducing social isolation;
- preventing injury;
- provision of new or enhanced community and home-based services and activities

FUNDING GUIDELINES

Grant Applicants

Applicants must be not-for-profit seniors' organizations, retiree groups, Inuit community governments or reserves in Newfoundland and Labrador. An organization is considered not-for-profit if it is organized and operated solely for not-for-profit purposes in the province and it does not make any of its income available for the personal benefit of any of its members or volunteers.

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 29, 2012**

Grants awarded: **Spring 2012**

Funding Amounts

Grants up to \$25,000 are available. Initiatives with costs in excess of \$25,000 that involve other funding sources or in-kind contributions may be considered with the understanding that the maximum grant from the Healthy Aging Seniors Wellness Grants Program will be \$25,000.

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 initiative);
- Initiatives 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 organization or group and include a brief overview of the major role of your organization.
2. **Contact Information:** Provide requested contact details.
3. **Nature of Organization:** Indicate whether you are incorporated as a non-profit organization or whether you are an Inuit community government or a 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 the appropriate *Age-Friendly Guide*.
9. **Relevance:** Explain why this proposal is important to seniors/elders and 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, for example, improve computer literacy for seniors/elders.

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. For instance, to improve computer literacy for seniors/elders, an objective may be to provide hands-on training for useful skills such as e-mail and use of the internet.

11. **Plan of Action:** List the work, activities, events, etc, that 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 changes you expect to occur as a result of your proposal. These changes can be identified in terms of changes in the awareness/knowledge, skills, attitudes or behaviours of the members of your organization or group, and community.
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 your members, other organizations, the community, and/or province. If applicable describe any plans to share achievements and lessons learned.
15. **Future Plans:** Provide information describing how the initiative will be maintained or pursued further in your organization 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, an advisory group, a board of directors, an individual) and identify the person(s) (for example, staff, volunteers) who will carry out the work.
17. **Signing Authority:** Provide names and contact information for those who will have signing authority and will take responsibility for the transfer of funds.
18. **Volunteers and Staff:** Indicate the number of active volunteers and paid staff involved in your organization or group.
19. **Budget:** Eligible expenses should be listed in terms of item, cost, any in-kind contributions, partner contributions and the requested amount.
20. **Other Funding Sources:** List any other grants or funding you have applied for or have received to support your project. Include the name of the funding agency/organization and the amount of funding applied for or received.
21. **Start Date:** Indicate anticipated start date.
22. **End date:** Indicate anticipated end date.
23. **Additional Supporting documents:** If applicable to your proposal, please include the Terms of Reference of your organization, the most recent annual report, current initiatives of your organization, and any other supporting documentation.

24. Letters of Support: Please ensure two letters of support 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 principle applicant is responsible for the grant when a collaborative project is undertaken 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 project on seniors/elders, your organization or group and your 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 **Healthy Aging Seniors Wellness Grants** must be received at the Office for Aging and Seniors, Department of Health & Community Services by **Wednesday, February 29, 2012**.

Applications may be sent or dropped off to:

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

Contact: Office for Aging and Seniors (709) 729-4856 or 1-888-494-2266 (no charge)
e-mail: aging-and-seniors@gov.nl.ca