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 supported four community-based projects to create a network of organizations working towards a common goal: promoting social inclusion through intergenerational partnerships in the community.

In 2020, four partnership projects received SIIP funding to create intergenerational projects that would support social inclusion for older adults living with dementia, and their care partners, while creating experiential learning opportunities for secondary and/or post-secondary aged youth. For more information of the funded community projects, visit https://intergenerationalpartnerships.ca/intergenerational-partnerships/

Since the initial call, a gap identified by community is the limited access to culturally relevant programming for the diverse populations within Waterloo Region. These priority populations include: newcomers, specific ethnocultural groups, Indigenous, and racialized groups. **This call aims to help fill that gap, by increasing the capacity of local organizations to offer intergenerational programming.**

Overview

SIIP is inviting organizations serving racialized, minority and ethnocultural groups in Waterloo Region to submit proposals to fund intergenerational projects that would support social inclusion for older adults living with dementia, and their care partners, while creating experiential learning opportunities for secondary and/or post-secondary aged youth. Organizations are invited to propose either a new intergenerational program or an expansion of a current program to include an intergenerational component.

Funded projects must enable older adults and youth to interact in meaningful ways — sharing skills, expertise and experiences. Intergenerational programs should not only benefit older adults, but also encourage youth to be leaders and innovators in the community and contribute

to their career development. For more information about the SIIP project, visit https://intergenerationalpartnerships.ca/about-siip/

SIIP has up to $43,000 to distribute to one or more eligible organizations for one year of programming (until October 31, 2023), followed by a one-year period during which funded projects will continue to participate in evaluating outcomes while transitioning to a sustainable model of delivery post-funding.

Areas of Focus

This round of funding will focus on supporting programs and initiatives that serve priority populations catering to the needs of racialized, minority and ethnocultural people in the Waterloo Region. For the purposes of this call for proposal, the priority populations include:

- First Nations, Inuit and Metis
- African, Caribbean and Black identifying
- Racialized
- Refugee or newcomer individuals.

Key Definitions

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

- **Backbone organization:** The Schlegel- UW Research Institute for Aging (RIA) will serve as the SIIP backbone organization. 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.
- **Older adults:** Individuals aged 55 or older.
- **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 proposal development throughout the call for proposals period.

Timelines

All dates are subject to change.

- Call for proposals
  - o Application window is now open
  - o Application window closes: October 7, 2022
- SIIP funding information webinar: September 23, 2022
- Successful applicants notified: October 28, 2022
- Anticipated start date for funded projects: November 15, 2022

Role of Collaborating Organizations

Projects will be funded for one project year (November 2022 - October 2023), 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:

- **Achieving a common agenda:** Collaborating organizations will work together to follow a Collective Impact Plan that clearly defines the problem, articulates a shared vision to solve it, and achieves a common set of objectives.
- **Establishing shared measurement:** Collaborating organizations will measure and report using shared measurement to assess success of 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 scheduled meetings

- Manage the project budget
- Hire and support a SIIP Team member
- Submit quarterly and annual reports to the backbone organization
- Develop and implement a sustainability plan.

SIIP Team members hired by collaborating organizations will:

- Participate in regularly scheduled SIIP Team meetings
- 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 **Friday, October 7, 2022, at 11:59 pm ET**.
- Applications must be submitted by an eligible organization:
  - Not-for-profit organization
  - Coalition, network or ad hoc committee
  - For-profit organization[1]
  - Municipal government
  - Research organization or institute
  - Educational institution (such as a university, college, school board)
  - Public health or social services organization
  - Indigenous organization (including band councils, tribal councils and self-government organizations)
  - Lesbian gay, bisexual, transgender, queer and two-spirit (LGBTQ2) organization

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[1] 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.

- Project activities must take place in Waterloo Region: Cambridge, Kitchener, Waterloo and/or the townships of North Dumfries, Wellesley, Wilmot, Woolwich
- The project duration is one year followed by one year of unfunded programing under a sustainability plan
- Requested funding from SIIP is up to $43,000
- The project contributes to improving the social inclusion of older adults (55+) with mild to moderate dementia and their care partners
- 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 activities that demonstrate an impact on increasing social inclusion for older adults with dementia and their care partners, while presenting opportunities for meaningful interaction with youth. The types of activities that may be eligible are varied and may include, but are not limited to:

- Activities facilitating the sharing of knowledge, skills and experiences of older adults and youth with one another
- Building intergenerational and intercultural learning opportunities.
- Developing partnerships to support opportunities to build intergenerational relationships
- Adapting approaches to policies and tools to more effectively attract, recruit, retain youth and older adult with dementia volunteers

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.

- Wages and mandatory employment related costs (MERCS) for project staff

- Professional fees (such as facilitators, researchers and experts in evaluation or in the collective impact field)
- Evaluation costs (such as surveys)
- Hospitality
- 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
- Travel costs within Canada
- Translation
- 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   Describe your organization's capacity to carry out the proposed project activities. This could include a description of the following items:

- Your organization's capacity to manage the financial responsibilities associated with this proposal.

    2.2   What ethnocultural population(s) does the organization serve?

    2.3   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

Proposed project represents a collaboration among multiple partners and leverages each organization's unique strengths

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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

3.3 Please indicate the populations that will be impacted (select all that apply).

☐ Secondary aged youth

☐ Post-secondary aged youth

☐ Older adults living with dementia

☐ Care partners of older adults living with dementia

☐ Other, please specify:

3.4 Please indicate the geographic areas of the program (select all that apply).

Urban areas

☐ City of Cambridge
☐ City of Kitchener
☐ City of Waterloo

Rural and remote areas

☐ Township of North Dumfries
☐ Township of Wellesley
☐ Township of Wilmot
☐ Township of Woolwich

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

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

> **Assessment Criteria**
>
> Project activities and timelines are clearly described
> Project activities are feasible in the outlined timelines
> Proposed project addresses the needs of priority population(s) in the community
> Proposal includes strategies for engaging with target populations
> Proposed project creates meaningful roles for older adults and youth

3.6 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 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.

> **Assessment Criteria**
>
> Proposal addresses an identified need in the community
> Proposal is supported by evidence of community need
> Proposed project will have a significant impact on target populations

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

3.8 Describe how participants will be recruited for the proposed project, specifically those who are socially isolated.

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? See appendix B for detailed description of shared measurement.
☐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 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).

Budget Instructions:

- Please ensure that your budget accounts for the full expenses of your program, including grants you have requested. 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 Expense:	Requested	In-kind	Total
Wages and Benefits:			$
Disability Supports for Staff:			$
Professional Fees:			$
Travel and Accommodations:			$
Materials and Supplies:			$
Printing and Communication:			$
Equipment Rental/Lease/Maintenance:			$
Administration Costs:			$
Capital Costs (equipment):			$
Subtotal:	*$*	*$*	$
		Total:	$

5.2 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

Proposed budget is reasonable and aligns with project activities.

SECTION 6 –Additional documents

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

Assessment Criteria

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 may be submitted to Dana Zummach **until October 7, 2022 at by 11:59 pm ET.**

SIIP Funding Application
Research Institute for Aging
250 Laurelwood Drive
Waterloo, Ontario N2J 0E27
dana.zummach@the-ria.ca

Appendix B: SIIP Collective Impact Shared Measurement

Tracking for quarterly reports	Older adult & care partner participants	Youth participants

1. Number and type of communications to promote project activities (e.g., newsletters, social media engagement, publications, emails, telephone calls)
2. Number of older adults participating
3. Number of older adults living with dementia participating (virtually, in-person)
4. Age of older adults participating
5. Gender of older adults participating
6. Number of care partners participating
7. Number of youth participating
8. Attendance over time / drop out rates
9. Number of experiential learning opportunities
10. Number and type of community partners involved
	Awareness & Satisfaction
	1. How did you find out about the program?
	2. On a scale from not satisfied to fully satisfied, how would you rate your satisfaction with this program?
	   a. 1 - not satisfied
	   b. 2
	   c. 3
	   d. 4
	   e. 5 - fully satisfied
	3. What were your reasons for participating in this program?
	
	Social Engagement
	4. While participating in the program, how often did you feel: (Less often, About the same as usual, More often)
	   a. That you lack companionship?
	   b. Left out?
	   c. Isolated from others?
	5. There are many ways people may be socially active, including visiting family and friends, going on outings, and belonging to clubs. After participating in this program, how has your level of social activity changed?
	   a. I'm less active
	   b. About the same as usual
	   c. I'm more often
		Awareness & Satisfaction
		1. How did you find out about the program?
		2. On a scale from 1 to 5, how would you rate your satisfaction with this program?
		   a. 1 - not satisfied
		   b. 2
		   c. 3
		   d. 4
		   e. 5 - fully satisfied
		3. Would you recommend this program to a friend? Why or why not?
		
		Include if possible:
		4. What did you like about this program?
		5. What did you not like about this program?
		6. Did you experience any challenges in participating?
		
		Impact of program on youth
		7. What were your reasons for participating in this program?
		8. Please indicate your level of agreement with the following statements. (5-point scale: Strongly disagree – strongly agree)
		   a. I am good at making and keeping friends.
		   b. I believe it is really important to help other people.
		   c. I feel valued and appreciated by others.
		   d. I accept people who are different from me.

Tracking for quarterly reports	Older adult & care partner participants	Youth participants

Track if possible:
11. Number of opportunities for older adults to engage in the planning of programming
12. Students exceeding volunteer requirements (extra number of hours)
13. Number of volunteer opportunities for older adults and care partners
	6. Did you make new social connections (e.g., people to talk to, friends) through this program?
	   a. Yes
	   b. No
	   c. I don't know
	7. Is there someone you can talk to about things that are important to you?
	   a. Yes
	   b. No
	   c. I don't know
	8. My family, friends or neighbours would help me if needed.
	   a. Yes
	   b. No
	   c. I don't know
	
	Sense of Belonging
	9. Please indicate how the following statements apply to your experience in this program. (Yes, No, Don't know)
	   a. I feel a more connected to my community
	   b. I know more people in my community
	   c. My overall wellbeing has gotten better
	   d. I feel like a valued member of society
	
	Well-being/Quality of Life
	10. Did your participation in this program improve the overall quality of your life (e.g., brought you joy, happiness, enjoyment, contentment)?
	   a. Yes
		e. I know some non-parent adults I can go to for advice and support.
		   f. I feel valued by adults in my community.
		   g. I am given useful roles in my community.
		   h. I serve in the community one hour or more each week.
		   i. I feel in control of my life and future.
		   j. I believe my life has purpose.
		9. How confident do you feel engaging with older adults living with dementia?
		   a. 1 - Not confident at all
		   b. 2
		   c. 3
		   d. 4
		   e. 5 – Very confident
		10. During the program, I enjoyed my contact with older adults.
		   a. 1 – strongly disagree
		   b. 2
		   c. 3
		   d. 4
		   e. 5 – strongly agree
		11. My attitude towards older adults became more positive and accepting after being involved in the program.
		   a. 1 – strongly disagree
		   b. 2
		   c. 3
		   d. 4

Tracking for quarterly reports	Older adult & care partner participants	Youth participants

	b. No
	c. I don't know
	11. How did your involvement in this program impacted your wellbeing?
	
	Benefits of involvement
	12. Was your involvement in this program a meaningful experience for you?
	  a. Yes
	  b. No
	  c. I don't know
	13. What benefits did the program provide to you personally?
	
	Technology use
	14. After participating in this program, have you developed new skills related to…? (Yes, No, I don't know)
	  a. Using technology to connect to a virtual program
	  b. Communicating with young adults
	  c. Collaborating
	  d. Creativity (e.g., through art, music, etc.)
	  e. Mentorship
	  f. Other: _____
		e. 5 – strongly agree
		
		Experiential Learning Opportunity
		12. My involvement with the program gave me: (5-point scale: Strongly disagree – strongly agree)
		  a. valuable experience with older adults.
		  b. a deeper understanding of older adults.
		  c. "real world" experience.
		13. Do you have any suggestions for making this experiential learning opportunity more helpful?
		14. List one thing you learned from participating in the program.
		
		Future Volunteer Role / Career
		15. I am interested in: (5-point scale: Strongly disagree – strongly agree)
		  a. volunteer roles that support older adults living with dementia.
		  b. a career supporting older adults living with dementia.