



Southern Health-Santé Sud

Support Services to Seniors Grant Application Guidelines:

Senior Resource Coordinator

Tenant Resource Coordinator

Supports to Seniors in Group Living

Congregate Meal Program Coordinator

Southern Health-Santé Sud is seeking community agencies in the region to support older adults to remain safely in the community for as long as possible. A call for applications follows a **comparative** process. Organizations that receive funding will be those that represent the best fit for the specific call.

APPLICATION PROCEDURE:

Read the grant application guidelines, as well as each program application your agency wishes to apply for, to determine if your organization is eligible and meets the requirements of the call.

Applications submitted by organizations which do not meet the eligibility requirements will not be reviewed.

Agencies that have a current Service Purchase Agreement with Southern Health-Santé Sud must re-apply during this call for applications.

It is the responsibility of the applicant to read and comply with the eligibility and requirements published in the application guidelines and program applications.

Gather all supporting documents required for the application. This includes but is not limited to: letters of support, agency information such as articles of incorporation and staff policies, as well as the specific program information (i.e. meal participant surveys) as required in program application.

Complete the main grant application form, along with the program application(s) for which your agency wishes to apply for.

Non-profit board members, municipal leaders, and/or administrators should complete the application(s). Grant funded staff may be involved in the process, but should not be completing and submitting the information.

Submission process and deadline:

The applications must be completed using the application forms and budget templates provided by Southern Health-Santé Sud.

Applicants (board members or administrators who are not funded through Southern Health-Santé Sud) are required to review their intention to apply for funding with the Services to Seniors Specialist before filling out an application. Please call to make an appointment: 204-424-5880. Most appointments will be one hour in length and will be conducted over the phone. The Services to Seniors Specialist will discuss the application process, eligibility and necessary documents, and will then provide the applicant with the grant applications following the discussion.

If applicant would benefit from support in the application process, please feel welcome to contact: Cailin Gagnon, Services to Seniors Program Specialist at: cgagnon@southernhealth.ca or telephone: 204-346-6697.

The deadline for submission is 12 am (CST) on November 27th, 2020

All submissions must be submitted via email to: servicestoseniors@southernhealth.ca

Or fax: 204-326-6520

Or mail:

Attention Cailin Gagnon
Southern Health-Santé Sud
365 Reimer Ave
Steinbach MB R5G 0R9

Applicants will be acknowledged by email. Please ensure that your email address is included in your application.

If you do not receive an acknowledgement email following five (5) business days of submission via email, or seven (7) business days via mail, please call 204-346-6697.

All applicants will be notified as to whether their application has been successful or not by December 31, 2020.

Southern Health-Santé Sud will not reimburse an applicant for costs incurred in the preparation and/or submission of a proposal in response to this invitation.

Submitting an application through a call does not guarantee funding.

Purpose:

The Southern Health-Santé Sud Support Services to Seniors program provides non-profit community-based organizations in the region with funding to support older adults to remain independent in the community for as long as possible.

Introduction and Background:

Support Services to Seniors support Aging in Place and the Long Term Care Strategy and work in partnership with Home Care to enhance resources for seniors and persons with disabilities.

Southern Health-Santé Sud is responsible for written agreements (service purchase agreement) with participating non-profit organizations regarding conditions required for operation of services.

Goals

Support Services to Seniors promotes a range of *coordinated, accessible and affordable*, community-based services that focus on *promoting health, independence and wellbeing* for older persons. The goals are:

- To foster social and physical environments that support health and independence.
- To promote optimal wellbeing through lifelong learning.
- To foster healthy aging through health promotion and disease/disability/injury prevention.
- To increase capacity of older adults to have meaningful control over their health and wellbeing.
- To assist older adults to access appropriate resources.

Southern Health-Santé Sud provides funding to the following programs:

Senior Centres (not included in the call for application process): a community focal point where older adults meet for series and programs which include but are not limited to fitness, exercise, leadership development, health promotion, advocacy, education, retirement planning, caregiver resources, social and recreational programming and volunteer opportunities.

Adult Day Program (not included in the call for application process): provide social and recreational opportunities for home care clients to maximize their independence in the community while providing relief to caregiver.

Senior/Tenant Resource Coordinator: Recruit and manage volunteers and fee for service workers to provide services which may include but are not limited to: escort services (companion and transportation services), home maintenance services, shopping, daily hello, information and referral, ERIK (Emergency Response Information Kit), disease/disability/injury prevention, wellness promotion and fitness programs.

Supports to Seniors in Group Living: This model provides a range of services in group living/elderly persons housing. These services will assist the residents in accomplishing their Instrumental Activities of Daily Living (IADLs) and provide them with support to remain in their community and “age in place”.

Congregate Meal Program: Offer older adults the opportunity to enjoy well-balanced affordable meals in a social setting. Many programs also offer meals on wheels for those that are unable to come to the program for health reasons.

Eligibility

The following types of organizations are eligible for funding:

- Not-for-profit organizations with current articles of incorporation
- For profit organizations with current articles of incorporation may consider applying only for the Supports to Seniors in Group Living (SSGL) program
- Municipal government
- Indigenous organization (including band council, tribal council and self-government entity)
- Organizations must be located in the Southern Health-Santé Sud region

Eligible Expenses

Southern Health-Santé Sud provides grant dollars to support the wages and basic benefits (CPP, EI and WCB) for staff recruited and supervised by the agency. Staff will provide the services as outlined in the program grant application. A small portion of the grant dollars may go towards additional expenses such as mileage, education and supplies. The portion of dollars that can be directed towards additional expenses are included in each program’s grant application.

The agency is encouraged to obtain additional funds and resources through community support.

Agencies receiving more than \$50,000.00 in grant funding must provide a financial engagement or audit conducted by a Chartered Professional Accountant (CPA) at the end of each fiscal year. The costs associated with this engagement is borne by the agency, but may be covered within the portion of expenses for additional costs provided in the Southern Health-Santé Sud grant.

A detailed budget is required as part of the proposal.

Ineligible Activities and Expenses

Grant dollars from Southern Health-Santé Sud cannot be used to pay for staff time for activities such as financial and human resource management of the organization. The board of directors or an administrator who is not funded through Southern Health-Santé Sud must accept responsibility for these duties in order to be considered for funding.

Additionally, grant dollars from Southern Health-Santé Sud cannot be used for compensating the applicant's staff for the following activities:

- Time spent fundraising for organization
- Time spent on personal medical alarm systems (including educational events, installation, and maintenance)
- Duplication of services that are already offered in the community

The Agency agrees to establish and operate the programs and provide the services as detailed in each of the program applications.

If the agency determines a need for activities not included in the program application(s), staff will not be compensated with the funded dollars provided by Southern Health-Santé Sud.

How We Assess Your Application

A grant review committee will be established to review all eligible applications.

The following criteria will be used in assessing the organization's application for funding eligibility and consideration:

1. Southern Health-Santé Sud strives to provide equitable access to resources through the region. The grant committee will consider eligibility based on:
 - Population of older adults in applicant's catchment area
 - The socio economic conditions of the catchment area
 - Availability of other existing resources in the community
2. Project objectives:
 - The applicant intends to provide the service deliverables as listed in the program application.
The application clearly identifies the goals and the need for the program(s) and provides rationale as to how it will address supporting older adults in the community
3. Willingness to work in partnership with Southern Health-Santé Sud
 - The agency will work with the Southern Health-Santé Sud Services to Seniors Program Specialist and other relevant Southern Health-Santé Sud representatives to ensure program objectives are met. This will include participating in program reviews and audits.
4. Capacity of agency to provide human resource and sound fiscal management
 - The agency (board member or administrator not funded through Southern Health-Santé Sud) is willing and capable of providing financial and human resource oversight. This will not be a responsibility of grant-funded staff.
5. The agency demonstrates the ability to work with other community based organizations
 - Southern Health-Santé Sud recognizes the positive aspects of community collaboration. Organizations are encouraged to work collaboratively with other community based organizations, as well as local towns, RMs or cities in the application for funding. This may

include letters of support, partnerships with organizations to provide space to run grant funded program, and consultations with similar organizations to avoid duplication of funding requests in same community.

6. Past results

- If the agency has an existing Services Purchase Agreement (SPA) with Southern Health-Santé Sud, the grant committee will review:
 - Monthly statistics for the past two (2) fiscal years for evidence of adequate use of services and/or participation of programming.
 - Ability of agency to provide statistical and required financial reports on a timely basis.
 - Feedback, both positive and negative, from participants and/or service providers brought forward to Southern Health-Santé Sud regarding grant funded staff or programming and services of the agency.

Funding Details and Requirements

The funding levels for each program are provided on the program's grant application and the budget template. Successful applicants will have the opportunity to accept or decline the allotted funding before signing a Service Purchase Agreement.

Applicants must agree to the terms and conditions as outlined in the Service Purchase Agreement and Funding Schedules.

Requirements with funding include:

- Submission of financial reports detailing the usage of grant dollars for the fiscal quarter.
- Submission of financial report detailing the usage of grant dollars for the fiscal year.
- If Agency receives more than \$50,000 in funding, a financial engagement or audit conducted by a Chartered Professional Accountant must be conducted annually. All costs associated with the engagement/audit are borne by the agency.
- Programs are required to submit statistics on a monthly basis
- Programs must retain all supporting documents which support the monthly statistics. This may include but is not limited to: service logs detailing requests, participation records, and service agreement forms.

Funding will be provided for one (1) year effective April 1, 2021 – March 31, 2022. During this time, audits and site visits will be conducted by the Services to Seniors Program Specialist or designate to ensure compliance with the service deliverables and the funding agreement. If the agency is compliant, funding will continue for an additional three (3) years effective April 1, 2022 – March 31, 2025.