



**Children's Aid Society of  
Pictou County Endowment Fund**

**Funding Application and Criteria  
March 2018**

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## GENERAL INFORMATION

The purpose of the Children's Aid Society of Pictou County Endowment (CAS Endowment Fund) of the Aberdeen Health Foundation (AHF) is to generate annual funding opportunities in Pictou County for projects that:

- Enhance the potential for healthy outcomes for children, youth and families at risk in our community; help to alleviate risk and prevent crisis in the home, school and community; provide education for citizens and program leaders in health, wellness and crisis prevention and intervention

**APPROXIMATELY \$60,000 WILL BE AVAILABLE FOR DISTRIBUTION. THERE IS NO MAXIMUM ALLOWABLE FUNDING REQUEST, BUT IT IS ANTICIPATED THAT THIS AMOUNT WILL BE SHARED AMONG SEVERAL PROJECTS. PRIORITY FOR FUNDING WILL BE BASED ON COMMUNITY PROJECTS THAT ADDRESS ONE OR MORE OF THE ABOVE AREAS BY MAKING SIGNIFICANT CONTRIBUTIONS TO CHILDREN, YOUTH AND FAMILIES AT RISK IN OUR COMMUNITY IN ACCORDANCE WITH THE SOCIAL DETERMINANTS OF HEALTH. (APPENDIX A)**

### CAS ENDOWMENT ELIGIBILITY CRITERIA AND FUNDING GUIDELINE

- The CAS Endowment Fund Committee seeks applications that will support the delivery of health and wellness interventions that will enhance the potential for healthy outcomes for children, youth and families at risk in Pictou County;
- Proposals shall demonstrate financial need;
- Proposals shall demonstrate fulfillment of a need within the boundaries of Pictou County;
- Proposals for projects where funding comes from single or multiple sources will be welcomed;
- Funding is intended for projects that are short term in nature, and will generally be completed in less than one year;
- Proposals for funding shall be submitted on a per-project basis. In exceptional circumstances, with proven measured and ongoing success, projects may be considered for renewal but will be required to re-enter the application process;
- Enhancements to current projects and programs will be given consideration;
- Proponents shall provide evidence of a satisfactory financial records system;
- Applicants shall provide information regarding other applications for funding of the same project, disclose other concurrent applications for funds pertaining to the same project, and agree that funding agencies, including the Aberdeen Health Foundation, may share information regarding the project with other funding agencies;

**ONLY QUALIFIED DONEES (SEE APPENDIX B) HOLDING A CANADA REVENUE AGENCY CHARITABLE NUMBER SHALL BE CONSIDERED. ORGANIZATIONS THAT DO NOT MEET THIS CRITERIA CAN DO SO BY PARTNERING WITH A COMMUNITY AGENCY THAT DOES.**

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## THE FOLLOWING WILL NOT BE CONSIDERED

- Retroactive applications;
- Funding for current programming costs at current capacity levels;
- Funding of an organization's normal operational expenses, including salaries of existing staff at current capacity levels;
- Projects or activities which can be funded under existing government programs;
- Projects or activities which DO NOT:
  - help to alleviate risk and prevent crisis in the home, school and community;
  - enhance the potential for healthy outcomes for children, youth and families at risk in our community;
  - provide education for citizens and program leaders in health, wellness and crisis prevention and intervention

## APPLICATION PROCESS

Applications will be welcomed by the CAS Endowment Fund Committee of the Aberdeen Health Foundation through the following processes:

- Applications are available at the Aberdeen Health Foundation office, Aberdeen Hospital, 835 East River Road, New Glasgow or [www.aberdeenhealthfoundation.com/cas-endowment](http://www.aberdeenhealthfoundation.com/cas-endowment).
- Completed applications are to be hand delivered, mailed, or emailed in pdf format to the Foundation Office;
- The Committee will review all applications and adjudicate according to the eligibility guidelines and funding criteria. Applicants who meet eligibility guidelines may be invited to discuss their project with the Committee before final recommendations being made to the AHF Board for approval. The Aberdeen Health Foundation office will notify the applicants in writing on the outcome of their application.
- Successful applicants will receive 75% of the approved funds at the start of the project. Prior to receiving the final 25% of the total funded amount, applicants must supply the Committee with:
  - an interim financial report outlining the results to date, including expenses incurred, budget variances, and all funding sources for the project or program;
  - an interim progress report outlining the progress of the funded program as per the articles of the original application;
- At the termination of the project, applicants must supply the Committee with a final report consisting of:
  - a financial report detailing the utilization of all funding from AHF;
  - a summary of the results and overall evaluation of the project (i.e. were objectives met/exceeded; were there unanticipated outcomes etc.).

## TIMELINES

Applications will be received once annually by the CAS Endowment Committee of the Aberdeen Health Foundation.

Applications for 2018 funding must be received at the Aberdeen Health Foundation office on or before April 13<sup>th</sup>, 2018.

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## RESPONSIBILITIES OF APPLICANTS

- To complete the application form, answer the questions in full, and attach the following documents:
  - Letters from any community partners involved with the project confirming their participation;
  - Letters of support from appropriate sponsors and/or relevant community agencies;
  - The most recent Financial Statements for the organization;
  - A detailed budget for the project.
- To ensure the group/organization receiving the funding adheres to all Provincial and Federal regulations;
- To ensure the organization has on file current Child Abuse Registry Forms and Criminal Record checks for all individuals on the project that will be in direct contact with children and youth;
  
- Upon notification of funding approval:
  - Sign a funding agreement with the Aberdeen Health Foundation and ensure the funding is spent as proposed in the project details of the approved application;
  - Ensure reports, receipts and budget updates are submitted to the CAS Endowment Committee as directed;
  - Give permission to the Aberdeen Health Foundation to use information and any images/photos related to projects funded for AHF electronic use, print publications, and/or use by news media subject to permission being granted by individuals in pictures.
- NOTE: Failure to submit reports in a timely manner may preclude funding for future projects.

**For further information about the CAS Endowment Fund of the Aberdeen Health Foundation, contact:**

Kim Martin  
Administrative Coordinator  
Aberdeen Health Foundation  
Phone: (902) 752-7600 ext. 4600  
Fax: (902) 755- 2356  
Email: kim.martin@nshealth.ca

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## APPLICATION FORM – CAS ENDOWMENT FUND

*All correspondence must be legible, organized, and include all supporting information and documentation.*

Project Name:

Group/Organization Name:

Contact Person:

Title:

Mailing Address including Postal Code:

Telephone Numbers - Work:  
*(please indicate preferred number for us to contact)*

Cell/Other:

Email Address:

Website Address:

Signing Officers for the organization:

Name of Organization acting as Qualified Donee (as Registered with Canada Revenue Agency):

Canada Revenue Agency charitable number:

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**SIGNATURE OF APPLICANTS**

Application to be signed by Chair or designate and one other member of the group or organization, along with the same for any partner organization, if applicable.

\_\_\_\_\_  
Signature of Chair or Designate

\_\_\_\_\_  
Signature of Group Member

\_\_\_\_\_  
Please Print or Type Name

\_\_\_\_\_  
Please Print or Type Name

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name of Organization

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chair or Designate

\_\_\_\_\_  
Signature of Group Member

\_\_\_\_\_  
Please Print or Type Name

\_\_\_\_\_  
Please Print or Type Name

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name of Organization

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

*I have verified that the organization has a current copy of the Child Abuse Registry Forms and Criminal Record checks for all individuals on the project that will be in direct contact with children and youth.*

\_\_\_\_\_  
Initials of Applicants

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## PROJECT SPECIFIC INFORMATION

Please provide the information requested below, with as much detail as possible to help the CAS Endowment Committee evaluate and consider your project.

To ensure the application can be reviewed by the Committee, complete the questions in full, and attach the following documents:

- **Letter(s) from community partners** involved with the project confirming their participation;
- **Letter(s) of support** from relevant sponsors, community agencies or organizations;
- Most recent **Financial Statements** for the organization;
- A **Detailed Budget** for the project, including related expenses that will be funded from other sources and the value of any in kind support (i.e. value of donated supplies).

**A note about funding salaries:** *This funding is intended to support new initiatives to address population health and not designed to fund current operations at current capacity levels. Therefore, costs related to existing staff do not qualify for funding and should not be included in your budget, even if their time will be redirected to this project for all or part of its duration. You may share this information, as well as details regarding anticipated volunteer time if applicable, as a note following the budget if you feel it is important to do so.*

1. What is the project and what are the objectives of the project? Explain how this will enhance the potential for healthy outcomes for children, youth, and families at risk. Describe your project with as much detail as possible, including which Determinants of Health will be addressed. (See Appendix A)

What community partners, organizations, or agencies will participate in the development and implementation of the project? Who is the target group for your project? Describe your target in terms of numbers, geography, and other demographic characteristics where possible.

2. Where will your project take place? (*At what specific location(s)?*)
3. How long is this project to last?
4. Will you receive funding from any government department for this project? Will you apply for funding from other sources for this project? At the date of this application, have you applied for, been approved for, or received funding from other sources for this project?

If yes to any of the above, please provide details, including application date, amount requested, name of funding agency, and status of application. How do you plan to evaluate the project? (*I.e. What tools will you use to measure your success? Your evaluation should specifically measure the achievement of each of the objectives and desired impacts you have outlined above.*)

How will the project activities continue beyond the CAS Endowment Funding? Does this project have potential to become self-sustaining? Will it continue after the completion of the funding?

Due to funding availability the CAS Endowment Fund may not be able to provide full funding as requested. Do you have an alternative plan should you not receive full funding? If so, please provide details.

5. How has your organization demonstrated the ability to successfully deliver projects in the past?

## APPENDIX A

### SOCIAL DETERMINANTS OF HEALTH

The **social determinants of health** are the interrelated social, political, and economic factors that create the conditions in which people live, learn, work, play and age.

The **intersection of social determinants of health** means these determinants shift and change in different settings and over time, impacting the health of individuals, groups and communities in different ways.

Source: National Collaborating Centre for Determinants of Health, Glossary of Essential Health Equity Terms, 2015.

Marginalized populations (e.g. low income, women, people living with disabilities, visible minorities, etc.) have fewer resources to support their health and require additional supports to help them thrive and be healthy.

The following are critical determinants of health for individuals, families, and communities:

**Income and Social Status:**

There is a gradient in health across the income spectrum. Lower income populations often experience economic and social exclusion.

**Social Support Networks:**

People who have the support of family, friends and communities feel more connected to others and have better health.

**Education and Literacy:**

Low education levels are linked to poor health, more stress, and lower self-confidence.

**Employment/Working Conditions:**

Employment provides income, a sense of personal identity, and the means to acquire the resources needed to be healthy. Unemployment or underemployment can contribute to stress and exclusion.

**Social Environments:**

The values and norms of a society influence health and wellbeing. A supportive society helps individuals reduce or avoid many potential risks to good health.

**Physical Environments:**

Clean air and water, adequate housing, safe neighbourhoods and adequate transportation are needed for good health.

**Personal Health Practices and Coping Skills:**

Adopting healthy practices and having skills to cope with life's circumstances help people to stay healthy and safe.

**Healthy Child Development:**

Early childhood experiences influence coping skills, resistance to health problems and overall health and wellbeing for the rest of one's life.

**Biology and Genetic Endowment:**

Some people have health advantages or disadvantages due to their biological make-up, but even people with disadvantages live full and healthy lives when their environments support their growth and development.



**Health Services:**

Everyone needs access to services that prevent and treat disease as well as maintain and promote good health.

**Gender:**

Society places different expectations on people of various genders, including gay, lesbian, bi-sexual and transgendered people. Gender intersects with other health determinants to create circumstances that either support or challenge health and wellness.

**Culture:**

Customs, traditions, and the beliefs of the family and communities all affect health.

**Aboriginal Ancestry:**

First Nations and Aboriginal people have higher rates of food insecurity, lower levels of education and employment, and higher rates of illness and injury, all tied to their history of colonization and discrimination.

**Race:**

Racialized populations (immigrants, visible minorities) experience higher rates of unemployment and under-employment, and both economic and social discrimination. New immigrants may experience deterioration of their health over time relative to other Canadians.

Source: J. Mikkonen & D. Raphael. (2010) *The Canadian Facts*.

## **APPENDIX B**

### **SUMMARY**

Under the Income Tax Act, qualified donees are organizations that can issue official donation receipts for gifts they receive from individuals and corporations. They may also receive gifts from registered charities.

### **QUALIFIED DONEES include but are not limited to the following:**

- A registered charity;
- A registered Canadian amateur athletic association;
- A registered housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged;
- A registered Canadian municipality;
- A registered municipal or public body performing a function of government in Canada.