



## The Nova Scotia Chronic Disease Innovation Fund Guidelines, Criteria & Application Form

---

### OVERVIEW

*The Nova Scotia Chronic Disease Innovation Fund* will support community health boards to develop partnerships to improve health in persons who are at risk of or living with chronic disease.

The Chronic Disease Innovation Fund is an opportunity to further our understanding of chronic disease. Nova Scotians have some of the highest rates of chronic disease and disability in the country. This fund provides project money to initiate practical and innovative projects that may improve the health outcomes for those living with or at risk of developing chronic disease. For the purposes of the Chronic Disease Innovation Fund, innovation is defined as “implementation of a new, leading idea or approach in healthcare that may benefit a patient group or population within a community”. Innovation in healthcare is recognized as broader than the provision of evidence based care and considers care that is evidence informed and involves the lived patient experience. In the community, creating supportive environments can have a significant impact on overall health and quality of life. Creating a supportive environment provides opportunities for healthier choices by generating living conditions that are safe, stimulating, satisfying and enjoyable which can have a positive impact on the modifiable risk factors.

The Fund supports projects that are innovative and achievable, with measurable outcomes. These projects should address the modifiable risk factors for chronic disease. The modifiable risk factors include but are not limited to:

- a) Physical inactivity
- b) Tobacco use
- c) Harmful use of alcohol
- d) Unhealthy diet
- e) Overweight/obesity

Submitted projects will demonstrate the following key components:

- a) Consideration of chronic disease modifiable risk factors
- b) Innovation in improving the health of people living with or at risk of developing chronic disease by addressing the modifiable risk factors
- c) Achievable outcomes within the allotted time frame

Recognizing that the modifiable risk factors contribute to the manifestation of the majority of chronic diseases, applications to the Fund may focus on one modifiable risk factor, or multiple factors and their relation to one or more chronic diseases. The projects must be operational within 60 days of notification of funding awarded. The projects can be planned to span a one to three year time frame. However, for multi-year projects, funding for future years (years 2 and 3) will be contingent on meeting the deliverables established for the previous year. The Fund supports projects that are delivered in Nova Scotia. Projects that demonstrate long term sustainability are encouraged.

The Fund is open to partnerships that include CHBs (one or more) across Nova Scotia and one or more community-based organizations, and any other organization(s) (profit or non-profit) that financially or in kind support the proposal. This fund is intended to support CHB's to identify and promote community health promotion initiatives. A review process will be followed to assess proposed partnerships with profit organizations. Any use of the DHW or NSHA name by partnering organizations requires written permission. All profit or non-profit partnerships will draw upon the unique strengths of each partner and enhance the scope, implementation and success of the project towards sustainable improvements in chronic disease modifiable risk factors.

CHBs advocate, promote, convene partners, identify needs and work to engage communities and populations in the project but cannot manage or offer any kind of direct service or programming. Other partners may provide financial or in kind support and will have the responsibility for any direct service/programming to populations or communities that result from the project. Partners submit a single project application. This fund and the call for proposals are based on a similar initiative in New Brunswick, The Chronic Disease Prevention and Management Fund.

For more information, please contact project co-leads: Melanie Mooney – Nova Scotia Health Authority – Manager Primary Health Care

e-mail: [Melanie.Mooney@nshealth.ca](mailto:Melanie.Mooney@nshealth.ca) Phone 902-742-3542 ext: 1509 or

Susan Philpott – Senior Policy Analyst –Department of Health & Wellness Primary  
&Acute Care Branch e-mail: [susan.philpott@novascotia.ca](mailto:susan.philpott@novascotia.ca) Phone: 902-424-0344

## INNOVATION FUND GUIDELINES

### 1.0 APPLICATION PROCESS (Application Form included as Appendix A)

- 1.1 Project applicants will complete the Innovation Fund Application Form outlining how the project will be developed, implemented, and evaluated to achieve the indicated goals. A project start date and completion date must be indicated. For successful proposals intended to span multiple (1–3) years, projects may use the remainder of the 2016/17 fiscal year (ending March 31, 2017) for start-up costs and project preparation. Projects should be operational within 60 days of notification of funding.
- 1.2 An operational budget and budget justification must accompany each application. Please identify the budget that will be needed for each of the following (as applicable):
  - 1) Project start-up costs
  - 2) Project budget ending March 31, 2017
  - 3) Budget for 2017/18 fiscal year for projects that will continue past March 31, 2017
- 1.3 Applications shall not exceed a total of 2,000 words.
- 1.4 The fund is open to partnerships that include CHBs (one or more) across Nova Scotia and one or more community-based organizations, and any other organization(s) (profit or non-profit) that support the proposal.
- 1.5 The project proposal must outline how the project will be managed and/or administered. Please note that CHB Coordinators have knowledge and skills to contribute to the projects but they will not be expected to lead or manage projects on behalf of project partners.
- 1.6 The project must be operational within 60 days of notification of the funding award. The projects can be planned to span a one to three year time frame. If the project is not able to meet its defined timelines, a request will be made to return the funds to the Chronic Disease Innovation Fund.

- 1.7 All sections of the application form must be completed. A letter of support from the CHB(s) and partner organization(s) will be required to demonstrate the commitment by all parties.
- 1.8 Applicants should indicate if they have applied for and/or received funding from other sources including funding granted by CHBs from Wellness Funds grant programs or other CHB delivered grants.
- 1.9 Indication as to whether some project deliverables could be achieved with partial funding should be identified.
- 1.10 All applications must be date stamped no later than October 14th, 2016. Applications received after this date will not be considered.
- 1.11 A notice of receipt will be provided to all applicants. Applicants will then be advised as to results of the assessment of the application by the NSHA by mid October.
- 1.12 The successful projects will be asked to provide a concise Project Summary (Maximum 150 words). The Project Summary should include the purpose of the project, brief outline of project activities and the expected outcomes, evaluation methods, budget total and time frame for the project being proposed. This information will be used for knowledge sharing of the projects that received funding.
- 1.13 Proposed projects must be in alignment with priorities and current initiatives of the NSHA local management Zones and the IWK. In particular, considerations for diversity and social inclusion and health equity are encouraged.
- 1.14 Proposals that identify a need to purchase small equipment, if integral to the success of the proposed project, will be considered and reviewed as part of the application. The fund does not support large capital equipment or infrastructure purchases.

## 2.0 PROJECT ASSESSMENT CRITERIA

The following criteria will be used to evaluate the applications received:

- 2.1 Project is well planned and clearly articulated.
- 2.2 Strategic relevance to the funds purpose of improving the health of persons in Nova Scotia living with chronic disease or those at risk of developing the disease is demonstrated.
- 2.3 Project demonstrates potential to address a gap in preventing chronic disease and/or improving the health of persons living with chronic disease
- 2.4 Project considers alignment with current initiatives of the NSHA local management Zones and the IWK.
- 2.5 At least one modifiable risk factor is addressed.
- 2.6 Innovative and novel approaches to address gaps in chronic disease prevention and management or capacity to improve on existing approaches.
- 2.7 Target population is clearly described.
- 2.8 Indicators are measurable and relevant to target population.
- 2.9 Project Application indicates how outcomes will be tracked and/or monitored to assess progress toward achieving stated outcomes.
- 2.10 Organizational capacity and commitment to support the project is demonstrated.
- 2.11 Project application is open to partnerships that include CHBs (one or more) across Nova Scotia and one or more community-based organizations, and any other organization(s) (profit or non-profit) that financially or in kind support the proposal.
- 2.12 Itemized budget included that uses funds judiciously and strategically and is essential to complete the work.
- 2.13 Capacity to be operational within 60 days of notification of funding.
- 2.14 Clearly defined and realistic timelines outlined that are within the one to three year time frame.
- 2.15 Project demonstrates sustainability beyond the project time frame.

2.16 The project demonstrates methods to ensure full compliance with the Nova Scotia Personal Health Information Act and specifically outline how personal health information will be protected.

### 3.0 ADJUDICATION AND AWARD

3.1 The Innovation Fund will be administered and adjudicated by the NSHA with the DHW acting as sponsor. Applications will be assessed by a review panel. Scoring of project applications is based on criteria described in Section 1.0 and 2.0 above.

3.2 The Innovation Fund is a total of \$300,000 and will annually award (over the three year time frame, where applicable) up to a maximum of \$75,000.00 per zone within the NSHA: amounts awarded will depend on the number of successful proposals identified.

3.3 For this fiscal year, an interim report is due on February 15, 2017 and an end of year report is due on March 31<sup>st</sup>, 2017. For following fiscal years, quarterly reports are due on July 1, October 1, January 1 and then a final report on March 31<sup>st</sup>. Quarterly reports are to include a summary of the progress of the project including project activities, outcomes, evaluation and budget. Twenty five percent (25%) of the award is withheld until the **Final Report** for the project is received by the NSHA at project end. If the project is a multi-year project, an annual report is required on March 31<sup>st</sup> for each year of the project. The Final Report is due within 45 days upon completion of the project and must describe how the project met the goals and outcomes proposed for the innovation. The Final Report describes the project evolution and demonstrates how the project met its stated outcomes. The Final Report must also include an accounting of expenditures following completion of the project. Reports are the responsibility of project leads.

## APPENDIX A

### CHRONIC DISEASE INNOVATION FUND APPLICATION FORM

---

Sponsor: Nova Scotia Health Authority & NS Department of Health and Wellness,  
Primary & Acute Care Branch

#### Section A: PROJECT INFORMATION

Project Name:

Community Health Board(s):

Partnering Organization(s):

Project Lead(s) Name:

Project Lead(s) Signature:

Complete Contact information:

Partnering Organization contact person(s):

Partnering Organization Signature(s):

Complete Contact information:

#### Notes:

- A letter of support from the CHB(s) and partner organization(s) **must** be included to demonstrate the commitment by all parties.
- Please refer to the *Application Process* and *Project Assessment Criteria* sections when completing the application form. The information in the proposal must be consistent with these.
- Applications must be typed and submitted by mail, courier, hand delivery, or electronically, date stamped by October 14th, 2016 to:

Nova Scotia Chronic Disease Innovation Fund  
Nova Scotia Health Authority  
c/o Melanie Mooney – Project Lead  
Yarmouth Regional Hospital –Primary Health Care  
60 Vancouver Street  
Yarmouth, Nova Scotia  
B5A 2P5  
e-mail: melanie.mooney@nshealth.ca

**Section B: THE PROJECT MUST INCLUDE THE FOLLOWING SECTIONS**

1. PROJECT SUMMARY (Maximum 150 words)–purpose of the project including modifiable risk factors addressed, brief outline of project activities, expected outcomes, evaluation methods, budget total for this fiscal and next fiscal and time frame for the project.
2. PROJECT OVERVIEW (Maximum 1000 words) – including purpose, goals, objectives, target population, how the project will be managed/administered, activities to be undertaken, location of activities and timeline, and sustainability beyond project completion.
3. INNOVATION (Maximum 200 words) Defined as: implementation of a new, leading idea or approach in healthcare that may benefit a patient group or population within a community. Innovation in healthcare is recognized as broader than the provision of evidence based care and considers care that is evidence informed and involves the lived patient experience. Applicants are encouraged to include evidence to support their idea or approach in their application.
4. EXPECTED PROJECT OUTCOMES and EVALUATION PLAN (Maximum 400 words)
5. HOW THE PROJECT CAN BE OPERATIONALIZED WITHIN 60 DAYS OF NOTIFICATION OF FUNDING AND COMPLETED WITHIN THE ONE TO THREE YEAR TIME PERIOD (Maximum 250 words)

**Section C: BUDGET TEMPLATE Please complete budget for the following project components (as applicable):**

- 1) Project start-up costs
- 2) Project budget ending March 31, 2017
- 3) Budget for 2017/18 fiscal year for projects that will continue past March 31, 2017

Item	Brief Description	Total
Wages/Honorarium/travel costs (for facilitators, staff, speakers, etc)		
Materials and Supplies (e.g., printing, copying, miscellaneous supplies)		
Advertising and promotion		
Participant support (child care, transportation, interpreters, etc)		
Food/refreshments		

Facility/room rental		
Equipment Rental/Purchase		
Other Items		
<b>Total funds requested</b>		
Funds from other sources		

**Section D: APPLICATION CHECKLIST**

TO ENSURE THE APPLICATION IS COMPLETE, PLEASE USE THE CHECKLIST BELOW. ALL APPLICATIONS ARE FINAL. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

I HAVE INCLUDED (Please use check mark)

Project Name	
Name of Project Lead(s)	
Signature(s)	
CHB(s) and Partnering organization signed letter of support	
Partner Organization information	
All contact information for leads, community health board, and partnering organization	
Financial breakdown or budget justification	
Indication of other funding sources	
Project application, maximum 2000 words, without exceeding word limit for any one section of application	
Date stamped on or before October 14 <sup>th</sup> , 2016	