

Age-Friendly Communities Program 2020–2021 Grant Program Guidelines

Introduction

Nova Scotia has one of the oldest aging populations in Canada. By 2030, there will be close to 260,000 Nova Scotians aged 65 or older in a population of less than a million people. This demographic shift is an opportunity for communities to recognize the important role that older adults play in the social, cultural and economic life of their communities, and to take action to ensure their continued participation.

The Government of Nova Scotia released **SHIFT: Nova Scotia's Action Plan for An Aging Population**. www.novascotia.ca/shift

The plan has three broad goals:

- Value the social and economic contribution of older adults
- Promote active, healthy living
- Support older adults to age-in place, connected to community life

Age-Friendly Communities (AFC) is an internationally recognized best practice and approach to ensuring that the physical and social aspects of a community are designed to improve the health and well-being of older adults, to overcome social isolation of older adults, and to help them stay active, healthy and engaged in their communities. By recognizing and valuing the contribution of older adults to community, supporting them to age in place, and creating the conditions for them to live healthy, active lives, AFC planning and implementation address all three pillars of Shift: Nova Scotia's Action Plan for an Aging Population.

1. Grant Overview

The Age-Friendly Communities Grant program, administered by the Nova Scotia Department of Seniors, provides funding up to \$25,000 for initiatives that lead to more age-friendly and inclusive communities and help advance the goals outlined in SHIFT.

The grant has two funding streams: planning and projects

Planning stream: The planning stream funds initiatives that lead to more age-friendly communities, as per established pan-Canadian guidelines that support policy and action at the local level (see Pan-Canadian Age-Friendly Communities Milestones and link to Resources in Appendix 2)

Planning initiatives engage stakeholders, develop action plans, and monitor and evaluate improvements to policies, services and structures within eight domains:

1. communication and information
2. housing
3. transportation

4. outdoor spaces and buildings
5. social participation
6. community support and health services
7. respect and social inclusion
8. civic participation and employment

Initiatives must be in partnership with local government and include consultation with and engagement of older adults, the broader community, and key stakeholders.

Projects stream: Collaborative, innovative projects to develop and /or implement programs, services, resources or events that:

- support active, healthy living
- help older adults to stay connected to community life
- maximize the economic and social contributions of older adults
- increase social interaction and community involvement among older adults.

Applications for projects that create mutually supportive, intergenerational experiences that help to alleviate social isolation among older adults are encouraged.

How much funding is available?

Funding is available for up to \$25,000 per initiative.

Requests for the **maximum contribution** must involve a large-scale province-wide initiative or an Age-Friendly Communities planning or evaluation initiative.

Smaller-scale projects receive a maximum contribution of up to \$10,000 per initiative.

When is the deadline for applying?

Applications will be accepted until February 1st, 2021, depending on the availability of funds.

- Applications received by 14 September 2020 will be reviewed and approved by end of October
- Applications received by 2 November 2020 will be reviewed and approved by early December
- If funds are still available, applications received by 1 February will be reviewed and approved by end of March 2021.

Who can apply?

To apply for a grant, you must be a:

- municipality
- Nova Scotian Mi'kmaw band
- registered non-profit organization, registered charity, or registered association based in Nova Scotia
- university based in Nova Scotia

Partnerships with local government and between two or more organizations are encouraged.

Businesses and individuals can't apply.

Planning stream initiatives require written approval from municipality's CAO or Nova Scotian Mi'kmaw Band Chief.

How are applications assessed?

Applications are assessed based on the following criteria: inclusivity, engagement and partnership, capacity and sustainability focus and impact, measurability; best practice and innovation and budget. (See Assessment Criteria outlined and the maximum number of points that will be allotted for each in Appendix 1)

- Applications need to show effective engagement of older adults in planning and all aspects of decision making and development of the idea.
- We encourage applications that are intentionally inclusive and aim to enhance healthy aging among at least one of these populations. These will be prioritized for funding:
 - African Nova Scotians
 - racially visible persons
 - persons with disabilities
 - Aboriginal persons
 - and persons of the LGBTQ+ community
- Initiatives that help advance the pan-Canadian Age-Friendly Communities Milestone approach will be prioritized for funding (see Appendix 2).

2. Budget and Contribution Guidelines

Funding is for new activities and not for on-going operations or regular planning activities. Funds can not be used for infrastructure or capital costs.

- Budgets must indicate proposed expenditures and align with the activities outlined in the application.
- Project costs will be assessed based on the scale and scope of the project and cost estimates provided. Some items requested may not be funded.
- In kind support is necessary. Letters of support from partners indicating their cash or in-kind contribution and how they will work with you are required
- Any other grant funding for the same initiative needs to be identified.

Eligible project costs include:

- salaries/wages and honoraria
- professional fees
- materials
- meeting convening expenses

Ineligible project costs include:

- existing program costs (i.e. on-going operations)
- regular planning activities
- infrastructure: construction/renovation costs

3. Grant Management and Applicant Responsibilities

Notice of Decision

- Eligibility does not guarantee funds being awarded. Applications may be approved for some, or all, of the funding being requested.
- Funds will be awarded based on assessments and available, approved funds.
- All applicants will receive written notice from the Department of Seniors
- If approved, the amount of funding being provided will be confirmed in the letter from the Department along with the Terms and Conditions of the funding agreement.

Final Report

The recipient will have up to one year from the time they receive funding to complete their project and **submit a final report with coinciding receipts (using template provided by the Department of Seniors)**. Failure to submit final reports will impact future funding applications.

- Proper fiscal management, including acceptable accounting records (receipts must be kept, and copies must be provided).
- Sharing of all findings and reports with the Department of Seniors.

Does my organization have to acknowledge that we received funding?

Yes. You must acknowledge the financial assistance of the province of Nova Scotia on all announcements, advertising, reports and products.

What if the initiatives change, cannot proceed, or are cancelled?

If you need to change the initiative significantly from what was outlined in your application, you must make a written request to the Department of Seniors. Written permission to reallocate funding is required from Department of Senior's staff prior to doing so.

If your initiatives are cancelled or you do not need the entire grant to complete your project, you must return all remaining funds to the Department of Seniors. This must be done using a cheque addressed to the Minister of Finance.

4. How to Apply

Send completed application with supporting documents via email to:

agefriendly@novascotia.ca

Electronic applications are preferred. If needing to submit paper copy instead, mail to:

Age-Friendly Communities Program
Department of Seniors
Barrington Tower, 15th Floor,
1894 Barrington Street,
Halifax, NS B3J 2A8

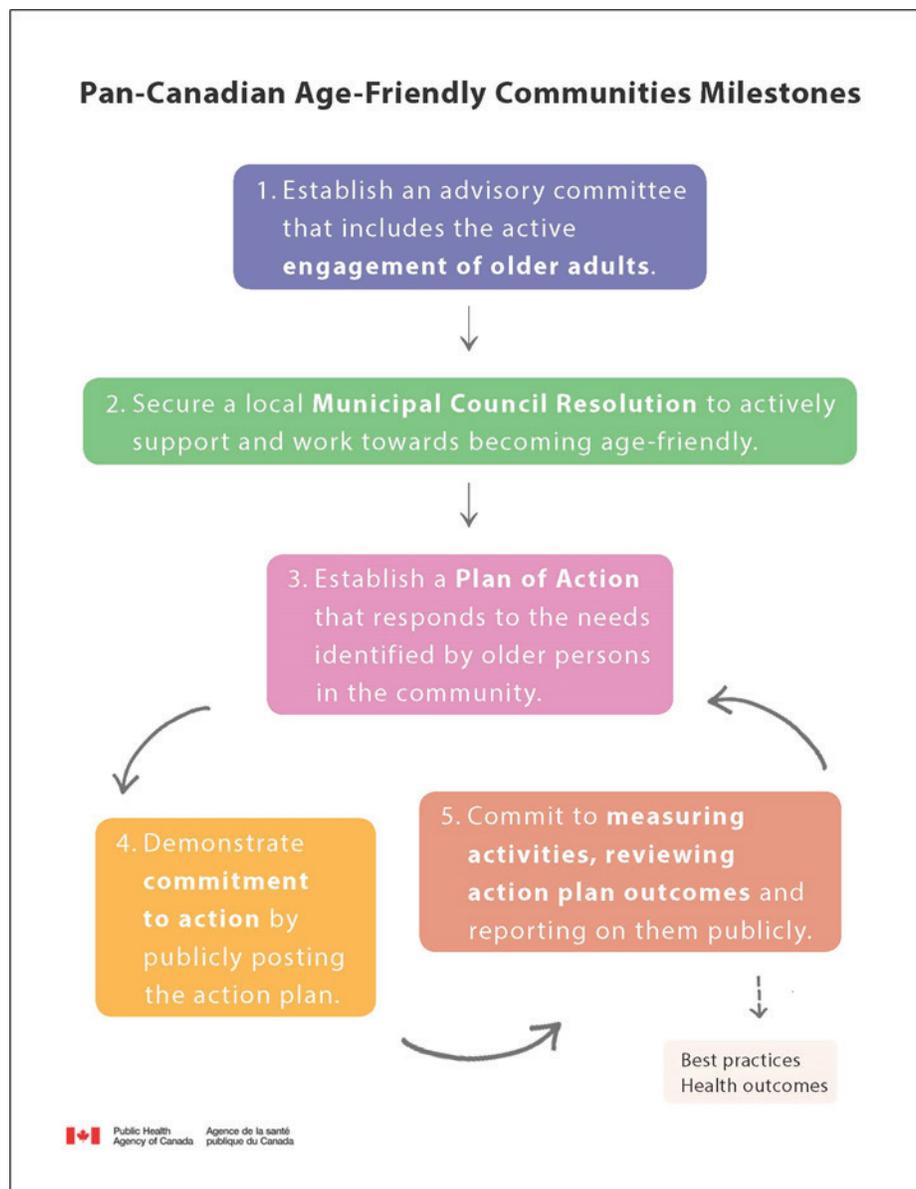
Appendix 1: Assessment Criteria

The Evaluation Committee will assess and score all eligible applications based on the funding goals and on the extent to which it meets the criteria outlined below.

Criteria	Scoring
<p>Focus and Impact:</p> <p>Does this planning initiative or community project address an identified need in the community?</p> <p>Does it compliment one or more of the Age-Friendly Communities Grant goals? (For more information see <i>SHIFT: Nova Scotia's Action Plan for An Aging Population</i> www.novascotia.ca/shift)</p> <p>Does it authentically involve the participation of older adults in all aspects of decision making and development?</p> <p>Is the project intentionally inclusive and aim to enhance healthy aging among at least one of the following populations:</p> <ul style="list-style-type: none"> • African Nova Scotians • racially visible persons • persons with disabilities • Aboriginal persons • and persons of the LGBTQ+community <p>Will the initiative advance the pan-Canadian Age-Friendly Communities milestone approach in Nova Scotia?</p> <p>Does the project address urban-rural disparities?</p> <p>What is the geographic area covered by the project and number of people involved?</p> <p>Has the application demonstrated the potential for a lasting impact on communities resulting from the project/initiative?</p>	<p>30 points</p>
<p>Evaluation and Measurability</p> <p>To what extent is there a clear plan to assess impact and success of the project?</p>	<p>15 points</p>
<p>Best Practice and Innovation</p> <p>To what extent is this project based on a best practice that will facilitate the creation of Age-Friendly Communities?</p> <p>Does it test or advance an idea or concept that will benefit other regions of the province, or groups in the future?</p>	<p>10 points</p>

Criteria	Scoring
<p>Engagement and Partnership</p> <p>How have you engaged the community and/or target population in the development of this idea? How have you shown their support?</p> <ul style="list-style-type: none"> • To what extent has there been meaningful engagement and listening and responding to the needs and interests of all citizens including older adults? <p>To what extent will the project involve working cooperatively with groups, organizations, associations and local governments that have a stake in addressing the issue? (e.g. health authority, school districts, First Nations, older adults, senior-serving organizations and municipalities)</p> <ul style="list-style-type: none"> • Did you identify the partners and describe their role? • What are the identified partners contributing to the initiative / project? • Did you include letters of support from them? 	<p>20 points</p>
<p>Capacity and Sustainability</p> <p>How will the project/initiative be assessed, adjusted and sustained over time, including after funding from the Department of Seniors ends?</p>	<p>25 points</p>
<p>Budget</p> <p>To what extent is the use of resources efficient? Are the cost estimates reasonable? Are quotes from suppliers included?</p>	

Appendix 2: Pan-Canadian Age-Friendly Communities Milestones and link to resources



Growing Evidence: There is a growing body of research and “how-to” information available to support policy and action at the local and individual levels. See link below for resources:

- <https://www.canada.ca/en/public-health/services/health-promotion/aging-seniors/friendly-communities.html>