



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

**Funding Application and Criteria  
2019**

## 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 for programs that support the delivery of health care in Pictou County. Programs must target a **clearly defined health outcome** and address one or more of the following areas:

- Promote healthy child/youth development, and address inequities in healthy child/youth development;
- Directly prevent or relieve a mental health condition of children and/or youth through the provision of a therapeutic/ evidence-based program in line with defined outcomes, delivered by qualified/certified program leaders or practitioners;
- Build capacity in organizations to foster healthy child/youth development through training in best practices and evidence based intervention;
- Promote greater equity in access to physical and/or mental health.

Approximately \$55,000 is currently available for distribution. There is no maximum allowable funding request, but it is anticipated that this amount will be shared among several programs.

## CAS ENDOWMENT ELIGIBILITY CRITERIA AND FUNDING GUIDELINES

- Proposals shall fulfil the above stated purpose;
- For such programs, incremental wages for program delivery are eligible, as are other expenditures that are incidental and ancillary to the delivery of the program.
- Proposals shall demonstrate financial need;
- Proposals shall demonstrate a benefit to residents of Pictou County;
- Proposals for programs where funding comes from single or multiple sources will be welcomed;
- Multi-year programs are welcome; however; proposals for funding shall be submitted on an annual basis.
- Enhancements to current programs and programs will be given consideration;
- Proponents shall provide evidence of a satisfactory financial records system;
- Applications from municipalities, academic institutions, or hospitals should demonstrate collaboration with community based organizations;
- Applicants shall provide information regarding other applications for funding of the same program, disclose other concurrent applications for funds pertaining to the same program, and agree that funding agencies, including the Aberdeen Health Foundation, may share information regarding the program with other funding agencies;
- Programs must be delivered by people who are professional trained/qualified/certified to deliver an effective program;

**ONLY QUALIFIED DONEES 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.**

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.

**THE FOLLOWING WILL NOT BE CONSIDERED**

- Retroactive applications;
- Funding of an organization's normal operational expenses, including salaries of existing staff at current capacity levels;
- Programs or activities which can be funded under existing government programs.

**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.
- Successful applicants will receive 75% of the approved funds at the start of the program. 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 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 program, 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 program (i.e. were objectives met/exceeded; were there unanticipated outcomes etc.).

**TIMELINES**

Applications for 2019 funding must be received at the Aberdeen Health Foundation office on or before **August, 15, 2019.**

**RESPONSIBILITIES OF APPLICANTS**

- 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, Criminal Record and Vulnerable Sector checks for all individuals on the program that will be in 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 program 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 programs 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 programs.

**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

## APPLICATION FORM – CAS ENDOWMENT FUND

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

Program Name:
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Group/Organization Name:
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Contact Person:	Title:
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Mailing Address including Postal Code:
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Telephone Numbers - Work: <i>(please indicate preferred number for us to contact)</i>	Cell/Other:
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Email Address:	Website Address:
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Signing Officers for the organization:
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Name of Organization acting as Qualified Donee (as Registered with Canada Revenue Agency):
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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 program that will be in direct contact with children and youth.*

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

## PROGRAM SPECIFIC INFORMATION

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

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 program 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 program, including related expenses that will be funded from other sources and the value of any in kind support (i.e. value of donated supplies), net of any HST rebates or ITC (Input Tax Credits) claimed by the organization.

**For example**, your program includes hiring a consultant to deliver a new best practice workshop to your staff. The quote is for \$1,000 plus \$150 HST, for a total of \$1,150. Your charity plans to claim 50% of the HST. Therefore your detailed budget/funding request should be for: \$1,000 plus \$75 HST.

- **A note about funding salaries:** *This funding is intended to support new initiatives and not designed to support 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 program 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. Incremental wages for program delivery are eligible, as are other expenditures that are incidental and ancillary to the delivery of the program. Please be sure to clearly itemize all such expenses.*
1. What is the program and what are the objectives of the program? Describe your program and the primary health outcomes it will deliver. Note: In order to qualify for funding, the primary purpose of the program must support a health outcome with respect to the treatment, prevention, control, or management of a physical or mental health condition.
  2. How and to what extent does your program adhere to existing evidence-based or best practice standards with demonstrated effectiveness.
  3. Outline the qualifications and credentials of the individuals that will develop and/or lead the program.
  4. Who is the target group for your program? Describe the target population size, geography, and other demographic characteristics where possible.
  5. Health Equity: Some individuals and groups have health advantages due to a number of interrelated social, political, and economic factors. Marginalized populations have fewer resources to support their health and require additional supports to help them thrive and be healthy. How will your program foster or apply a health equity lens? See Appendix A for more information.
  6. What is the program duration and where will your program take place? *(At what specific location(s)?)*

7. If applicable, describe any community partners, organizations, or agencies that will participate in the development and implementation of the program.
8. Will you receive funding from any government department for this program? Will you apply for funding from other sources for this program? At the date of this application, have you applied for, been approved for, or received funding from other sources for this program?  
  
If yes to any of the above, please provide details, including application date, amount requested, name of funding agency, and status of application.
9. How do you plan to evaluate the program? *(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.)*
10. How will the program's activities continue beyond the CAS Endowment Funding? Does this program have potential to become self-sustaining? Will it continue after the completion of the funding?
11. 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.
12. How has your organization demonstrated the ability to successfully deliver programs in the past?



## APPENDIX A

### Health Equity

Some individuals and groups have health advantages due to a number of interrelated social, political, and economic factors. In other words, one's health is influenced by the conditions in which one lives, learns, works, and plays, in addition to one's biological and genetic heritage. 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:

#### **Health Services:**

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

#### **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.

#### **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.

#### **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.

**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.

**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*.