

PEI Seniors' Secretariat 2024-2025 Grant Application Funding Guidelines

The PEI Seniors' Secretariat connects with seniors to collaborate with government and other organizations on issues of importance to seniors. The Seniors' Secretariat has the following three primary roles and responsibilities:

- Provide policy, program, and service advice to government and the community;
- Provide public information and awareness on issues of importance to seniors, and;
- Collect information to inform and support decision-making.

Grant Program Objectives and Priority Areas

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.

Seniors' Secretariat members have prioritized the following areas for funding for 2024-2025. Projects whose planned outcomes meet the following funding priorities will be given preference:

- *Promoting positive images of aging / addressing ageism*
- *Supporting healthy aging*
- *Improving personal safety / addressing abuse or neglect of seniors*
- *Improving financial security of seniors*
- *Addressing social isolation*
- *Supporting intergenerational connection*
- *Supporting aging in the right place*

Who is eligible to apply?

Non-profit organizations, community-based coalitions, networks, municipal governments, and organizations that support Indigenous peoples in Prince Edward Island whose mandate and proposed projects align with the work of the Seniors' Secretariat are eligible to apply. Preference will be given to senior serving clubs and organizations. Please note that provincial and federal government departments and organizations are not eligible to apply.

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 or provincial government or other sources.

The applying organization must have the capacity to enter into a legal agreement to receive funding (i.e. a registered charity 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.

Organizations that apply for grant funding must commit to reporting on the outcomes of their work (i.e. completing a final report template at the end of their project).

Budget and Eligible Expenses

The grant amount available for 2024-2025 will be up to \$5,000 per project, with organizations being able to submit up to three project proposals. Please note that approved funding amounts may be different from the amounts requested in the proposal.

The following is a list of eligible project expenditures:

- Salaries and benefits (relating solely to the project)
- 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 (in province)
- Organizational Audit
- Evaluation

The following are non-eligible project expenditures:

- Capital expenses and/or infrastructure (money an organization spends to buy, maintain, or improve its fixed assets, such as buildings, vehicles, equipment, or land)
- Out of province travel

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

Organizations that apply for grant funding must commit to reporting on their project outcomes and budget at the end of the project.

Application Process

Project proposals must be received by the published deadline, and meet all eligibility requirements. Your funding application must include the completed application form (including workplan and budget templates), and a letter of support from a partnering organization (if applicable). Please ensure that your application can be easily read; typed applications are appreciated.

An example application is attached at the end of this guideline document. Please review it prior to submitting your proposal.

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.

Organizations with approved projects will be required to sign a project contract and submit a final report upon completion of their project and by the end of the fiscal year (March 31).

Application Submission

You can submit your project proposal by:

Mail

Seniors' Secretariat Grant
(Attn: Hailey Arsenault)
Department of Social Development and Seniors
11 Kent Street, 2nd Floor Jones Building
PO Box 2000, Charlottetown, PE C1A 7N8

Email

seniors@gov.pe.ca

Applicants are encouraged to contact the Office of Seniors at 902-620-3785 or seniors@gov.pe.ca with any questions regarding the application process.

Assessing Grant Applications

Project applications must be fully completed to be considered for funding and must be received by the due date. Organizations who have received funding in the past must have completed all reporting requirements for previously funded projects to be eligible for future funding.

A subcommittee of the Seniors' Secretariat will review all applications that are received and make recommendations for funding based on the following criteria:

1. Organizational capacity

- Does the organization have 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 overview and description

- 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*

- 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*

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

Creating a Project Workplan

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 complete 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 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 a meeting space.
- *Assign a deadline to each task:* For example, to book a community meeting room for 1st October, your organization might need to contact the owners of the space by 15th August. By assigning 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 look and see if the plan is clear.

EXAMPLE

PEI Seniors Secretariat Grant Program 2024-2025 Grant Application Form

Please review the application prior to submission to ensure all sections of the application are complete. Incomplete applications will not be considered.

Section 1: About Your Organization (Applicant)									
A. Name of Organization	ABC Inc.								
B. Name and Contact Information of Executive Director or President of Organization	Jane Smith (Executive Director) 902-888-8888 janesmith@abcinc.ca								
C. Name and Contact Information of Contact Person for Project (if different than 1B)	John Smith (Project Manager) 902-888-9999 johnsmith@abcinc.ca								
<p>D. All Applicants must have a registered charity number or a provincial incorporation number. If not, they must partner with another organization that is a registered charity or has a provincial incorporation number.</p> <p>Is your organization a non-profit? <input type="checkbox"/> Yes (registered charity number, if applicable): _____ <input checked="" type="checkbox"/> No</p> <p>Is your organization incorporated? <input checked="" type="checkbox"/> Yes (incorporation number): <u>#111111111</u> <input type="checkbox"/> No</p> <p>(if “No” for both, complete part 1E below on partnering organization)</p>									
E. For groups not eligible to enter into a service agreement (not a registered charity, not incorporated):	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Name of partnering organization:</td> <td style="padding: 2px;">N/A</td> </tr> <tr> <td style="padding: 2px;">Registered Charity Number or Provincial Incorporation Number:</td> <td style="padding: 2px;">N/A</td> </tr> <tr> <td style="padding: 2px;">Full name and contact information of contact with partnering organization:</td> <td style="padding: 2px;">N/A</td> </tr> <tr> <td style="padding: 2px;">Letter of Support from Partnering Organization attached (this is required):</td> <td style="padding: 2px;">X Yes</td> </tr> </table>	Name of partnering organization:	N/A	Registered Charity Number or Provincial Incorporation Number:	N/A	Full name and contact information of contact with partnering organization:	N/A	Letter of Support from Partnering Organization attached (this is required):	X Yes
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Full name and contact information of contact with partnering organization:	N/A								
Letter of Support from Partnering Organization attached (this is required):	X Yes								

Section 2: Project Overview	
A. Name of Project	TechNTalk: A Digital Literacy Event for Seniors
B. Project Start Date	April 27, 2024
C. Project End Date	December 20, 2024
D. Community(s) Where the Project Will Take Place	Charlottetown, Montague, Summerside
E. Total Project Cost This total includes all other sources of funding (e.g. cash and in-kind contributions) A project budget must be completed and attached with the application. The template can be found in Section 6).	\$3,950.00
F. Total Amount Requested from the PEI Seniors Secretariat Grant (up to \$5000)	\$1,150.00

Section 3: Project Details

A. Project Summary

Provide a brief overview of the project, and what you plan to accomplish.

“TechNTalk” will provide a series of free digital literacy events for those 65 years and older. At these six events, seniors will be partnered with youth volunteers to learn more about their own technological devices.

These events aim to empower seniors with the fundamental skills needed to communicate effectively in today’s digital world, while helping to reduce feelings of social isolation. It also provides youth with the opportunity to learn from and engage with seniors.

B. Alignment to Priority Areas

Describe how this project meets one or more of the PEI Seniors’ Secretariat priority areas for funding.

The project will meet the following priority areas:

1. Promoting positive images of aging and addressing ageism: by fostering a personal connection between seniors and youth, we will be working to break down ageist attitudes.
2. Addressing social isolation: by providing seniors with the ability to feel more comfortable and confident in using their own technological devices, they may feel more empowered to use their devices to connect with others (i.e. reducing social isolation).
3. Supporting intergenerational connection: By pairing up seniors and youth volunteers, we are working on supporting intergenerational connections and relationships.

C. Are seniors involved in the planning and/or delivery of this program?

Yes No

If yes, describe how they will be engaged:

Seniors clubs in each of the target communities (~45 seniors) have been consulted about this project to get a better understanding of what would work best in terms of implementation. This includes suitable locations, types of devices they have, questions they may have, etc.

D. Will other individuals, community groups and/or organizations be engaged in the planning and/or delivery of this project?

Yes No

If yes, describe who they are and how they will be engaged:

We have also partnered with Big Brothers Big Sisters PEI, and local high schools, to assist in youth volunteer recruitment.

Section 4: Project Workplan Template

Activity	Start Date	End Date	Outputs and/or Outcomes
Book locations / secure dates (Montague, Summerside, Charlottetown)	May 1, 2024	May 7, 2024	<ul style="list-style-type: none"> • Will allow for the ability to promote the project
Recruiting youth volunteers for identified dates	May 7, 2024	May 21, 2024	<ul style="list-style-type: none"> • One pager on TechNTalk • Recruitment flyer / email to distribute to interested youth • List of interested youth
Promotion of events	May 14, 2024	Oct 1, 2024	<ul style="list-style-type: none"> • Social media posts • Flyers for community distribution (seniors housing, senior-serving organizations) • Email to stakeholders and seniors groups • Ad in Western and Eastern Graphic, Coffee News, La Voix • Outcome: more people attending events
Hold Events (Summer)	May 25, 2024	June 29, 2024	<ul style="list-style-type: none"> • Participant and Volunteer Evaluations • Outcome: youth more comfortable with teaching skills; reducing ageism; youth receive volunteer hours for bursary • Outcome: seniors more comfortable with devices, connecting with others (intergenerational)
Hold Events (Fall)	Sept 21, 2024	Oct 6, 2024	<ul style="list-style-type: none"> • Participant and Volunteer Evaluations • Outcome: youth more comfortable with teaching skills; reducing ageism; youth receive volunteer hours for bursary • Outcome: seniors more comfortable with devices, connecting with others (intergenerational)
Analysis of Evaluations / Creation of Final Report	Nov 1, 2024	Dec 20, 2024	<ul style="list-style-type: none"> • Final Report on Project • Outcome: understanding of strengths and improvements of event.

Section 5: Measuring Success and Lasting Impacts

A. How will you know if this project has been a success? How will you measure and/or evaluate the project and its success?

We will evaluate the project by asking both seniors (participants) and youth (volunteers) to complete short evaluations at the end of each event. These evaluations will ask questions about the reasons for their participation, if they would attend another event, and what they did and did not like about the events. This will help determine if the events were impactful to both the participants and volunteers.

We will personally consider this project a success if we have at least 15 seniors attend each event, and they say that they received the help they were looking for and would return to a similar event in the future.

B. Do you anticipate continuing or offering this project after the Seniors Secretariat funding has ended?

Yes

No

Explain:

We hope to continue the project after the Seniors' Secretariat funding has ended. However, this will depend on other funding opportunities, as well as the project evaluation/ final report.

Section 6: Budget Template

Note: a maximum of \$5000 per project will be awarded.

Eligible expenses: salaries and benefits (relating to project), honoraria, professional fees, facility rental and utilities, office equipment, materials and supplies, publicity and promotion, in province travel, organizational audit, evaluation.

Non eligible expenses: capital expenses (i.e. funding used to buy, maintain or improve fixed assets, such as buildings, vehicles, land, or equipment), infrastructure, out of province travel.

Item	Amount Requested (Secretariat)	Funding from Other Sources (Cash)	Funding from Other Sources (In Kind)	Total Cost
Room Rentals (\$150 x 6 events)	\$ 0	\$ 0	\$ 900	\$900
Printing and Promotional Materials	\$500	\$500	\$0	\$1000
Refreshments at Events (~ \$75 x 6 events)	\$450	\$0	\$0	\$450
Mileage for coordinators at each event (\$0.40/km x 80km x 6 events x 2 coordinators)	\$200	\$0	\$200	\$400
Contract for Student to Complete Analysis / Final Report		\$1000		\$1000
Misc Costs		\$200		\$200
Total	\$1,150.00	\$1,700.00	\$1,100.00	\$3,950.00

Please explain below where funding from other sources is coming from:

The funding from other sources (cash) has been provided by the University of Prince Edward Island for the contract for the student to complete the analysis and final report. The miscellaneous costs, if incurred, will be covered by Big Brothers Big Sisters PEI Inc.

The funding from other sources (in kind) has been provided by the local public libraries (room rentals), and Big Brothers Big Sisters PEI Inc. (covering mileage).