

Safety Branch

Occupational Health and Safety Division

Occupational Health and Safety Education Trust Fund Reference Guide

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1 Occupational Health and Safety Education Trust Fund

1.1 Introduction

The Occupational Health and Safety (OHS) Education Trust Fund is administered by the Occupational Health and Safety Division of the Safety Branch, Department of Labour, Skills and Immigration (LSI).

It is important to read though the entire reference guide as the information contained within, will become part of an agreement with the Province of Nova Scotia for the delivery of Occupational Health and Safety Education Trust Fund grants.

1.2 Desired Impact of the OHS Education Trust Fund

The desired impact of the OHS Education Trust Fund is to positively influence and build awareness and knowledge of occupational health and safety, reduce the risk of injury, and build positive workplace safety cultures.

OHS Education Trust Fund Objectives:

- build occupational health and safety awareness through education, training, promotion, innovation, and associated activities
- enhance safety leadership with a commitment to diversity and inclusion to foster a connected and positive workplace safety culture
- establish and build partnerships and relationships, to enhance the approach related to the utilization of the OHS Education Trust Fund, to reach more Nova Scotians
- positively influence sustainable occupational health and safety outcomes

1.3 Sources of the OHS Education Trust Fund Monies

OHS Education Trust Fund monies are generated from two sources:

When offenders are charged for violating the OHS Act and regulations, and subsequently convicted by the courts, the court can order the offender to pay to the Minister an amount for the purpose of occupational health and safety initiatives.

A sentence order may mandate a monetary amount to be paid to the education trust fund, in support of a specifically named foundation, association, bursary program etc. If so, the education trust fund will disperse the monies accordingly.

In addition, all fines collected from administrative penalties will be deposited into the OHS Education Trust Fund and be used for the purpose of occupational health and safety initiatives.

1.4 Available Funds

The funds available for grants will vary from year to year depending on the amount collected through the revenue streams outlined above. Contact information can be found in [section 8](#) of the reference guide.

2 Application Process

2.1 Eligible Applicants

The OHS Education Trust Fund is available to support Nova Scotia organizations providing occupational health and safety initiatives, including educational services related to occupational health and safety.

Eligibility Criteria:

- Organizations possess the capacity to deliver quality services, demonstrate sustainability, and have appropriate financial management systems and effective governance.
- The Occupational Health and Safety Division may subsidize for portions of requested funding from profit organizations for occupational health and safety initiatives.
- Organizations applying for funding of \$2000.00 or less will be fast tracked through the reporting process ([OHS Education Trust Fund Grant Reporting Requirements](#)) with an obligation to call the Manager, Outreach Support ([Contact Information](#)) and provide an account on funding, and an update on the project initiative as per contract requirements.

If there is doubt about an organization’s eligibility to apply for the OHS Education Trust Fund, an organization should first request and receive confirmation from the Division. Otherwise, the application could be deemed ineligible.

2.2 Occupational Health and Safety Division Safety Branch Priorities

The OHS Education Trust Fund will support initiatives for Nova Scotia organizations that strive to influence, improve or impact occupational health and safety and are aligned with the Safety Branch priorities.

The strategic plan enables the Safety Branch to be responsive to newly identified priorities and emerging issues and it provides clarity on the direction, and the impacts, the Safety Branch wants to have to make Nova Scotia a safe place to work.

3 Submission of Application

Organizations applying will need to complete the OHS Education Trust Fund Application Form, which is available in a fillable pdf document, and can be found on the website at:

<http://novascotia.ca/lae/healthandsafety/ohstrustfund.asp>

Applications submitted will be reviewed by the Occupational Health and Safety Division Manager, Outreach Support in conjunction with an internal review committee, and the Occupational Health and Safety (OHS) Advisory Council.

If additional space is required to provide a description of the project, use a separate document and attach it as a “detailed project description.”

There is not a requirement to provide additional documents beyond the application form to support a proposal. However, to further supplement the request for funding or to inform the division of future priorities, please include any additional documentation, and explain the significance of them, with the application form.

4 Completion of Application

This section provides supporting information required in completing the application form to be eligible for the OHS Education Trust Fund. ([Appendix 9.1](#))

4.1 Organization Information

The contact for the organization should be an individual empowered to negotiate all or some portions of the agreement. Please provide a secondary contact name, if applicable.

Include:

- Name of the organization and Registry of Joint Stock number
- Contact (s) information and full mailing address
- Have you received previous funding, and if so, were final reports submitted
- The safety initiative (s) your project relates to
- Explain financial governance and how it is managed for your organization

4.2 Project Scope

Include:

- Title or name of the project
- Is the project outside of the scope of your organizations core business
- Detailed timeline of project/ start and end date of project
- Detailed financial breakdown of project costs
- Number of years to complete the project
- Project contact information if different than the contact listed on the Application Form

4.3 Project Impact

Include:

- How does this link to your organizations safety outcomes and to industry safety outcomes
- Who is the targeted audience
- What industry, sector, or workplace are you trying to influence
- What specific Nova Scotia location (s) will this project impact
- How will you ensure the sustainability of the safety project

4.4 Project Description

Include:

- A general description of the project including all associated activities
- Why is the project needed
- How will the project work be shared /utilized by other similar organizations

- Project objectives
- Project expected outcomes/results

Note: Projects can be delivered in a variety of ways i.e., workshops, presentations, creation of resource documents, conferences, school programs or other activities that will meet the purpose and objectives of the OHS Education Trust Fund.

4.5 Project Milestones

Include:

- A detailed timeline of events for the project

4.6 Project Budget Summary

The following table outlines the eligible costs and specific instructions for each budget category funded by the OHS Education Trust Fund. Include the complete project costs and requested amounts by budget category.

Contribution guidelines:

- When calculating project costs, organizations are reminded to ensure the “Requested Amount” is **less cash and/or in-kind contributions** for each project budget category. For example, if the projected Project Cost for “Program Delivery-Salaries & Benefits-Travel” is \$100, and you have secured \$50 from another source for travel, then the Requested Amount will only be \$50.
- Level of contribution will be based on need and the applicant’s ability to contribute.
- In-kind contributions are acceptable and are to be identified in the budget.
- Collaboration and partnerships with other groups is encouraged.
- Funding will be based on a project assessment and availability of funds.

Salaries & Benefits	Eligible Costs
Salaries	This category includes salaries, wages, and non-discretionary benefits for operational and administrative staff directly involved with the proposed project. The funds may not be used to reimburse portions of a manager’s or an executive director’s salary attributable to time spent on oversight of staff involved with the proposed project
Travel	Provide the funds required to cover travel costs associated with program delivery

Operational	Eligible Costs
Honoraria	Costs may be included for special payments for guest speakers, resource persons and/or consultants.
Facility Lease / Rent	Costs may be included for rent of meeting rooms.
Equipment	Costs associated with equipment rental or copier and telecommunications charges.
Office Supplies	Costs for supplies related to the program (e.g., paper, markers and file folders) may be included.
Program Materials	Other costs related to printing, reproduction and distribution costs; costs associated with the evaluation of the program.
Resource Materials	Costs associated with resources required to complete the project may be included.

Administrative	Eligible Costs
Administrative Inclusive	Include any costs associated with the administration of the project including salaries and benefits for any administrative staff. Administrative costs cannot exceed 15 percent of the total project budget.
Other expenses	The Grant may also cover certain other costs not captured above, but items within this category will be subject to LAE approval and reviewed on a case-by-case basis

4.7 Ineligible Costs

The OHS Education Trust Fund cannot be used for the following:

- Costs related to proposal development
- Membership fees to societies or other organizations
- Incidental expenses or gifts
- Entertainment or hospitality expenses of any kind
- Any items or services not directly related to the project
- Core training

4.8 Receipt of the Application

Once an organization has finalized the application, including the attachment of all supporting documents to be included, and project costs less cash and in-kind contributions, the application can be submitted to the Manager, Outreach Support using email or regular mail. Contact information can be found in [section 8](#) of this reference guide.

An applicant will be notified by the Manager, Outreach Support, that the application has been received. Should further information be required to make a fair assessment, an applicant may also be requested to provide more details.

It is recommended that the submitted application be saved electronically (i.e., saved on a computer network) to allow the organization to make any requested edits and then resubmit. Additionally, the saved document can be used for future reference in developing proposals in subsequent years.

5 Review of Application

5.1 Review of application

Applications will be reviewed and evaluated, by the Manager, Outreach Support, Internal Review Committee and the OHS Advisory Committee.

The following criteria will be considered when reviewing applications:

- Meeting the OHS Education Trust Fund desired impact and objectives and
 - Supporting organizations that have occupational health and safety initiatives as part of their mandate
 - Supporting educational initiatives related to occupational health and safety
- Overall clarity of proposal
- Alignment with Safety Branch priorities
- Clear objectives with expected outcomes/results
- Clearly defined target audience
- Clear and realistic timelines
- Adequate budget details
- Prior application performance
- Sustainability of the project and long-term impact
- Assessment of current Fund monies

The Manager, Outreach Support will oversee the OHS Education Trust Fund both in terms of number of applications received, proposals approved, and monies available in the Fund to assist in the review and approval process.

5.2 Payment Conditions of Funding

If an application is approved, the applicant will receive a letter outlining the terms and conditions of funding.

Funding recipients must meet the following conditions:

- Contributions must be used for the activity as described in the application and if the project is not undertaken after the funding has been accepted, the recipient must return the funds to the Division.
- Manager, Outreach Support must be notified in advance of any changes in the activity, including start and end dates, location, or any other significant changes.
- Applicants who are not approved for the amount they requested may be required to submit a revised budget based on the approved amount.
- Successful applicants must submit their final report and accounting, as per the requirement of the contract, within 30 days of the project end to the Manager, Outreach Support.

6 Approval and disbursement of monies by OHS Education Trust Fund Trustees

Applications that have been submitted, will be reviewed for completeness by the Manager, Outreach Support. If an application is not complete, the applicant will be notified of required criteria should they chose to resubmit.

Prior to completed applications being sent to the OHS Advisory Council for eligibility and scoring, the Manager, Outreach Support will meet, in consultation with the internal review committee and provide the OHS Advisory Council with recommendations for their consideration.

If an application does not meet the required criteria in [section 4](#) of this reference guide, the applicant will receive a letter of ineligibility outlining why the decision was made.

When an application is approved by the OHS Advisory Council, a letter of approval will be sent to the applicant from the Manager, Outreach Support and the Executive Director of the Division, and funding will be issued to the applicant in the form of a cheque.

6.1 Payment Conditions of Funding

If an application is approved, an applicant will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- Contributions must be used for the activity as described in the application and if the project is not undertaken after the funding has been accepted, the recipient must return the funds to the Division.
- Manager, Outreach Support must be notified in advance of any changes in the activity, including start and end dates, location, or any other significant changes.
- Applicants who are not approved for the amount they requested may be required to submit a revised budget based on the approved amount.
- Successful applicants must submit their final report and accounting, as per the requirement of the contract, within 30 days of the project end to the Manager, Outreach Support.

6.2 Legal Signing Officers

The final agreement between the organization and the Occupational Health and Safety Division of the Safety Branch must be done in writing. Therefore, the names and titles of anyone in the organization authorized to sign the legal agreement to receive funds for the proposed project must be listed here. In addition, if the organization does not require signatures from all persons listed, identify whose signatures **must** be included on the final agreement.

For example, if the Chair, Vice-Chair, President and Treasurer of the organization have signing authority but only two signatures are required, and one of which must be the Chair or the Vice-Chair, ensure that the information is included.

6.3 Multiple Grant Applications by Organizations

Organizations that have received funding through the OHS Education Trust Fund may not apply for additional funding until a the Final Report and Financial Reports are received with a full accounting of the funds disbursement and details of the project/initiative end results.

7 OHS Education Trust Fund Grant Reporting Requirements

The Manager, Outreach Support requires all organizations who are in receipt of provincial funds to deliver projects using the OHS Trust Fund to provide both Interim and Final Activity and Financial reports. Fillable pdf report forms can be found on the website at:

<http://novascotia.ca/lae/healthandsafety/ohstrustfund.asp>

7.1 Interim reports

Funded organizations are required to submit an Interim Activity and Financial Report, using the OHS Education Trust Fund Activity and Financial Interim Report Form ([Appendix 9.2](#)) by including an interim narrative report of the progress of the project. The template provides the desired narrative format as well as guidance on the completion of the interim report. In addition, recipients are required to submit an Interim Financial Report on the same document (table provided). The Interim report will be required 6 months after the beginning of the project. The date will be determined from the signed agreement.

7.2 Final reports

Funded organizations are required to submit a final report, using the OHS Education Trust Fund Final Report Forms ([Appendix 9.3](#)), including details on the use of the OHS Education Trust Fund monies and metrics such as number of clients or target audience reached, within 30 days (1 month) following the completion of their project.

7.3 Completing an Interim and Final Activity Report

This section provides information to the organization for completing the interim and final activity report forms for the OHS Education Trust Fund.

Organization Information

Include the name and complete mailing address for your organization.

Project Activities

The table below outlines the information required to complete the Interim and Final Report for the project activities defined in the application for the OHS Education Trust Fund.

Project Title	
Update / Status	<p>Interim report: Provide a narrative summary of progress on project activities (as of DATE). If the activity is not yet underway, please write Not Started in the Progress column. If any activities are behind, please provide a brief explanation</p> <p>Final report: Provide details on how the objectives of the project have been met, including any challenges or successes.</p>
Target audience / Number of participants	Provide details on the target audience and/or the number of participants who participated in the activity (if applicable).

Supporting Documentation

This section can be used by the organization to include supporting documentation that may be different from what was reported above or any additional information or documents that may provide a more complete picture of the progress of the project. For instance, if the organization used a particular document to evaluate the program, such as a survey or an evaluation form, the organization should include samples of the materials.

Reporting Notes

If an organization would like to make a comment or provide commentary on the successes achieved and or challenges that have developed over the course of the activity, that information can be included. Additionally, any supporting documents related to this information can be included.

7.4 Completing an Interim and Final Financial Report

This section provides information to the organization for completing the financial information required in the interim and final reports.

Organization Information

Include the name and complete mailing address for your organization.

Project Costs

For the Interim Financial report, please provide details of the project costs.

For the Final Financial Report organizations are asked to report actual costs to date for each eligible budget category where project funds were approved.

It should be noted that organizations are able to record actual costs that may exceed the original requested amounts. If this occurs, organizations are **required** to provide details in the “Notes” section as to why the costs have exceeded the approved funding allocation for that category. In this situation, no additional funding will be approved for this project. It will be assumed that organizations used their own resources to cover the extra expenditures.

Supporting Documentation

This section can be used by the organization to submit supporting documentation to report any details that may be different from what was reported above or any additional information or documents that may provide a more complete financial picture of the progress of the project. For instance, if the organization has a budget worksheet that describes the budget in more details, it should be included here.

Also, any documentation that supports why costs exceeded the originally approved budget could also be included here. For instance, if the organization moved the project to a location that exceeded the original budget allocation for rent, any documents that reflect that difference and/or support the move could be included and referenced here.

Reporting Notes

If projects costs reported above exceeded the originally approved budget, the organization is expected to provide details explaining those differences in this section. The organization is also free to report any successes or challenges related to the financial activities of the project.

7.5 Assessment of Final reports

The Manager, Outreach Support will use final reports submitted by organizations to assist in the review process and to produce as-required updates on the use of Fund monies.

7.6 Submitting Reports

Once an organization has completed the reports, they can be submitted to the Occupational Health and Safety Division using regular mail or email to OHSTrustFund@gov.ns.ca.

See contact information provided below.

8 Contact Information

Jennifer Clarke, Manager Outreach Support
Occupational Health and Safety Division - Safety Branch
Department of Labour, Skills and Immigration

Office: 103 Garland Avenue, 3rd Floor, PO Box 578
Dartmouth, NS B3J 2S9


Phone: 902-943-7061

If you have any questions, please e-mail OHSTrustFund@gov.ns.ca

Website: <http://novascotia.ca/lae/healthandsafety/ohstrustfund.asp>

9 Appendices

9.1 Application Form

Application
Occupational Health and Safety Education Trust Fund 

For details on completing your application, see the OHS Education Trust Fund Reference Guide.

Complete Organization Name _____
Is your organization a not for profit? Yes No Registry of Joint Stocks # _____

Contact Person #1
Full Mailing Address _____
Email _____ Phone _____

Contact Person #2
Full Mailing Address _____
Email _____ Phone _____


Have you received previous funding from OHS Education Trust Fund? Yes No
If you have received previous funding, have final reports been submitted? Yes No

Which safety initiative(s) does your project relate to?
 Safety culture Safety behaviour change Occupational illness
 Safety leadership Mental health Other (provide details) _____
 Safety partnerships Workplace psychological _____
 Safety sustainability health and safety _____

Project Scope
Project Name _____
Is this project outside the scope of your organization's core business? Yes No
If no, provide an explanation.

Start Date _____ End Date _____
Total Project Cost _____ Total Amount Requested _____
Alternate Contact _____ Phone _____

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Application
Occupational Health and Safety Education Trust Fund 

Project Impact
How does this link to your organization's safety outcomes and/or industry safety outcomes?


Who is the targeted audience?

What industry, sector, or workplace are you trying to influence?

What specific Nova Scotia location(s) will this project impact?

How will you ensure the sustainability of the safety project?

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Application
Occupational Health and Safety Education Trust Fund 


Project Description
Provide a general description of the project including all associated activities.

Why is this project needed?

How will the project work be shared / utilized by other similar organizations?

List project objectives:

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Application
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List Project expected outcomes/results:

Project Milestones
Provide a timeline of events for the project.

Project Budget Summary
Explain your financial governance and how it is managed for your organization.

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