

# **PEI Seniors' Secretariat 2018 Grant Application Funding Guidelines**

## **INTRODUCTION**

The PEI Seniors' Secretariat connects with seniors to collaborate with government and other organizations on issues of importance to seniors.

The Seniors' Secretariat has three primary roles and responsibilities which include:

- Providing policy, program and service advice to government and community
- Public awareness and education
- Research and information

## **FUNDING PROGRAM OBJECTIVES**

The PEI Seniors' Secretariat achieves progress in its work plan through collaboration and/or funding other organizations to undertake project work. The intent of this funding program is to invite eligible organizations and communities to undertake projects that are designed to improve the lives of older adults.

**Secretariat members have prioritized the following areas for funding for 2018-19. Projects whose planned outcomes meet the funding priorities will be given preference:**

**Projects which promote positive images of aging and support active living** – Seniors play an important role in our Island communities. The Seniors' Secretariat is interested in supporting projects that promote positive images of aging and active living; this may include activities and initiatives which support volunteering, address advance care planning, address or remove employment barriers, or promote active living activities for seniors.

For more information on active aging in Canada visit:  
<https://www.activeagingcanada.ca/>

**Age-friendly community projects** - the Public Health Agency of Canada considers communities to be age friendly when they have the policies, services and structures related to the physical and social environment which are designed to help seniors "age actively." An age friendly community is set up to help seniors live safely, enjoy good health and stay involved.

The Seniors' Secretariat is interested in supporting projects which build and support age-friendly communities; and should target one or more of the 8 dimensions of age-friendly communities (*outdoor spaces and buildings, transportation, housing, respect and social inclusion, social participation, communication and information, civic participation and employment opportunities, and community support and health services*).

For more information on age-friendly communities, visit:  
<https://www.canada.ca/en/public-health/services/health-promotion/aging-seniors/friendly-communities.html>

**Social Isolation** – The Seniors' Secretariat is interested in projects that reach older adults and help them to become more involved in their community. Social isolation has been defined as low quantity and quality of contact with others and it can lead to poor health, loneliness, emotional distress and other problems. About 30% of Canadian seniors are at risk of becoming socially isolated. Some people are at higher risk of social isolation, these include people who are living alone, age 80 or older, have health problems, lack access to transportation, have little contact with family or are caregivers.

*Interested in a social isolation project?*

See the [Social Isolation of Seniors Tool Kits Volume I](#) and [Volume II](#) for more information.

**Home First/Age in Place Projects-** Seniors are living longer; most seniors want to remain in their homes and communities for as long as possible. In order for seniors to successfully age in place (at home, in home communities) access to services, health care and social supports must exist. The Seniors Secretariat wishes to fund projects which provide supports, programs, or services to seniors who wish to remain at home.

For more information on aging in place visit:

<https://www.canada.ca/en/employment-social-development/corporate/seniors/forum/aging-checklist.html>

### **Who is eligible to apply?**

Non-profit organizations, community-based coalitions, networks, municipal governments, band/tribal councils and other Aboriginal organizations in Prince Edward Island are eligible to apply for funding. Organizations must have capacity to enter into a legal agreement to receive funding (i.e. a charitable organization number, a provincial incorporation number or identify a partner organization that is qualified to enter into a legal agreement). If another organization will be signing the service agreement then your application must include a letter of support from this organization.

To build capacity for all organizations in the community, preference may be given to project-based organizations that do not have established core-funding provided by the federal, provincial government or other sources.

The proposal must demonstrate how older adults are involved in the project phases, including planning and implementation. Proposals that demonstrate other sources of financial and/or in-kind support will be viewed favorably.

As these are one time only grants, projects that require multi-year funding will not be considered.

All groups must commit to reporting on the outcomes of their work.

## **Budget**

This year's application form contains additional information on the budget form that the Secretariat anticipates will help your organization develop a realistic and accurate budget plan for your project.

### **Eligible expenditures include:**

- Salaries and benefits
- Honoraria
- Professional fees (e.g. accountant, lawyer)
- Facility rental and utilities (facility repairs or maintenance not covered)
- Office equipment
- Materials and supplies
- Publicity and promotion
- Travel costs (international travel not covered)
- Organizational Audit
- Evaluation

The grant amount available for 2018-2019 will be up to \$5,000/project.

## **How are grants assessed?**

The Seniors' Secretariat grant applications will be assessed on a point system based on the following criteria:

### **1. Organizational capacity (10 Points)**

- Is there organizational capacity and infrastructure in place to support this project?
- If not eligible to enter into a service agreement, is a partner organization identified and has a letter of support been included?
- Does the organization have a track record to justify and to support this project?
- If intended as ongoing work, is the project sustainable?

### **2. Project description (20 Points)**

- Is the project clearly described?
- Does the proposal describe how seniors will be involved in the project?
- Does the application provide a strong rationale as to why the project is needed?
- In what way is the project innovative (i.e., the project represents new work for the organization, tests a new idea/activity or offers a new opportunity for learning)?
- How does the project link to one or more of the funding priorities?

### 3. Work plan (20 Points)

- Is the work plan clear?
- Are proposed expenses linked to work plan activities?
- Is the project likely to succeed?
- Does it show realistic timelines and achievable goals?
- Does the project/organization have community support as evidenced by partnerships?

### 4. Budget (20 Points)

- Is the project budget clear?
- Does the submitted budget appear reasonable?
- Does the submitted budget demonstrate good value for money?

### Work plan

Work plans are a great planning tool to ensure that you have considered all the key steps in your project, the possible cost items to successfully completing the project and it helps to ensure that all members in your group understand *who* will be responsible *for which activities* and *when*.

If you have never created a work plan before, here are some simple steps to get started:

- **Arrange a meeting to develop your work plan.** A good work plan should involve members of your organization who will be responsible for helping with the project. By working together you can ensure that all the major steps of the project are identified and the plan is well thought out.
- **Start with the 'end in mind'.** Write down what your project will accomplish and the date that it will be completed.
- **Identify the major steps to complete the project.** For example, if the project includes a community event then a key step would be reserving meeting space.
- **Assign a deadline to each task.** For example, in order to book a community meeting room for 1<sup>st</sup> October, your organization might need to contact the owners of the space by 15<sup>th</sup> August. By assigning a time to tasks you can ensure that the project is completed on time and you will be able to know more easily when your project may be falling behind schedule.
- **Identify who will be responsible** for accomplishing each major step and any additional resources that may be required.
- **Break down major steps** into smaller activities as needed. Some major activities in your project may require smaller steps.

- **Take a break.** After you have drafted your work plan – take a break and after a few days look at the plan again to check if any steps have been missed. It may also be helpful to ask another member of your group (who was not involved in creating the first draft of the plan) to take a look and see if the plan is clear.

## **APPLICATION PROCESS**

Applications/proposals must be received by July 27, 2018.

Applications/proposals must meet the eligibility requirements.

Grant applications will be assessed on a point system.

A review committee will assess all applications, and provide feedback to unsuccessful applicants.

### **Your funding application must include**

- Completed application form (including all necessary attachments describing organizational and project information)
- Please ensure that your application can be easily read, typed applications are appreciated
- Budget that clearly outlines expenses and revenues for the project (this would include other sources of funding and/or in-kind support).

Please submit your proposal to:

Seniors' Secretariat

Department of Family and Human Services

11 Kent Street, 2<sup>nd</sup> Floor Jones Building

PO Box 2000, Charlottetown, PE C1A 7N8

Fax: 902-894-0242

Email: [seniors@gov.pe.ca](mailto:seniors@gov.pe.ca)

Submitting a proposal does not guarantee funding. The number of projects that can be supported and the degree of support a project receives will be determined by the program budget. These are one time only grants.

As determined by the adjudicating committee, approved funding amounts may be different from proposal amounts.

Organizations with approved projects will be required to sign a project contract.

Applicants are encouraged to contact the Seniors' Secretariat at 1-866-770-0588 or [seniors@gov.pe.ca](mailto:seniors@gov.pe.ca) with any questions regarding the application process.

## **Successful Organizations**

In addition to signing a project contract, those organizations approved for funding will be required to submit an invoice to receive their funds, as well as a final report upon completion of their project and within 30 days of the end of the fiscal year (March 31).