



Nova Scotia Department of Seniors

Seniors' Safety Grant

2008 Guidelines and Application

DEADLINE - Friday November 7, 2008

WHAT IS THE SENIOR SAFETY GRANT?

The Senior Safety Grant is a joint initiative of the Nova Scotia Departments of Seniors and Justice. The Grant will contribute to: professional development for program coordinators; the enhancement and/or expansion of existing Seniors' Safety Program's services and; the expansion of Seniors' Safety Programs to areas not currently served. The Senior Safety Grant will provide annual funding up to \$20,000 to Seniors' Safety Programs. The Grant will:

- demonstrate government's commitment to seniors' safety;
- strengthen links to government's senior abuse prevention and crime prevention strategies;
- provide a cost effective approach to crime prevention and community capacity building;
- provide professional development opportunities for Senior Safety Coordinators;
- expand programs into communities where they do not exist and;
- ensure that more Nova Scotians have access to these programs and services.

For the 2008-2009 fiscal year, the Department of Justice will support the expansion of Seniors' Safety Programs to areas not currently served. Priority will be given to applications which meet the definition of a Seniors' Safety Program; demonstrate a need for the program in their community; as well as community support for the program.

WHAT ARE SENIORS' SAFETY PROGRAMS?

The first Seniors' Safety Program was launched in Annapolis County in 1996 in response to a series of home invasions in Annapolis Valley. Since then, ten (10) more Seniors' Safety Programs have developed across the province for a total of eleven (11): Annapolis County, Antigonish, Cole Harbour, Digby, Enfield, Fall River, Hants County, Kings County, Meteghan, Pictou County and Queens County. There are additional Senior Safety Coordinators, working in Musquodoboit Harbour, Lake Echo/East Preston/Cherry Brook, Sackville, Beaverbank, Tantallon, Windsor Junction and Eastern Passage. The overall goal of the Seniors' Safety Program is to address the safety concerns of seniors by promoting education and awareness about crime prevention, senior abuse and safety and health issues, and by enhancing communication between seniors and police. Seniors' Safety Programs provide information and referral services to seniors, educational sessions and, most importantly, direct contact with seniors, often through in-home visits by Seniors' Safety Coordinators (SSC).

For questions or concerns, contact Margaret Ann Bruhier, Program Administration Officer
Direct Line: (902) 424-4649, Toll Free: 1-800-670-0065, or margaretann.bruhier@gov.ns.ca

WHEN IS THE APPLICATION DEADLINE?

Applications must be received by the Department of Seniors no later than 4:30pm, Friday November 7, 2008. **Postmarked applications will not be accepted.**

WHO CAN APPLY?

Applicants must meet the definition of a Seniors' Safety Program in order to apply. Seniors' Safety Programs address the safety concerns of seniors by promoting education and awareness about crime prevention, senior abuse and safety and health issues, and by enhancing communication between seniors and police. They provide information and referral services to seniors, educational sessions and direct contact with seniors, often through in-home visits by Senior Safety Coordinators (SSC).

Non-profit community organizations in Nova Scotia that are registered with the Registry of Joint Stock Companies, 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).

WHAT ARE THE ELIGIBILITY REQUIREMENTS (I.E. FUNDING CRITERIA)?

The Departments of Seniors and Justice recognize the uniqueness of each Seniors' Safety Program and therefore aims to outline general guidelines for service delivery. These guidelines recognize the importance of enhancing and/or expanding service delivery of existing Seniors' Safety Programs, supporting inter-generational activities, addressing issues of diversity, involving seniors in the planning and delivery of programs and fostering partnerships in the spirit of community capacity building. To be eligible for funding, the applicant (Seniors' Safety Program) must meet the following funding criteria:

- meet the definition of a Seniors' Safety Program - address the safety concerns of seniors by promoting education and awareness about crime prevention, senior abuse and safety and health issues, and by enhancing communication between seniors and police. Provide information and referral services to seniors, educational sessions and direct contact with seniors, often through in-home visits by Seniors' Safety Coordinators (SSC);

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- demonstrate how they meet the needs of seniors in their community (i.e outline how the services offered under the Seniors' Safety Program meets the needs of seniors);
- enhance and/or expand current level of service delivery to seniors;
- develop and/or support inter-generational programs and activities in their communities (i.e. develop and/or support a program or activity that brings youth and seniors together);
- demonstrate sensitivity to issues of cultural diversity, gender equity and social inclusion and consider ways in which program delivery can meet the needs of diverse groups of seniors;
- if expanding to an area not currently served, the applicant must meet the definition of a Seniors' Safety Program, demonstrate a need for the program in their community and demonstrate community support for the program in their community;
- create opportunities for seniors to be involved in the planning and delivery of programs and services developed to meet their needs;
- develop and foster community partnerships in order to deliver programs and services to seniors;
- specifically aim to minimize duplication of services in their communities through collaborative community partnerships in the spirit of community capacity building.

THE SENIOR SAFETY GRANT *WILL* SUPPORT:

- coordinator salary;
- professional development for Senior Safety Coordinators (professional development is limited to workshops or courses for Program Coordinators. The course content must be directly related to increasing knowledge in the areas of seniors' health and safety. Professional development may be covered to a maximum of \$800.00 per program per year);
- facility rental and office equipment expenses;
- travel expenses;
- program expenses;
- translation services.

THE SENIOR SAFETY GRANT WILL NOT SUPPORT:

- capital expenses (e.g. construction, renovation);
- travel outside of Nova Scotia;
- retroactive funding (expenses incurred prior to project approval);
- salary for any staff person other than the Senior Safety Coordinator;
- professional development for any other person other than the Senior Safety Coordinator.

WHAT IS THE APPLICATION PROCESS?

To apply applicants must:

- complete all parts of the application form, including obtaining all required supporting documentation as outlined in the application form;
- submit the completed application no later than 4:30pm Friday November 7, 2008 to:

Mail: Senior Safety Grant Applications
Nova Scotia Department of Seniors
1740 Granville Street, 4th Floor
PO Box 2065
Halifax, Nova Scotia B3J 2Z1

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

***PLEASE NOTE:** Applications must be received by 4:30pm Friday November 7, 2008 by mail, email or fax. Word processed (typed) applications are preferred. **Postmarked applications will not be accepted.**

HOW AND WHEN WILL SUCCESSFUL APPLICANTS BE SELECTED?

In order to be considered, applications must be received by the Department of Seniors no later than 4:30pm Friday November 7, 2008. A review committee will assess the applications to determine that they meet the funding criteria.

Successful applicants will be contacted by November 19, 2008 and must accept by November 21, 2008.

For questions or concerns, contact Margaret Ann Bruhier, Program Administration Officer
Direct Line: (902) 424-4649, Toll Free: 1-800-670-0065, or margaretann.bruhier@gov.ns.ca

ADDITIONAL INFORMATION TO ASSIST YOU WITH YOUR APPLICATION:

To access a community profile and statistical information about your community, visit Community Counts at

<http://www.gov.ns.ca/finance/communitycounts/>

WHAT ARE THE APPLICANT'S RESPONSIBILITIES IF THEY RECEIVE FUNDING?

Grant recipients are responsible for:

- sound fiscal management (i.e. acceptable accounting records);
- submitting a mid-year and year-end statement of expenditures (using templates provided by the Department of Seniors);
- submitting an interim and final report about project activities (using templates provided by the Department of Seniors).

ADDITIONAL INFORMATION REGARDING FUNDING.

Successful applicants will receive up to 100% of their project costs, to a maximum of a \$20,000 grant. Any other sources of funding received by the applicant, should be identified in the funding application - Section Two: Budget Information. Seniors' Safety Programs with costs in excess of \$20,000 may apply, however the Senior Safety Grant is limited to \$20,000. If your Seniors' Safety Program requires financial support in excess of the amount you are requesting under this Grant in order to operate, please provide confirmation of this support.

FOR ADDITIONAL INFORMATION, OR IF YOU HAVE ANY QUESTIONS ABOUT THE GRANT APPLICATION, PLEASE CONTACT:

Margaret Ann Bruhier, Program Administration Officer
 Nova Scotia Department of Seniors
 Direct Line: (902) 424-4649
 Toll Free: 1-800-670-0065 or visit: www.gov.ns.ca/scs

Senior Safety Grant Application Checklist	
	Section One: About the Seniors’s Safety Program <ul style="list-style-type: none"> • Attach proof of registration with the Registry of Joint Stocks or attach a completed registration form
	Section Two: Budget Information
	<ul style="list-style-type: none"> • Attach a Salary Rationale (if applicable)
	<ul style="list-style-type: none"> • Attach a Budget Detail
	<ul style="list-style-type: none"> • Include quotes (when applicable)
	<ul style="list-style-type: none"> • Attach written approvals from facility owners who are providing space for program delivery (if applicable)
	<ul style="list-style-type: none"> • Identify ‘Other Sources of Funding’ (if applicable)
	<ul style="list-style-type: none"> • Attach written confirmation from other organization(s) that are providing funding (if applicable)
	<ul style="list-style-type: none"> • Identify ‘In-Kind Program Support’ (if applicable)
	Section Three: Letters of Support
	<ul style="list-style-type: none"> • Attach three (3) letters of community support
	Section Four: Declaration (signed)
	Section Five: Feedback about the Application Process (voluntary)

Once you have completed the application form, review the **Senior Safety Grant Application Checklist** to ensure you have included all necessary documentation. You may forward your application by mail, email, or fax.

Mail: Senior Safety Grant Applications
Nova Scotia Department of Seniors
1740 Granville Street, 4th Floor
PO Box 2065
Halifax, Nova Scotia B3J 2Z1

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

**The Senior Safety Grant application deadline is:
4:30pm Friday November 7, 2008**

POSTMARKED APPLICATIONS WILL NOT BE ACCEPTED

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

SECTION ONE: ABOUT THE SENIORS' SAFETY PROGRAM

CONTACT INFORMATION:

Program Name (including County and Town):		
Contact Person and Title:		
Charity # / Business ID #:		
Telephone: Telephone: Cell:	Fax:	Email:
Full Mailing Address:		
Website address:		

PROGRAM INFORMATION:

PLEASE NOTE:

New Seniors' Safety Programs, please answer Questions #1 (A) and (B), #2 (A) and (B), #3, #4 (A) and (B), #6, #7 and #8.

Existing Seniors' Safety Programs, please answer Questions #2 (A) and (B), #3, #4 (A) and (B), #5, #6, #7 and #8.

[If you are an existing Seniors' Safety Program, please go to question #2]

(1) (A) If you are applying for this Grant as a new Seniors' Safety Program, please outline how you meet the definition of a Seniors' Safety Program.

(1) (B) As a new Seniors' Safety Program, clearly outline the need for this program in your community. Consider such factors as demographics; gaps in services related to education and awareness about crime prevention, senior abuse and safety and health issues; whether your community has a concentration of seniors and; community support for a newly established Program. These factors will be considered to determine need.

[New Seniors' Safety Programs, please complete all remaining questions, except for Question #5]

(2) (A) Please outline the overall goals *and* objectives of your Seniors' Safety Program.

A goal is a general statement about what you hope to achieve (e.g. Seniors' Safety Programs address the safety concerns of seniors by promoting awareness about crime prevention, senior abuse and safety and health issues, and by enhancing communication between seniors and police. An objective outlines how you meet your goal (e.g. the Seniors' Safety program meets its goal by providing educational sessions on crime prevention, safety and health issues and by providing contact with seniors).

(2) (B) Please provide an outline of the activities that are currently being delivered under your Seniors' Safety Program. *Activities are the specific programs and services you offer to meet your goals and objectives (e.g. Police Academy, Falls Prevention, Frauds and Scams, home visits, check-in phone calls).*

Then, explain how the activities address your Program's goals and objectives.

If you are applying as a new Seniors' Safety Program, outline the activities you plan to offer. Then, explain how they address your Program's goals and objectives.

(3) Please outline any community partnerships you have developed and/or are in the process of developing in order to deliver programs and services to seniors in your community.

In addition, explain how you work to minimize duplication of services within your community.

(4) (A) Please outline the needs of seniors in your community.

Needs may be related to safety; health; access to services, etc. Also consider the needs of diverse seniors (i.e. note any specific needs related to issues of diversity including, but not limited to: physical and mental health; literacy challenges; language barriers; gender; socio-economic status; the needs of Aboriginal, African Nova Scotian, Acadian communities and other ethnic communities and; lesbian, gay or transgendered individuals.)

(4) (B) Outline how your Seniors' Safety Program meets the needs of seniors in your community. Include a description of how the Program addresses issues of diversity.

If you are applying as a new Seniors' Safety Program, outline how your program will meet the needs of seniors in your community. Include a description of how the Program plans to address issues of diversity.

[This question applies to existing Seniors' Safety Programs only]

(5) Please outline how you will enhance and/or expand the current level of Seniors' Safety programming you provide in your community.

Remember that programs and services must meet the overall goal of the Seniors' Safety Program by promoting education and awareness about crime prevention, senior abuse and safety and health issues and by enhancing communication between seniors and police.

(6) Please outline how you will involve seniors in the planning and delivery of programs and services developed to meet their needs.

(7) Please outline how your Seniors' Safety Program will develop and/or support inter-generational programs or activities in your community.

Inter-generational programs/activities provide direct interaction between seniors and youth to promote mutual respect between generations and foster positive images of aging.

(8) For accountability purposes, you will be required to provide an interim and final report (using templates provided by the Department of Seniors) about the budget expenditures and project activities delivered under the Senior Safety Grant. In addition to providing reports for accountability purposes, as you know, it is important to evaluate service delivery.

If you have an evaluation method in place, please describe it.

If you do not currently have an evaluation method in place, or you are a new Seniors' Safety Program, please provide an outline of how you plan to evaluate the services you provide to seniors over the next year.

SECTION TWO: BUDGET INFORMATION

PROJECT BUDGET:

* **IMPORTANT** - When completing the Budget Information Section, please note the following:

- For eligible funding costs, please see 'Important Budget Notes' Section;
- Attach a Salary Rationale if you are requesting funds to cover salary;
- Attach a Budget Detail which outlines how you calculated estimated costs for each budget line you are requesting funds to cover;
- Please note additional attachments required for the following budget categories:
Professional Development, Facility Rental and Program Expenses;

- If you are using facilities owned and/or operated by another agency to deliver Seniors' Safety Program programs and services, please attach written approval(s) from the facility owner;
- Attach written confirmation from all other organizations that are providing funding (if applicable).

PROJECT EXPENDITURES	COST
1 SALARY (Please attach an accompanying 'Salary Rationale' which declares that the portion of salary you are requesting is currently not funded. In addition, clearly explain the extent to which Seniors' Safety Program delivery is compromised by a lack of funding for the Coordinator's salary).	\$
2 PROFESSIONAL DEVELOPMENT - (Please <u>attach</u> a course description and cost when possible.)	\$
3 FACILITY RENTAL AND OFFICE EQUIPMENT EXPENSES	
<i>Facility Rental</i> (Please <u>attach</u> a quote for facility rental expenses.)	\$
<i>Office Equipment</i> (Please outline costs and base these amounts on current actual costs.)	
Phone/Fax (monthly phone/fax charges)	\$
Copier (monthly lease and copy charges)	\$
Internet Fees (monthly internet fee charges)	\$
4 TRAVEL (Please outline estimated travel costs for delivering Seniors' Safety Program services to seniors and attending professional development opportunities. The mileage rate is .4051/km.)	\$
5 PROGRAM EXPENSES (Please outline estimated costs and <u>attach</u> a quote for educational 'kits' if applicable.)	

Program Materials (i.e. educational materials and related 'kits')	\$
Materials and Supplies (i.e. pens, pencils, notepads)	\$
Honoraria for Guest Speakers	\$
Hospitality (i.e. food and beverage)	\$
TRANSLATION SERVICES (Please outline estimated costs)	\$
TOTAL AMOUNT REQUESTED FROM THE DEPARTMENT OF SENIORS	\$

OTHER SOURCES OF FUNDING			
SOURCE OF REVENUE	CONFIRMED	ANTICIPATED	CONTACT - TELEPHONE
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
TOTAL OTHER SOURCES OF FUNDING	\$	\$	

IN-KIND PROGRAM SUPPORT	
SOURCE OF SUPPORT	ESTIMATED MONETARY VALUE
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL IN-KIND PROGRAM SUPPORT	\$

IMPORTANT BUDGET NOTES

1. Salary - Eligible funding costs for salary will be paid as a lump sum; payment for salary will therefore not include MERC (Mandatory Employment Related Costs) or benefits. The applicant must declare that there is no funding currently in place for the portion of salary they are requesting funds to cover. In addition, they must clearly outline the extent to which Seniors' Safety Program delivery is compromised by lack of funding for the Coordinator's salary.

2. Professional Development - Eligible funding costs for professional development is limited to workshops or courses for Senior Safety Program Coordinators. The course content must be directly related to increasing knowledge in the areas of seniors' health and safety. Professional development may be covered to a maximum of \$800.00 per program per year.

3. Facility Rental and Office Equipment - Eligible funding costs for facility rental and office equipment are limited to facility rental for program delivery (i.e. health and safety educational sessions for seniors) and office equipment related to program delivery (i.e. phone, fax, copier, email). Eligible funding costs for phone, fax, copier and email is limited to: monthly equipment rental and use charges for phone and fax; monthly lease and copy charges for copier and; monthly internet fee charges for email.

4. Travel - Eligible funding costs for travel expenses is limited to reimbursement for mileage costs. Claims for travel costs (i.e. mileage) must be directly related to program activities delivered under the Seniors' Safety Program and transportation to and from professional development opportunities.

5. Existing and New Programs and Services - Eligible funding costs for supporting existing and new programs and services for seniors is limited to: direct program costs for delivering educational crime prevention, senior abuse and safety and health related programs - specifically the purchase of educational materials and/or related 'kits'; materials and supplies (i.e. pencils, pens, notepads); honoraria for guest speakers and; hospitality (i.e. food and beverage) for the particular program, service or event.

SECTION THREE: LETTERS OF SUPPORT

This section applies to both new and existing Seniors' Safety Programs. Please attach three (3) letters of community support. Letters must be signed by a representative from a community organization or agency and on agency/company letterhead.

SECTION FOUR: DECLARATION

Signatory and Declaration

If you receive Senior Safety Grant funding, your name, phone number and address may be made available to the media through a Government of Nova Scotia press release. However, if contacted, you are under no obligation to speak to the media. Your signature on this form indicates your approval to release this information.

The information in your application is for the use of the Department of Seniors in assessing your funding request. The information will be shared with members of the Senior Safety Grant Review Committee and may be shared with other provincial government departments, levels of government and partners outside of government that may have an interest in your funding request.

Your signature on this form indicates your acknowledgment of and agreement to the following:

- Senior Safety Coordinators and/or program volunteers who work directly with seniors must undergo a Criminal Records Check and a Vulnerable Sector Search. Coordinators may also be required to undergo an additional security clearance;
- the Department of Seniors has the authority to verify any and all information pertaining to this application;
- funded projects may be subject to a review by the Province of Nova Scotia;
- the Province reserves the right to review and inspect funded projects and related documentation during the course of the project and following its completion.

I declare that:

- the information provided on this application form and accompanying documentation is accurate to the best of my knowledge;
- if approved, the funds will be spent solely on the activities described in this application.

Name (Please Print)

Title (Please Print)

Signature (Signing Authority for the Applicant)

Date

SECTION FIVE: FEEDBACK ABOUT THE APPLICATION PROCESS

Completion of this section is voluntary. We want to know what you think about the application process. Please take a moment to respond to the following and submit with your application form. Thank you.

(1) Were the questions outlined in the application clear?

(2) Did you have enough time to complete the application?

(3) Did you receive satisfactory support throughout the application process from the Department of Seniors (i.e. were responses to your questions, timely, clear and helpful)?

(4) What could be changed to make the application process better?