



2018 Age-friendly Communities Grant Program

Program & Application Guide

1. Introduction

The Age-friendly Communities grant program is intended to assist local governments in BC to best support aging populations, develop and implement policies and plans, or undertake projects that enable seniors to age in place and facilitate the creation of age-friendly communities.

The Ministry of Health has committed an additional \$0.5 million in funding to the program and grants are now available for 2018 community planning initiatives or community projects.

Formerly under the Seniors' Housing and Support Initiative, which was launched in 2004 through a one-time \$2 million grant from the (now) Ministry of Municipal Affairs & Housing, the Age-friendly Communities program continues to assist local governments to prepare for an aging population.

Between 2007 and 2017, the Ministry of Health provided \$3.75 million to further support the initiative and to incorporate a focus on age-friendly communities. Age-friendly Communities grants have been offered to 144 local governments and 286 plans or projects have been completed or approved for funding.

Age-friendly Communities

In an age-friendly community, the policies, services and structures related to the physical and social environment are designed to help seniors "age actively." In other words, the community is set up to help seniors live safely, enjoy good health and stay involved.

The creation of age-friendly communities in BC builds on findings from the [World Health Organization's Age-friendly Cities](#) and the [Canadian Age-friendly Rural/Remote Communities Initiative](#).

The Province of BC, in collaboration with key partners including health authorities, has advanced the age-friendly agenda since 2007 to engage and support local governments in preparing their communities for an aging population. Age-friendly BC (AFBC) is supported by:

1. The Age-friendly Communities grant program, administered by [UBCM](#)
2. A range of services to support age-friendly projects, offered by the [BC Healthy Communities Society](#) (BCHC Society)
3. A commitment to meet the needs of an aging population and work with partners to ensure people of all ages and abilities feel included and valued in their communities, provided by the [Ministry of Health](#)

2. Guiding Principles

The 2018 Age-friendly Communities program is intended to assist local governments in BC to best support aging populations, develop and implement policies and plans, or develop projects that enable seniors to age in place and facilitate the creation and sustainability of age-friendly communities.

Applications should demonstrate a commitment to the following guiding principles:

- Community Driven - Community solutions are based on local priorities and plans
- Catalyst for Action – Community activities are catalysts that enable local governments and community partners, including health authorities, to enhance and improve services for older adults
- Focus on Funding Priorities - Activities are focused on funding priorities with clear outcomes
- Flexible - Required actions differ in each community
- Coordinated - Activities of different levels of government and community partners, including health authorities, are coordinated to avoid duplication among programs and projects
- Sustainable Results – Community activities contribute to improving the lives of older adults over time

3. Eligible Applicants

Eligible applicants are local governments (municipalities and regional districts) in British Columbia. Please see Section 8 for other important information on application requirements.

4. Funding Streams

Under the 2018 Age-friendly Communities program, grants are available under two funding streams:

Stream 1: Age-friendly Assessments, Action Plans & Planning (up to \$25,000)

Stream 2: Age-friendly projects (up to \$15,000)

In order to be eligible for Stream 2, eligible applicants are required to have a completed age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or equivalent, is inclusive of age-friendly planning principles.

Proposed activities under either funding stream should focus on one or more of the eight age-friendly community components:

- Outdoor spaces and buildings
- Transportation (including traffic safety)
- Housing
- Respect and social inclusion
- Social participation
- Communications and information
- Civic participation and employment
- Community support and health services

Stream 1: Age-friendly Assessments, Action Plans & Planning

The intent of this funding stream is to support local governments to develop or update assessments or plans in order to enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is \$25,000.00.

Examples of eligible planning activities under this funding stream include:

- Development of a local age-friendly assessment or action plan
- Creation of specific plans and/or policies that address one or more of the eight community components (see Section 4)
- Engagement of seniors in planning activities
- Adding an age-friendly or seniors lens to existing plans or policies, such as:
 - Official Community Plans, Integrated Community Sustainability Plans, or community or neighbourhood plans
 - Zoning and other bylaws (subdivision, snow removal, parking, etc.)
 - Development permit requirements
 - Emergency response, evacuation and/or emergency social services plans
 - Design guidelines
 - Active transportation planning
 - Food security and food systems planning
 - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.)
 - Development of community health plans

Stream 2: Age-friendly Projects

The intent of this funding stream is to support local governments to undertake local projects that enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 2 is \$15,000.00.

In order to be eligible for Stream 2, eligible applicants are required to have a completed age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or equivalent, is inclusive of age-friendly planning principles.

Examples of eligible projects under this funding stream include developing new community projects for seniors, such as:

- Support for persons with dementia
- Increased community accessibility (transportation, housing, services)
- Provision of recreation and healthy living activities and/or referral and support to link seniors with recreation and healthy living services
- Community gardens and healthy eating
- Health literacy and promotion (e.g. workshops, guides, etc.)
- Chronic disease prevention
- Injury prevention and community safety (including traffic safety)
- Intergenerational projects
- Promotion of age-friendly business practices
- Prevention of elder abuse

The 2018 Age-friendly Communities program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to seniors and that are clearly linked to programming for seniors will be considered for funding.

Please note capital costs cannot exceed 40% of the total requested grant (i.e. an application for a \$15,000.00 grant cannot include more than \$6,000.00 in capital costs).

5. Eligible & Ineligible Activities

Eligible Expenditures

Eligible activities are new community planning or community projects that are undertaken by a local government and that address the guiding principles and funding priorities of the program.

Ineligible Expenditures

The following are not eligible activities:

- Development of feasibility studies, business cases, architectural, engineering or other design drawings for the construction or renovation of facilities providing services to seniors, including housing and care facilities
- Fundraising
- Sidewalk construction or improvements or other infrastructure projects

6. Age-friendly BC Community Recognition

All local governments can apply to be recognized as Age-friendly Communities. Once the four criteria (establish a steering committee, pass a council resolution, conduct an age-friendly assessment, and develop and publish an action plan) have been met, the community can apply to be recognized in BC. The completion of these four steps also makes the community eligible for membership in the Pan-Canadian Age-friendly Community Initiative and the World Health Organization Global Network of Age-friendly Cities and Communities.

For more information, please contact:

Sarah Ravlic, Program Coordinator
BC Healthy Communities Society
sarah@bchealthycommunities.ca

7. Support from BC Healthy Communities Society

The BC Healthy Communities (BCHC) Society is a province-wide not-for-profit organization that facilitates the ongoing development of healthy, thriving and resilient communities.

Applicants approved under the 2018 Age-friendly Communities program may be eligible to apply for a range of services to support their project from BCHC Society.

The purpose of this support is to: 1) Engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) Understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) Determine the next wise actions to achieve the community's age-friendly goals.

8. Application Process

The application form is required to be completed by all applicants. A Council or Board resolution, as well as a detailed budget, is required with the application form.

The Council/Board resolution is required to indicate support for the proposed activities and willingness to provide overall grant management.

Applications are due by November 10, 2017, and applicants will be notified of the status of their application within 60 days.

The Evaluation Committee will assess and score all eligible applications based on the guiding principles and funding priorities. Higher application review scores will be given to applications that:

- Demonstrate direct participation of seniors
- Complement the Provincial priorities regarding seniors outlined in Appendix 1
- Include collaboration with health authorities or others partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments)

The committee will also consider the location of each application in order to ensure a balanced representation of projects across the province.

Please note the following important points when preparing your application:

- Only one application per local government will be accepted.
- Funds are for new activities that support age-friendly communities and are not for on-going operations or regular planning activities.
- All funded activities are to take place within the 2018 calendar year.
- The detailed budget must indicate proposed expenditures and align with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions should be identified.
- Council/Board resolutions must indicate support by the local government for the proposed project as well as a willingness to provide overall grant management.
- All application information and final reports will be shared with the Ministry of Health and the BCHC Society.

9. Grant Management & Applicant Responsibilities

Notice of Decision

All applicants will receive written notice of the Evaluation Committee's decision as well as the terms and conditions of any grant that is awarded. Grants are awarded in two payments: 70% at the approval of the project and 30% when the project is complete and UBCM has received the required final report and a financial summary.

Applicant Responsibilities

Please note: Grants are awarded to local governments only. When collaborative projects are undertaken with community partners, the local government remains the primary organization responsible for the grant.

Due to this, and in addition to the terms and conditions that will be provided to all successful applicants, approved applicants are responsible for:

- Proper fiscal management, including acceptable accounting records
- Final reports (using UBCM forms) and certification of costs

Final Reports

All funded activities are to take place within the 2018 calendar year, and the final report will be due within 30 days of project completion and no later than January 26, 2019. Applicants are required to complete the final report form, available on the [UBCM website](#).

The certification of costs on the final report must be signed by the local government Chief Financial Officer.

Changes to Funded Activities

Approved applicants are required to advise UBCM of any significant variation from the approved project as described in the completed application form. Approval from UBCM is required in advance for such changes.

Extensions

Please note that all funded activities are required to be completed within the 2018 calendar year and any requests for extensions beyond this date must be in writing and be approved by UBCM.

10. Additional Information

For further information on grants and the application process, please contact:

Union of BC Municipalities

Local Government Program Services
(250) 356-2947 or lgps@ubcm.ca

For further information on age-friendly communities, please contact:

BC Healthy Communities Society

Sarah Ravlic, Program Coordinator
250.590.1845 or sarah@bchealthycommunities.ca
www.bchealthycommunities.ca

For further information on other provincial initiatives, please visit the [Age-friendly BC website](#) or contact:

Ministry of Health:

(250) 952.2574 or AgeFriendlyBC@gov.bc.ca

Provincial Priorities

The following are examples of provincial priorities that may complement age-friendly planning and projects:

Accessibility 2024 (http://www2.gov.bc.ca/assets/gov/government/about-the-bc-government/accessible-bc/accessibility-2024/docs/accessibility2024_update_web.pdf)

In 2014, *Accessibility 2024: Making B.C. the most progressive province in Canada for people with disabilities by 2024* was released. This 10-year action plan is designed around 12 building blocks: inclusive government, accessible service delivery, accessible internet, accessible built environment, accessible housing, accessible transportation, income support, employment, financial security, inclusive communities, emergency preparedness and consumer experience.

Example of an age-friendly assessment/project incorporating accessibility

Sun Peaks Mountain Resort Municipality has committed to being an age-friendly community by providing essential amenities to facilitate walking and skiing around the village, as well as accessible recreation and adaptive sports. (Awarded age-friendly recognition in 2015)

Aging Well (<https://www.healthyfamiliesbc.ca/aging-well>)

Supporting older adults to think about and plan for the future helps them anticipate needs as they age. Knowing where to find the right information if and when they need it is key to planning for a healthy and independent future. Aging Well is an online resource on Healthy Families BC, the Province's health promotion plan to encourage British Columbians to make healthier choices. Aging Well has information, tools and videos on topics including health and wellness (includes healthy eating and physical activity), finance, transportation, housing and social connection - areas of life that are important and interconnected when it comes to healthy aging.

Example of an age-friendly project incorporating planning for a healthy and independent future

Columbia-Shuswap Regional District has engaged the Communities of the South Shuswap in the development of a resource centre to support age-friendly community planning. Services offered through the centre include financial planning, computer literacy training, transportation and health eating programs.

Better at Home (<http://www2.gov.bc.ca/gov/content/family-social-supports/seniors/health-safety/health-care-programs-and-services/better-at-home>)

Better at Home, an innovative non-medical home support program funded by the Province and managed by the United Way of the Lower Mainland, helps seniors with day-to-day tasks so that they can continue to live independently in their own homes and remain connected to their communities. Better at Home services may include transportation to appointments, light housekeeping, light yard

work and home visits. There are currently 67 community-based Better at Home programs across B.C., including six rural and remote pilot sites.

Example of an age-friendly project incorporating the Better at Home program

District of Invermere created an age-friendly business directory, companion program, monthly luncheons and a mentorship program. The companion program matched seniors with volunteers who will assist with everyday living activities such as shoveling the sidewalk, driving to and from the grocery store or appointments. Business owners and employees were offered training on how their operations can be more age-friendly.

Physical Activity Strategy (<http://www.health.gov.bc.ca/library/publications/year/2015/active-people-active-places-web-2015.pdf>)

The BC Physical Activity strategy is designed to guide and stimulate co-ordinated policies, practices and programs in physical activity that will improve the health and well-being of British Columbians and the communities in which they live, learn, work and play. It aims to foster active people and active places, and its development was guided by key leaders and organizations across the province who worked collectively to determine the best approach to increasing physical activity rates.

Example of an age-friendly project incorporating physical activity

Town of Oliver developed an outdoor fitness park with input from partners including Interior Health, service clubs and seniors groups. The year-round park is well utilized and provides a no-cost opportunity for seniors to be physically active.