



Nova Scotia Department of Seniors *Positive Aging Fund* **2008-2009 Guidelines & Application**

DEADLINE November 21st, 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. To show its commitment to implementing the strategy, special funds are now available to help community organizations embrace and support positive aging.

What is the Positive Aging Fund?

The Positive Aging Fund will assist non-profit community organizations in creating projects that advance the implementation of the goals and actions outlined in Nova Scotia's Strategy for Positive Aging, with a focus on health, well-being and community participation. Those organizations wanting to access the fund must go through an application process.

What is the deadline for applications?

Applications must be received by the Department of Seniors no later than **4:30 pm, Friday November 21st, 2008**. Applications post-marked November 21st will not be accepted.

Who can apply?

Non-profit community organizations in Nova Scotia that are registered with the Registry of Joint Stocks, or community organizations in the process of registering are eligible to apply. (For information on registering a society with the Registry of Joint Stock Companies, visit an Access Nova Scotia Centre, or go to www.gov.ns.ca/snsmr/paal/rjs/paal268.asp, or call toll free

1-800-225-8227.) *Please attach proof of registration, or proof that registration is in process (i.e. completed application form).

How much money is available?

In the 2008-2009 fiscal year, there is \$220,000 available in the Positive Aging Fund. Successful applications will receive grants of up to \$10,000, covering up to 100% of their project costs.

What kinds of activities are eligible?

Eligible projects or activities include those that advance the goals and implementation of the Strategy for Positive Aging. The goals of the strategy include celebrating seniors, financial security, health and well-being, maximizing independence, housing options, transportation, respecting diversity, employment and life transitions, and supportive communities.

Examples could include, but are not limited to:

- Establishing or strengthening a network or association that promotes seniors within their communities;
- Developing and improving social participation, active living or life skills;
- Creating opportunities for learning and relationship building between generations;
- Providing community or home-based services that support the independence of seniors (such as a snow shoveling program);
- Organizing and promoting conferences or learning forums;
- Developing research, knowledge, tools and resource material;
- Ensuring volunteers have access to training, information, and support, and develop policies to minimize their out-of-pocket expenses;
- Promoting and fostering community-based volunteer opportunities that complement government-provided services;
- Training senior volunteers to become supportive mentors to assist their peers in dealing with issues such as loneliness, grief, and age related changes;
- Providing volunteers with the tools and knowledge they need to identify seniors who are at risk of isolation and ways to encourage them to become more engaged.

More information about Nova Scotia's Strategy for Positive Aging can be found at www.gov.ns.ca/scs/positiveaging.asp or by calling 424-0065 (toll free 1-800-670-0065)

What are the project requirements?

Projects must:

- Relate to Nova Scotia's Strategy for Positive Aging;
- Involve seniors in the planning and delivery of the project;
- Focus on learning and relationship building between generations;
- Not duplicate other activities or services in the community;
- Have community support demonstrated by letters of support;
- Be new or enhance existing work or projects;
- Consider sustainability – how your project will be able to carry on in some capacity after the funding has been spent;
- (Capital/infrastructure costs cannot be included for such things as construction or renovations. However, supplies will be considered if they are required for the project);
- Involve one-time costs only (no ongoing operating or overhead costs are eligible);
- Demonstrate cost effectiveness;
- Demonstrate the ability of the applicant to complete the project within a reasonable period of time
- Identify a project or activity that is ready to take place, with no barriers, where everything, including financing, is in place, and that will have an immediate positive benefit to seniors in the community.

Are there other funding requirements?

Successful applications will receive up to 100% of their project cost, to a maximum of a \$10,000 grant. Other sources of funding for a project are welcome and should be identified as such. Projects that cost in excess of \$10,000 may apply; however, grants from this fund are limited to \$10,000 and confirmation of funding for the remaining project costs is required.

What is the application process?

To apply for funding from the Positive Aging Fund, interested parties need to:

- Completely fill out the application form, including all necessary documents as outlined in the application form

- Submit the completed application no later than 4:30 p.m. November 21st, 2008 to:

Positive Aging Fund 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 November 21st, 2008. 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 exemplify the project requirements listed on page 3.

Successful applicants will be contacted by January 7, 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?

Positive Aging Fund grants are awarded to non-profit organizations. When collaborative projects are undertaken with community partners, the grant recipient is the primary organization responsible for the grant.

In addition to the terms and conditions that will be provided to all successful applicants, grant recipients are responsible for:

- Proper fiscal management, including acceptable accounting records;
- An interim report 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 Positive Aging Fund. 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.

Positive Aging Fund Application Checklist	
Your Application must include:	
	A completed Part One: Your Organization
	A completed Part Two: Your Project
	- Include letters of support
	- 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 programs using facilities owned or operated by another agency, include a written approval from the facility owner.
	A signed Part Three: Declaration
	All required supporting documentation as outlined in Part One and Two

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

Positive Aging Fund 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

Applications must be received no later than 4:30 p.m.
November 21st, 2008.

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

PART ONE: Your Organization

Community Group/Organization:

Contact Person:	Title:
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Telephone #1:	Fax:	Email:
Telephone #2:		

Mailing Address:

Location of Organization (including area covered by the work of the organization):

Briefly describe how your organization currently works to support seniors in the community (i.e. programs, services, activities, etc) and why this project/activity is needed.

Is your organization registered with Nova Scotia Joint Stocks? If so, please provide the registration number.

If no, please provide proof that registration is underway.

PART TWO: Your Project

Description - Provide a description of the proposed project or activities; what you intend to do, how you intend to do it, partners in the community that will be involved and their role. If it helps, feel free to include drawings or photographs. Also note the intended outcomes. In addition, please respond to the questions below.

Description:

1) How does your project relate to Nova Scotia's Strategy for Positive Aging?

2) Please describe how seniors will be involved in the planning and delivery of your project?

3) How does your project focus on intergenerational learning and relationship building?

4) Does your project duplicate other activities or services in the community?

5) Does your project have community support? Please also provide letters of support.

6) How will your project ensure that it is sustainable after the funding has been spent?

Proposed Start Date:

Proposed Completion Date:

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

- Provide detailed cost estimates or quotes for all costs;
- Identify all sources of funds including other grants. (Some grants stipulate they may be reduced where other grants are received for the same project);
- In the case of in-kind support from any of the funding sources, specify the nature of the in-kind funding;
- In cases where other funding has been secured, provide written confirmation from that organization;
- For proposed programs using facilities owned or operated by another agency, include a written approval from the facility owner.

PROJECT BUDGET

Project Expenditures	Cost
Salaries/benefits	\$
Professional fees/honoraria	\$
Supplies/equipment (specify)	\$
	\$
	\$
Other (specify)	\$
	\$
	\$
	\$
	\$
Amount requested from the Department of Seniors Positive Aging Fund	\$

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

PART THREE: Declaration	
<p>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.</p>	
<p>_____</p> <p>Signing Authority for the Applicant</p>	
<p>_____</p> <p>Date</p>	