



Nova Scotia Department of Seniors *Age-Friendly Communities Program* 2008-2009 Guidelines & Application

Deadline December 15th, 2008

Seniors are the fastest growing population group in Nova Scotia. Based on the percentage of the population over the age of 65, Nova Scotia is the oldest province in Atlantic Canada and second oldest in Canada. Each month, nearly 700 Nova Scotians turn 65.

In response, the Government of Nova Scotia released the Strategy for Positive Aging in Nova Scotia in December 2005. As part of its work on the Strategy, the Department of Seniors has led two initiatives in the province that examined ways to make our communities more age-friendly. The first, the *Age-Friendly Cities Project*, was an initiative of the World Health Organization and was jointly funded in Nova Scotia by the Department of Seniors and the Halifax Regional Municipality. The second, the *Age-Friendly Rural & Remote Communities Initiative*, was a project of the Federal/Provincial/Territorial Ministers Responsible for Seniors. The overall goal of the research was to identify concrete indicators of an age-friendly community and produce a practical guide to stimulate and guide advocacy, community development and policy change to make communities age-friendly. Eighty-six Nova Scotians (seniors, caregivers, and service providers) were directly involved in both projects through focus groups.

To show its commitment to the age-friendly communities work it has begun, the Department of Seniors is making available special funds to help Nova Scotia communities embrace, support and embody age-friendliness. The projects are intended to have a locally-driven and “bottom up” approach that includes the lived experience of the older person regarding what is and is not age friendly - and what can be done to improve the age-friendliness of communities.

What is an Age-Friendly Community?

An age-friendly community is a community where policies, services and structures related to the physical and social environment are designed to support and enable

older people to live in a secure environment, enjoy good health, and continue to participate fully in society (*World Health Organization*). An age-friendly community is a community for all ages.

Two guides have been developed to assist in planning for age-friendly communities:

- The World Health Organization (WHO) has worked with cities around the globe, including Halifax, to produce the *WHO Age-Friendly Cities Guide*. Complementing this guide is a research report detailing the focus group findings specifically from Halifax.
- The Federal/Provincial/Territorial Ministers Responsible for Seniors and the Public Health Agency of Canada, in partnership with nine provinces, the Nova Scotia Department of Seniors and Guysborough County, have developed the *Age-Friendly Rural and Remote Communities: A Guide*. Complementing this guide is a research report detailing the focus group findings specifically from Guysborough County.

All of these documents are available on the Department of Seniors website www.gov.ns.ca/scs .

What is the Age Friendly Communities Program?

The Age Friendly Communities Program will assist municipalities to create or adapt structures and services to be accessible to, and inclusive of, seniors with varying needs and abilities in order to ensure they are able to lead healthy, active lives.

What is the deadline for applications?

Applications must be received by the Department of Seniors no later than 4:30 p.m., December 15th, 2008. Applications post-marked December 15th will not be accepted.

Who can apply?

All municipal units in Nova Scotia are eligible to apply for a grant. This includes regional municipalities, towns, and rural municipalities.

How much money is available?

In the 2008-2009 fiscal year, there is \$220,000 available in the Age-Friendly Communities Program. Successful applications will receive up to 50% of the total

project cost, to a maximum of \$5,000. The municipality is required to match the Department's contribution.

What kinds of activities are eligible?

Eligible projects or activities include those that will help the municipality become more age-friendly. They can include services, program delivery or training for service providers.

Here is a list of the areas that age-friendly communities address for their seniors. It should give you an idea of the types of things that are eligible.

- Outdoor spaces and buildings – Is there enough well-maintained outdoor seating in your community? Is the pavement safe, non-slippery and markings clear? Are pedestrian crossings safe? Is the street lighting sufficient?
- Transportation – Is public transportation reliable and affordable? Are transit drivers sensitive to the needs of seniors?
- Housing – Are home modification supplies available and affordable? Is there a falls prevention program in the community?
- Social Participation – Are available venues safe, well-lit and reachable? Are events held at times convenient for seniors? Are events and attractions affordable for seniors?
- Respect and Social Inclusion – Does the community consult with seniors to better serve them? Are they included in family-oriented events? Do local schools provide opportunities to engage and involve seniors?
- Civic Participation and employment – Are older workers valued? Is a flexible range of volunteering opportunities available?
- Communication and Information – Are community information and broadcasts made available to seniors in a format that works for them? Does communication equipment have large buttons and lettering?
- Community and health services – Are facilities safe and accessible? Is there sufficient parking for accessing health services or community centres?

More information about age-friendly communities or the guides available can be obtained by contacting the Nova Scotia Department of Seniors toll-free at 1-800-670-0065 or referring to <http://www.gov.ns.ca/scs/>

Are there other funding requirements?

Only one-time costs are eligible (no operating or overhead costs) and the project must be new (not underway or already complete).

Funding from the Age-Friendly Communities Program must be matched by the municipality (the applicant). The applicant's contribution to the project can be provided in the form of in-kind material, labour and/or equipment. Funding may be obtained from other sources, in which case a letter confirming this funding is required. Projects with a cost of more than \$10,000 are eligible to apply; however, funding under the Age-Friendly Communities Program is limited to \$5,000 and municipalities are still required to match the grant's contribution through funding or in-kind services.

What is the application process?

To apply for funding from the Age-Friendly Communities Program, interested municipal units need to:

- Complete the application form, including all necessary documents as outlined in the application form;
- Submit the completed application **no later than December 15th, 2008**. Applications post-marked December 15th will not be accepted.

Age-Friendly Communities Program Grant Applications
Nova Scotia Department of Seniors
1740 Granville Street, PO Box 2065
Halifax, NS
B3J 2Z1

Email: scs@gov.ns.ca Fax: (902) 424-0561

How and when will successful applicants be selected?

To be considered, applications must be received by the Department of Seniors no later than December 15th, 2008. Applications post-marked December 15th will not be accepted. Applications will be given an initial screening to determine if they are eligible. Then a review committee will assess and rank all eligible applications and recommend to the Department the ones that should receive funding because they best:

- Demonstrate the active involvement of seniors in the community, and have community support;
- Create new or enhance existing partnerships within the community;
- Reflect the age-friendly communities guides that have been developed;

- Identify a project or activity that is ready to take place, with no barriers, where all necessary supports (financial and otherwise) are in place, and that will have an immediate positive benefit to seniors in the community.

Successful applicants will be contacted by January 12th, 2009. If an applicant does not accept the offer, another project will be offered a grant if funds allow.

What are the applicant's responsibilities should they be awarded funding?

Age-Friendly Communities Program Grants are awarded to municipal units (regional municipalities, towns, rural municipalities). When collaborative projects are undertaken with community partners, the municipal unit is the primary organization responsible for the grant.

In addition to the terms and conditions that will be provided to all successful applicants, municipal units will also be responsible for submitting:

- Proper fiscal management records, including acceptable accounting records;
- An interim and final report (using templates provided by the Department of Seniors).

For additional information, please contact:

Department of Seniors, toll-free 1-800-670-0065, or visit <http://www.gov.ns.ca/scs/>

APPLICATION

Thank you for your interest in the Nova Scotia Department of Seniors Age-Friendly Communities Program. For assistance in completing your application, please refer to the guidelines. Below you will find a checklist that will help you ensure that your application is complete.

Age-Friendly Communities Program Application Checklist	
Your Application must include:	
	A completed Part One: Your Organization
	A completed Part Two: Your Project
	- Include letters from other participating community organizations
	- Include drawings or photos if applicable/appropriate
	- Include detailed cost estimates or quotes for all costs
	- Identify all sources of funds including other grants
	- Specify the nature of any in-kind funding
	- Provide written confirmation from all confirmed sources of funding
	- For proposed improvements to leased facilities, include a written approval from the property owner and a copy of the current lease. For properties owned by applicant, please provide copy of deed.
	A signed Part Three: Declaration
	All required supporting documentation as outlined in Parts One and Two

Once you have completed your application form, please mail it to:

Age-Friendly Communities Program Grant Applications
Nova Scotia Department of Seniors
1740 Granville Street, PO Box 2065
Halifax, NS
B3J 2Z1

Or by email to scs@gov.ns.ca or fax (902) 424-0561

Applications must be received no later than 4:30 p.m., December 15th, 2008.

Applications post-marked December 15th will not be accepted.

For Department of Seniors Use Only	
Date received:	Application Number:

PART ONE: Your Organization

Municipality/Applicant:

Contact Person:

Title:

Telephone:

Fax:

Email:

Mailing Address:

Location of Organization:

PART TWO: Your Project

Description - Provide a description of the proposed project or activities. Identify where the project will take place, community partners that are involved and their roles. If it helps, feel free to include drawings or photographs.

Proposed Start Date:

Proposed Completion Date:

Objectives - What are the objectives of the project/activities? Some of the things you can think about when identifying objectives are:

- What does the community hope to achieve by doing this project? How was this identified as a priority by seniors?
- How is this project important to your community?
- What are some of the safety, social and/or economic benefits to the community?
- How will this project/activity make a difference in the lives of seniors in your community?
- Is this project inspired by the age-friendly communities guides that have been developed? How?
- What will be the outcomes of the project?

When filling out the Project Budget Section please remember to include:

- Provide cost estimates or quotes for all costs;
- Identify all sources of funds including other grants. (Some grants stipulate that they may be reduced when other grants are received for the same project);
- In the case of in-kind support from any of the funding sources, specify the extent/nature of the in-kind funding/support;
- In cases where other funding has been secured, provide written confirmation from that organization;
- For proposed improvements to leased facilities, include a written approval from the property owner and a copy of the current lease. For properties owned by applicant, please provide copy of deed.

PROJECT BUDGET

Project Expenditures	Cost
Salaries/benefits	\$
Professional fees/honoraria	\$
Supplies/equipment (specify)	\$
	\$
	\$
Other (specify)	\$
	\$
	\$
	\$
	\$
Amount requested from the Department of Seniors Age Friendly Communities Program	\$

PROJECT FUNDING

Sources of Revenue	Confirmed	Anticipated	Contact/Telephone
Other Funders	\$	\$	
	\$	\$	
	\$	\$	
Government (specify)	\$	\$	
	\$	\$	
Total	\$	\$	

PART THREE: Declaration

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the Department of Seniors authority to verify any and all information pertaining to this application. I understand that any projects funded may be subject to review by the Province of Nova Scotia. The Province reserves the right to review and inspect funded projects and related documentation during and following project completion.

Signing Authority for the Applicant

Date