



Supporting Inclusion through Intergenerational Partnerships Funding Application Guide

Background

Supporting Inclusion through Intergenerational Partnerships (SIIP) is a 5-year (2019-2024) collective impact project to reduce social isolation among community-dwelling older adults living with mild to moderate dementia, and their care partners, in Waterloo Region, Ontario.

Through funding provided by the Government of Canada's New Horizons for Seniors Program, the Schlegel-UW Research Institute for Aging has identified four community-based projects to create a network working towards the common goal of promoting social inclusion through intergenerational partnerships in the community.

At this time of limitations to physical connections, technology has been identified as an effective means to keep individuals connected while remaining safe. However, relying on technology does create barriers to access for some members of our community. With this funding we will ensure equitable access to SIIP programs for all in the Waterloo Region.

Overview

SIIP is inviting community stakeholders in Waterloo Region to submit proposals for initiatives that contribute to improving access to technology or capacity to utilize technology to access SIIP funded programs. SIIP has \$90,000 to distribute. One initiative will be funded for three years, followed by one year of continued participation in evaluating outcomes while transitioning to a sustainable model of delivery post-funding.

Project Objectives

The goal of SIIP is to create initiatives that promote social inclusion for older adults (55+) living with mild to moderate dementia, and their care partners, by creating opportunities to engage with secondary and/or post-secondary aged youth through intergenerational programs and contribute to achieving the following objectives:

- Incubate new intergenerational partnerships that facilitate cross-sector collaboration, create new experiential learning opportunities for youth, and engage organizations to focus on social inclusion as a priority.
- Raise community awareness and engage youth and older adults to identify barriers and co-create solutions to support social inclusion for older adults living with dementia while creating meaningful roles for older adults.

- Contribute to new research evidence to reduce barriers and promote social inclusion including the developing and disseminating an innovative model to build and sustain intergenerational partnerships using a collective impact approach.
- Build capacity within Waterloo Region (schools, community groups and collaborating organizations) related to knowledge of dementia, program evaluation, volunteer management, and effective uses of technology to promote social inclusion.

Areas of Focus

The following list provides some examples of areas of focus for this funding.

1. Initiatives that support social inclusion of older adults by increasing access to technology (devices or infrastructure).
2. Initiatives that increase capacity of older adults and youth to participate use technology to participate in SIIP programs.

Key Definitions

The following definitions are specific to the purposes of the SIIP project.

- **Backbone organization:** A dedicated support/coordination team that holds the contribution agreement with the Government of Canada and leads and manages the collective efforts of the collaborating organizations to ensure common objectives are achieved. For the duration of the 5-year project the Research Institute for Aging (RIA) will serve as the SIIP backbone organization. As part of the project transition planning the community will discuss how to sustain project activities and backbone support. RIA's role is to engage stakeholders, facilitate development of a community-led Collective Impact Plan, provide project management and communications support, coordinate the evaluation strategy, and report to the funder.
- **Care partner:** Any older adult (55+) acting in an informal role to support the care needs of an individual living with dementia.
- **Collaborating organization:** An organization that has a sub-agreement with the backbone organization, receives funding from the backbone organization, and shares responsibility for ensuring the Collective Impact Plan objectives are achieved.
- **Collective impact:** A multi-partner approach that brings together a group of collaborating organizations from different sectors to commit to a common agenda aiming for significant changes in their community. The collective impact structure has five core elements: a common agenda; shared measurement; mutually reinforcing activities; continuous communication; and a backbone organization.

- **Common agenda:** Collaborating organizations have a clear definition of the problem, a shared vision to solve it, and work towards a common set of objectives.
- **Community partners:** Organizations participating in intergenerational projects led by collaborating organizations.
- **Continuous communication:** Routine, planned communications among the backbone organization and all collaborating organizations.
- **Dementia:** Dementia is a general term for a set of symptoms that are caused by disorders affecting the brain. Dementia is characterized by memory loss, difficulties thinking and problem-solving, as well as changes in mood, behaviour and ability to communicate.
- **Experiential learning:** Opportunities for youth to learn from and contribute to the community outside of a classroom setting.
- **Intergenerational programs:** Programs that foster engagement between younger and older generations, creating mutually beneficial opportunities to share knowledge, skills, and experience.¹
- **Mutually reinforcing activities:** Collaborating organizations work as a team on coordinated actions that support each other and contribute to achieving the intended outcomes of the Collective Impact Plan.
- **Older adults:** Individuals aged 55 or older.
- **Shared measurement:** Collaborating organizations agree to track progress towards common objectives in the same way, which allows for continuous improvement, ensures that all efforts remain aligned, and enables participants to hold each other accountable and learn from each other's successes and failures.
- **Social isolation:** Social isolation is commonly defined as a low quantity and quality of contact with others. A situation of social isolation involves few social contacts and few social roles, as well as the absence of mutually rewarding relationships. Social isolation is different than loneliness. Social isolation increases the likelihood of loneliness, but a person can perceive being lonely even when in the company of others.² Loneliness can be understood as an individual's personal, subjective sense of lacking desired affection, closeness, and social interaction with others.

¹ Jiska Cohen-Mansfield and Barbara Jensen (2015), Intergenerational Programs in Schools: Prevalence and Perceptions of Impact, *Journal of Applied Gerontology*, <https://doi.org/10.1177/0733464815570663>

² National Seniors Council (2014), *Report on the Social Isolation of Seniors*, <https://www.canada.ca/en/national-seniors-council/programs/publications-reports/2014/social-isolation-seniors.html>

- **Waterloo Region:** Geographic region consisting of the cities of Cambridge, Kitchener and Waterloo, and the townships of North Dumfries, Wellesley, Wilmot and Woolwich.
- **Youth:** Secondary and post-secondary aged individuals, approximately 14-25 years of age.

Application Process

In order to support organizations to develop high-quality applications, the backbone team will be available to support applicants where possible, with partnership building and proposal development throughout the call for proposals period.

Timelines

All dates are subject to change.

- Call for proposals: February 19- March 19, 2021
- Two stage application review process: March 22- April 2, 2021
- Successful applicants notified: April 9, 2021
- Anticipated start date for funded project: May 2021,2021

Role of Collaborating Organizations

Projects will be funded for three years, followed by a one-year period during which collaborating organizations will continue to participate in evaluating outcomes while transitioning to a sustainable model of delivery post-funding.

The SIIP project is built on collective impact principles. With support from the backbone team, collaborating organizations will actively participate in and contribute to the following activities:

- **Developing a common agenda:** Collaborating organizations will work together to develop a Collective Impact Plan that clearly defines the problem, articulates a shared vision to solve it, and identifies a common set of objectives.
- **Establishing shared measurement:** Collaborating organizations will collectively identify how successes will be measured and reported through the projects.
- **Engaging in mutually reinforcing activities:** Collaborating organizations will work together as a team to coordinate actions that support each other and increase impact in the community.
- **Engaging in continuous communication:** Collaborating organizations will commit to engage in regular and ongoing communication among organizations.

Project leaders at collaborating organizations will:

- Sign an MOU with the backbone organization
- Participate in regularly scheduled virtual Steering Committee meetings
- Manage the project budget
- Submit quarterly and final reports to the backbone organization
- Develop and implement a sustainability plan.

Collaborating organizations will:

- Participate in regularly scheduled SIIP Team meetings with other funded project leads
- Engage in communication with SIIP Team members between meetings
- Develop and implement project evaluations with the support of the SIIP backbone team
- Plan and contribute to SIIP shared activities and knowledge mobilization events
- Implement project activities on behalf of their respective collaborating organization
- Participate in shared evaluation activities.

Collaborating organizations are expected to adopt an equity lens in the development and delivery of programs.

Eligibility

This section outlines the requirements that will be used to determine the eligibility of your application. It also outlines the assessment criteria that will be used to assess your application.

Eligibility Requirements

- Applications must be received no later than **March 19, 2021**.
- Applications must be submitted by an eligible organization:
 - Not-for-profit organization
 - Coalition, network or ad hoc committee
 - For-profit organization³
 - Municipal government
 - Research organization or institute
 - Educational institution (such as a university, college, school board)
 - Public health or social services organization

³ For-profit organizations may be eligible for funding provided that the nature and intent of the activity is non-commercial, not intended to generate profit, and supports program priorities and objectives.

- Indigenous organization (including band councils, tribal councils and self-government organizations)
- Lesbian gay, bisexual, transgender, queer and two-spirit (LGBTQ2) organization
- The project duration is at least 3 years
- The organization has the capacity to manage the project
- The application is complete and is presented clearly
- Proof of Board approval is required.

Eligible Activities

SIIP will fund an initiative contributes to improving access to technology or capacity to utilize technology to access SIIP funded programs. The types of activities that may be eligible are varied and may include, but are not limited to:

- Developing resources to support use of technology to access programs.
- Developing or expanding existing technologies to support access programs.
- Adapting approaches and/or tools to more effectively support older adults living with dementia or youth to participate in programs.
- Activities facilitating the sharing of knowledge, skills and experiences of older adults and youth with one another.
- Provision of devices or increasing infrastructure capacity to access programs.

Ineligible Activities

SIIP will not fund the following activities:

- Activities that do not align with SIIP project objectives
- Contributions to capital campaigns
- Programs or services that fall within the responsibility of other levels of government, such as core health services
- Capital costs not related to delivery of project activities.

Examples of Eligible Costs

Eligible costs are those considered necessary to support the purpose of the funding. Costs must be reasonable and support the proposed project activities and scope of work.

- Honorariums for older adults with dementia, care partners and youth to support involvement in project development activities
- Participant costs (for example, security checks for volunteers, transportation)
- Printing, advertising, distribution and other communication costs

- Rental and/or maintenance of facilities
- Purchase and/or rental of equipment, materials and supplies
- Shipping costs for equipment, materials or supplies, and
- Other costs necessary to support the purpose of the approved project.

Examples of Ineligible Costs

- General operating costs that are not directly related to the project (for example, regular telephone and heating costs, rent, utilities, property taxes, insurance, equipment for staff, audit costs, etc.)
- Contingency costs
- Purchase of land or building, including new constructions, repairs or renovations, and
- Costs for programs or services that fall within the responsibility of other levels of government, such as providing core health services.

Assessment Criteria

Applications will be assessed based on the criteria outlined in Appendix A.

Appendix A: Application for Funding

Applicants submitting a proposal for SIIP funding must include the following information:

SECTION 1 – Organization information

1.1. Organization details:

- Legal name
- Operating name
- Charitable or incorporation number
- Address, phone, email, website, etc.
- Organization type (see list of eligible organizations)
- Mandate

1.2. Organization contact:

- Name
- Position
- Address, phone, email, etc.

1.3. Organization's board chair contact information:

- Name
- Position

- Address, phone, email, etc.

SECTION 2 – Organization capacity

- 2.1 How many employees does your organization currently have?
- 2.2 Has your organization undergone any important transformations in response to COVID-19 or otherwise? If 'Yes' please provide a description of the changes.
- 2.3 Describe your organization's capacity to carry out the proposed activities. This could include a description of the following items:
 - Your organization's capacity to manage the financial responsibilities associated with this proposal.
 - Your organization's experience in successfully developing and maintaining a variety of partnerships including regional or provincial governments, Indigenous governments and organizations, not-for-profit organizations, and for-profit organizations.
- 2.4 Describe the main activities of your organization and the programs and/or services offered.

Assessment Criteria

- Lead organization has previously demonstrated capacity to successfully implement projects of similar scope

SECTION 3 –Project information

- 3.1 Project title:
- 3.2 Provide a description of the proposed project. Include in your description:
 - Project activities
 - Project stages
 - Key milestones

Assessment Criteria

- Project activities and timelines are clearly described
- Project activities are feasible in the outlined timelines
- Proposed project creates opportunities for older adult and youth volunteers
- Proposed project could be adapted to other rural and/or urban communities
- Proposed project could be easily reproduced
- Proposed project could be delivered on a large scale
- Proposed project addresses the needs of at-risk sub-population(s) in the community (i.e., ESL, low-tech skills, etc.)
- Proposal includes strategies for engaging with target populations

3.3 Describe the objectives of the proposed project and the anticipated impacts for both older adults and youth.

3.4 Describe the expected results of the proposed project.

Assessment Criteria

- Expected outcomes are identified for the target populations and there is a logical, evidence-based rationale to explain how the identified change is achievable
- Proposed project objectives are achievable with the time and resources available

3.5 Describe the need for the proposed project:

- Identify the gaps in programs and/or services that prevent the inclusion of older adults living with dementia and their care partners. Describe what doesn't work and/or how older adults are currently coping without access to these programs and services.
- Describe how the proposed initiative will fill a gap or meet an identified need, and how it will benefit the community or improve the inclusion of seniors.
- Include current evidence of best practices to support your approach.
- Explain the urgency for this need and the consequences if the need is not met.

Assessment Criteria

- Proposal addresses an identified need in the community
- Proposal is supported by evidence of community need
- Proposal is supported by evidence successful project model
- Proposal is supported by evidence of impact
- Project creates opportunities to support community-based research
- Proposed project will have a significant impact on target populations

3.6 Is the proposed project a new initiative or an expansion of an existing initiative?

3.7 How will the program monitor and respond to changing needs in the community?

SECTION 4 –Evaluation and Sustainability

4.1 Describe how you will measure the success of your project.

4.2 Are you willing to include shared measurements in your project evaluation?

Yes

No

Assessment Criteria

- Proposal outlines how successes will be measured
- Proposal demonstrates commitment to using shared measurements established by the collective of funded projects

4.3 Describe how your organization will work towards sustainability of project activities, partnerships and beyond project funding.

4.4 How will you share learnings from your project? (For example, development of toolkits, workshops, training materials, etc.)

Assessment Criteria

- Proposed project demonstrates potential for sustainability beyond funding
- Proposed project will build capacity among organizations in the community to address social isolation
- Proposed project includes activities and/or development of resources to support knowledge mobilization
- Proposed project creates new partnerships and/or strengthens existing partnerships

SECTION 5 – Budget

5.1 What is the total grant request from SIIP?

5.2 Will the program be provided if awarded a lesser amount?

5.3 Using the budget template below, provide a breakdown of your total eligible project costs over the life of the project (see list of eligible costs).

**You may use the fund distribution template to determine your project budget. If successful, you will be asked to provide this completed fund distribution form to the RIA.*

Budget Instructions:

- Please ensure that your budget accounts for the full income and expenses of your program, including grants you have requested and/or received. All budget items must be program related and must be incurred during the grant period.
- Eligible expenditures include: wages and benefits, professional fees, travel and accommodations, materials and supplies, printing and communication, equipment rental/lease/maintenance, administration costs, capital costs, and disability support for staff. Ineligible expenditures include purchase of real property.
- Please note, other sources of revenue cannot be used for the same activity costs described in this application, without a corresponding increase in programs.

	Proposed	Confirmed	Amount
Income:			
Government Sources:			
1. Federal (total from all sources)	<input type="checkbox"/>	<input type="checkbox"/>	\$
2. Provincial /Territorial (total from all sources)	<input type="checkbox"/>	<input type="checkbox"/>	\$
3. Municipal (total from all sources)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Foundations/ United Way	<input type="checkbox"/>	<input type="checkbox"/>	\$
Corporate /Donor Support (total from all sources):	<input type="checkbox"/>	<input type="checkbox"/>	\$

	Proposed	Confirmed	Amount
Other (list top 3 sources)			
1.	<input type="checkbox"/>	<input type="checkbox"/>	\$
2.	<input type="checkbox"/>	<input type="checkbox"/>	\$
3.	<input type="checkbox"/>	<input type="checkbox"/>	
All other sources combined	<input type="checkbox"/>	<input type="checkbox"/>	\$
		Total Income:	\$
Proposed Expense:			
Professional Fees:			\$
Materials and Supplies:			\$
Printing and Communication:			\$
Equipment Rental/Lease/Maintenance:			\$
Administration Costs:			\$
Capital Costs (equipment):			\$
		Total Expense:	\$
		Balance:	

5.4 Submit a signed or audited financial statement from the previous year for the applicant organization along with the organization’s most recent completed financials (revenues and expenses, balance sheet and notes).

Assessment Criteria
<ul style="list-style-type: none"> - Proposed budget is reasonable and aligns with project activities. - Additional financial and/or in-kind resources are available to support the project.

SECTION 6 –Additional documents

6.1 To demonstrate support for your proposed project, you may submit up to five signed letters describing support for your project.

Assessment Criteria
<ul style="list-style-type: none"> - There is strong community support for the proposed project

SECTION 7 – Authorization and confirmation

I/We declare the information provided in this application to be accurate and complete and complies with the eligibility criteria found in the guidelines. (If information is found to be inaccurate, in part or in whole, funding could be withdrawn.)

Yes No

I /We declare that the organization is not insolvent

Yes No

Signatures

I/we declare that I/we have the ability to legally bind the organization:

Yes No

Person One:	Person Two:
Name	Name
Signature	Signature
Position	Position
Email	Email

Submitting a Proposal

Proposals are due on Friday, March 19, 2021 by 11:59 pm ET.

Proposals may be submitted to the SIIP project manager, Neb Zachariah, by email (neb.zachariah@uwaterloo.ca) or by mail to:

SIIP Funding Application
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Waterloo, Ontario N2J 0E27