

Age-friendly Communities

2019 Program & Application Guide

1. Introduction

The Age-friendly Communities program assists communities in BC to support aging populations by developing and implementing policies and plans, undertaking projects that enable seniors to age in place and facilitating the creation of age-friendly communities.

Since 2005, the provincial government has provided \$6.25 million to support the program. To date, more than 148 local governments have completed projects or been approved for funding.

2019 Age-friendly Communities Grant Program

The Ministry of Health has committed an additional \$0.5 million in funding to the program and grants are now available for 2019 program.

For local governments, this will include the continuation of funding under Stream 1: Age-friendly Assessments, Action Plans & Planning and Stream 2: Age-friendly projects.

In addition, in partnership with health authorities, a pilot program is being introduced in 2019 to offer up to five First Nations the opportunity to apply for Stream 1 grants.

2. Other Programs & Resources

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 projects in 2007.

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, which is administered by [UBCM](#)
2. A range of services to support age-friendly projects, which are provided by the [BC Healthy Communities Society](#) (BCHC):
 - [Age-friendly BC Community Recognition](#)
 - Applicants approved under the 2019 Age-friendly Communities grant program may be eligible to apply for a range of services to support their project from BCHC.

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, which is provided by the [Ministry of Health](#)

3. Guiding Principles

All 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

4. Eligible Applicants

All local governments (municipalities and regional districts) in BC are eligible to apply for Stream 1 or Stream 2 funding. Local governments can each submit one application.

For the First Nations pilot program, health authorities will identify one First Nation in each health authority region that is at a stage of readiness to apply for Stream 1 funding. **Only the five First Nations identified by the health authorities are eligible to apply under the pilot program and can each submit one application.**

5. Eligible Projects

Eligible projects are new community planning or community projects that are undertaken by an eligible applicant and that address the guiding principles and funding priorities of the program.

In addition, to qualify for funding, projects must:

- Be a new project (retroactive funding is not available)
- Be capable of completion by the applicant within the 2019 calendar year
- 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

6. Eligible & Ineligible Activities & Costs

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

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

The intent of this funding stream is to support communities to develop or update assessments or plans in order to enable seniors to age in place and to facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is \$25,000.

Under Stream 1, eligible activities must be cost-effective and may include:

- Development of a local Age-friendly plan or assessment
- Creation of specific plans and/or policies that address one or more of the eight community components (see Section 5)
- 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, Health and Wellness 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.

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

Under Stream 2, eligible activities must be cost-effective and may include:

- 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 2019 Age-friendly Communities grant 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 under Stream 2.

Capital costs cannot exceed 40% of the total requested Stream 2 grant (i.e. an application for a \$15,000.00 grant cannot include more than \$6,000.00 in capital costs).

Ineligible Activities & Costs

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- 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, path or trail construction or improvements, or other infrastructure projects

7. Grant Maximum

Stream 1 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$25,000. Stream 2 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$15,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant

8. Application Requirements & Process

Application Deadline

Applications are due by November 2, 2018, and applicants will be notified of the status of their application within 60 days.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution or Band Council Resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Detailed budget that indicates the proposed expenditures and aligns 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.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

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

- Demonstrate direct participation of seniors
- Complement the Health Promotion Initiatives 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)

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

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

All application materials will be shared with the Province of BC and the BC Healthy Communities Society

9. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions, which will include 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.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, budget and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the 2019 calendar year and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

10. Final Report Requirements

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Optional: photos of the project, media clippings and or any reports or documents developed or amended with grant funding.

All final report materials will be shared with the Province of BC and the BC Healthy Communities Society
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Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

11. Additional Information

Union of BC Municipalities

For further information on grants and the application process, please contact: Local Government Program Services: (250) 952-9177 or lgps@ubcm.ca

BC Healthy Communities Society

For further information on age-friendly communities, visit www.bchealthycommunities.ca or contact: Sarah Ravlic, Program Coordinator: 250 590-1845 or sarah@bchealthycommunities.ca

Ministry of Health

For further information on other provincial initiatives, please visit the [Age-friendly BC website](#) or contact: (250) 952-2574 or AgeFriendlyBC@gov.bc.ca

Appendix 1: Health Promotion Initiatives

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

Accessibility 2024 (www.gov.bc.ca/accessibility)

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 (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 (www.betterathome.ca)

Better at Home, an innovative non-medical home support program funded by the Province and managed by 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 offered training on how their operations can be more age-friendly.

Physical Activity Strategy (<http://www2.gov.bc.ca/gov/content/health/managing-your-health/physical-activity>)

The BC Physical Activity strategy is designed to guide and stimulate coordinated 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.

Provincial Guide to Dementia Care in British Columbia

(<http://www.health.gov.bc.ca/library/publications/year/2016/bc-dementia-care-guide.pdf>)

Dementia impacts roughly 66,000 British Columbians. In May 2016, the Ministry of Health released the Provincial Guide to Dementia Care in British Columbia. The Guide identifies priorities, goals and deliverables to support people with dementia, their families and caregivers. One deliverable identifies need to increase understanding of dementia and expand community information and support programs, e.g., dementia friendly communities, for people with dementia and their caregivers. In addition, priorities of the Guide include: increasing public awareness and early recognition of cognitive changes; supporting people with dementia to live safely at home for as long as possible, including caregiver support; improving quality of dementia care in residential care including palliative and end-of-life care; and, increasing system supports and adoption of best practices in dementia care.

Example of an age-friendly project incorporating dementia

City of Richmond conducted a survey and focus groups and used the results to develop the age-friendly action plan. Next steps include establishing an inter-departmental task force and designing a framework for monitoring and evaluation. One of the action items is working with health partners to ensure sufficient supported, affordable housing is provided locally for disabled and frail older adults, as well as those with dementia and other mental health challenges. (Awarded age-friendly recognition in 2015)

Provincial End of Life Care Action Plan for British Columbia

(<http://www.health.gov.bc.ca/library/publications/year/2013/end-of-life-care-action-plan.pdf>)

The Provincial End of Life Care Action Plan identifies priority, goals, and actions to improve health care outcomes and quality of life for individuals living with life limiting or life threatening illness, and for their families. Actions in the plan include increasing public knowledge and

awareness of palliative care as an approach to care that improves quality of life for both the person receiving care and their family, at any stage of illness; and, providing information and resources to support advance care planning, including an understanding of the available options for ensuring values, wishes, and instructions for health care treatments and choices for end-of-life care are respected by health care providers.

Example of a potential age-friendly project in support of people with serious illness

Become a 'compassionate community'. A compassionate community builds awareness of vulnerable people, including people who are seriously ill or frail. A compassionate community promotes shared responsibility and support of people who are vulnerable.