

Attachment 1

Funding Program Application Guide

2024-2025 Healthy Aging Enhancement Grants Application

"*" indicates required fields

0.0 INSTRUCTIONS

The following one-year grant application covers the period from April 1, 2024 to March 31, 2025.

Data does not need to be migrated to submit a Grant Application. All sections of the application are required unless marked as "Optional". Please double-check that all your documents have been submitted. Once submitted, any further edits will not be updated unless specifically requested.

If you have any questions regarding this grant, please contact your UWBC Regional Community Developer (RCD):

Vancouver, North Shore, Richmond, Sea to Sky & Sunshine Coast Dr. Beverley Pitman beverleyp@uwbc.ca 604.969.8331	Burnaby, New West, Tri-Cities, Surrey, Langley, Maple Ridge & Fraser Valley Indira Riadi indirar@uwbc.ca 604.268.1342
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Vancouver Island and Gulf Islands Cheryl Baldwin cheryl@uwbc.ca 250.591.8731	Northern BC Sarrah Storey sarrahs@uwbc.ca 250.699.1681
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Interior BC
Lisa Cyr
lcyr@uwbc.ca
250.860.2356

For all other inquiries, please contact Calum Petersen at calump@uwbc.ca.
For technical inquiries related to iUnite, please contact help@iunite.ca.

0.1 REQUIRED FIELDS

Any field marked with a red asterisk (*) at the end of the field label/question is a required field. If the field is a required number based field (i.e. count or monetary) it will have a bold red placeholder of "0" or "\$0.00" within the field input box when empty. If the field is also auto-filled, the placeholder value will reflect the original auto-filled value. For more on auto-filled data, read below.

All required fields must have at least some value entered to pass validation when submitting the form. Some fields have more rigorous validation that is discussed in section 0.3.

0.2 AUTO-FILL DATA

Data eligible to be automatically filled will be when first loading this form or on subsequent reloads only if an eligible field has been left blank.

Fields eligible for auto-fill:

- All of sections 1.1 & 2.1
- Proposed amounts in section 4.2.1, 4.2.2, 4.2.3 & 4.2.4

Auto-filled data will appear as if you had entered the data into the field (black text). If the value is deleted from any auto-filled number field the placeholder will display the initial auto-filled data. This does not happen with organization information, only number based information.

0.3 DATA VALIDATION

All fields displaying a red asterisk (*) at the end of the field label/question or that have a bold red placeholder (i.e. "0" or "\$0.00") within the field input box when empty are required fields and are validated upon submission, but not when saving. This is because saving is used to essentially save a draft you are working on, where submitting will validate and submit the completed form to UWBC.

If a field has specific validation rules (i.e. the total count of referral sources must equal the number of new participants entered in the previous field) this will be displayed as an error message after pressing "Submit" and the page reloads.

After the page reload there will be an error summary at the top of the page listing all the fields with errors and the accompanying error message. Each field name is clickable and will take you to that specific field.

0.4 SAVING

Pressing the "Save" button will save your form in its current state and refresh to give you the direct URL to come back and edit further. You do not need to save this URL, the navigation menu will direct you back to your saved copy anytime you come back to this form.

This form will automatically save if left open and unattended for 1 hour or longer. Once saved this way you will also be logged out.

There are automatic backups of this form saved every few minutes it is left open. This is to help prevent sudden loss from closing a tab or a device shutting off unexpectedly. At this time these, backups are only restorable by contacting iUnite support at help@iunite.ca or submitting a support request [here](#).

0 End

1.0 ORGANIZATION INFORMATION

1.1 GENERAL ORGANIZATION INFORMATION

Organization Name:*

City of New Westminster

Organization Website:

<https://www.newwestcity.ca/>

Organization Address: *

620 8th Street

Street Address

Address Line 2

New Westminster

British Columbia

City

Province

V3M 3S2

Postal Code

Telephone: *

(604) 519-1060

Fax:

BC Society #:

S-

Charitable Registration #:

Municipality

Indigenous-led Organization: *

Yes

No

Health Authority: *

Check all that apply.

- ☐ FHA
☐ FNHA
☐ IHA
☐ NHA
☐ VCH
☐ VIHA

Is your workplace unionized?: *

Yes

No

If Yes, what local?: *

CUPE - Local 387

Executive Director: *

Erica

Mark

First

Last

Executive Director Email:*

emark@newwestcity.ca

Organization Description / Mandate:*

The City of New Westminster's objectives as related to City Council's strategic priority of community belonging and connecting are: *People feel belonging through a shared sense of connection and identification with others. They feel accepted, included, and supported, and feel a sense of responsibility and commitment to the well-being of the community as a whole. *People experience shared connection points, created through an environment where their ideas, impact, and contributions matter, and where new community members feel welcome and included. *The City is a place where individuals, groups, and organizations are interconnected, linked, and work towards common goals and interests through community-building initiatives, and through platforms that facilitate communication, collaboration, and understanding among community members. *Community connectivity creates a strong sense of belonging and social cohesion and enables individuals and groups to support each other. The City's strategic priorities and these objectives acts as the road map for steering the activities on behalf of the community and is grounded through contexts which all work should be measured. These include reconciliation, public engagement, climate action and environment, and diversity, equity, inclusion, and anti-racism (DEIAR). Century House, is a recreation centre for Adults 50+ that was constructed in 1958 by the City of New Westminster, as the Royal City's project during the British Columbia Centennial Celebration. The City of New Westminster works collaboratively with the Century House Association (CHA) and offers many programming activities together. The purpose of Century House is to provide, year-round opportunities that will help satisfy the leisure, educational and social needs of senior adults; and to provide an environment where members feel positive self-worth through acceptance by others, belonging, recognition, contribution and achievements. Century House offers a wide range of activities including: Social activities, CHA activity groups, volunteering opportunities, registered programs (arts, crafts, fitness, wellness, language, dance, sports, etc...), special events, bus trips, low cost food services supporting food security, emotional health and support groups, community driven committees, educational workshops, online programming and leadership training. Century House is co-located with the New Westminster Youth Centre so we also have intergenerational programming.

1.2 APPLICANT INFORMATION**Name of primary contact for this grant application: ***

Erica

Mark

First

Last

Title:*

Manager, Recreation Services and Facilities

Primary contact telephone:*

(604) 519-1060

Primary contact email address:*

emark@newwestcity.ca

0 End

2.0 PROGRAM INFORMATION

GUIDING PRINCIPLES

The guiding principles that shape all three enhanced funding opportunities include:

Guiding Principles:

- **Responsive and Flexible:** responding to the context of the collaborative network, including geography, demographics, available services, gaps/needs, opportunities, and readiness.
- **People-Centred, Seniors-Centred:** addressing the unique and diverse needs, priorities, and changing circumstances of those being served, as well as those offering the service (volunteers, staff). This includes consultation and planning on the development of the proposed work, as well as ongoing implementing, monitoring, and learning.
- **Collaborative and Connected:** illustrating how the work is a part of an ongoing community-based collaborative network that includes coordination and referral with other local services.
 - *'Community' and/or 'local' will be defined by the context of emerging and/or established service delivery patterns in the area and may reflect regional/sub-regional geographies; as a reference only, the Local Health Areas are an established set of administrative health boundaries that may support determining a 'community'.*
- **Innovative and Sustainable:** acknowledging the short-term nature of this funding, services address the community-based collaborative network's vision for sustainability (e.g. prioritizing and aligning with other services) and innovation (e.g. demonstration/testing of new approaches to support learning and explore efficacy).
- **Learning, Growth & Accountability:** highlighting the work as a part of a broader learning system, supported by United Way BC and the local community-based collaborative network. This systemic approach involves collaborative reflection, dialogue, documentation, and planning as a part of Learning & Quality Assurance that is accountable to seniors, the community-based collaborative network, the broader community, and to the funder.

2.1 GENERAL PROGRAM INFORMATION

Program website:

Please do not duplicate your general organization website here. This is for a website or page dedicated to this specific program.

<https://www.newwestcity.ca/parks-and-recreation/facilities/century-house>

Program social media links and handles:

Facebook:

<https://www.facebook.com/newwestminster/>

Instagram:

https://www.instagram.com/new_westminster/

Twitter:

https://twitter.com/new_westminster

YouTube:

<https://www.youtube.com/user/NewWestCity>

LinkedIn:

Other (please describe):

2.2 HEALTHY AGING INTENDED TARGET POPULATION

Services will be aimed at community-dwelling seniors living in BC, and funded agencies should prioritize the delivery of services to seniors who are experiencing two or more of the following vulnerabilities:

- Low to modest income
- Low to moderate frailty
- Socially isolated/lonely
- Members of underserved/equity deserving groups – please select all that apply:

Caregivers

- ☒ Cultural and/or linguistic barriers
- ☒ Deaf and Hard of Hearing
- ☒ Experiencing elder abuse
- ☒ Experiencing mobility barriers
- ☒ LGBTQ2+
- ☒ Newcomers: Temporary Residents
- ☒ People with disabilities
- ☒ Permanent Residents (immigrants and refugees)
- ☒ Risk of homelessness
- ☒ Risk/experiencing mental health issues
- ☒ Risk/experiencing physical health issues
- ☒ Women
- ☒ Workers in the informal labour market

Other

Please indicate the age range(s) of the populations you intend to serve in this program: *

<54

☒ 55-64

☒ 65-74

☒ 75-84

☒ 85+

Please select all the following sub-populations you plan to serve:

Indigenous People:

- ☒ Indigenous: First Nations
- ☒ Indigenous: Inuit
- ☒ Indigenous: Métis
- ☒ Indigenous: MNBC Métis Chartered Community
- ☒ Indigenous: On-Reserve or Treaty Settlement Land
- ☒ Indigenous: Urban and away-from-home

Our target population are seniors 50+ who are experiencing social isolation and socio-economic barriers. We will also be targeting individuals of equity seeking groups and newcomers. We aim to support individuals who are socially isolated, in need of food security, those experiencing mental health or physical health concerns and people who are at risk of homelessness.

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2.3 GEOGRAPHIC SERVING REGION(S)

Please select all the regions you plan to serve in this program:

Central & Northern Vancouver Island

☒ **Lower Mainland, Sea to Sky, & Fraser Valley**

Abbotsford

Burnaby

Chilliwack

Coquitlam

Delta

Langley City

Langley Township

Lillooet

Maple Ridge

☒ **New Westminster**

North Vancouver City

North Vancouver District

Pitt Meadows

Port Coquitlam

Port Moody

Richmond

Squamish

Surrey

Vancouver

West Vancouver

Whistler

White Rock

First Nation Reserves/Treaty Settlement Lands (If selected, please specify in the open text box at the end of section 2.3)

Towns/Villages not listed (If selected, please specify in the open text box at the end of section 2.3)

Northern British Columbia

Southern Interior

Southern Vancouver Island

Thompson-Nicola-Cariboo

Please specify all communities (cities, towns, villages, municipalities, regional districts, First Nations Reserves, and Treaty Settlement Lands) that fall within your program's service delivery area. Please be as detailed as possible:*

The city of New Westminster has the following neighbourhoods: Queensborough, Connaught Heights, West End, Kelvin, Brow of the Hill, Glenbrooke, North Queen's Park, Victory Heights (includes Massey Heights), Sapperton, North Arm, South Arm, Uptown, Downtown, Brunette Creek. We recognize and respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples.

2.4 HEALTHY AGING COMMUNITY COLLABORATIVES

The vision for BC is a province-wide network of Healthy Aging Community Collaboratives that strengthen partnerships within communities and enhance the CBSS sector's ability to holistically and effectively support older adults. This new design will require agencies to work collaboratively together, with partners, to support seniors in their communities through improved referrals and coordination within and among other sectors, particularly health partners and local governments.

Produced and maintained by BC Stats and the Ministry of Health, Healthy Service Delivery Area (HSDA) and Local Health Areas (LHA) serve as loose boundaries for the Healthy Aging Community Collaborative that your program is part of. Based on the address of your agency, this is the HSDA and LHA that your program operates in.

1a. Health Service Delivery Area (HSDA) that your program operates in:*

Fraser North

1b. Local Health Area (LHA) that your program operates in:*

221 New Westminster

2. Please indicate ALL the organizations/groups that are part of your Community Collaborative, on a separate line for each organization/group:*

Please click on + icon to the right of the box to add each organization/group to a new line.

Seniors Services Society

Century House Association

Fraser Health

New Westminster Homelessness Coalition

Family Services of Greater Vancouver

New Westminster Library

3. Where community-based collaborative networks do not yet exist, please note your plan to build relationships with others that offer CBSS over the coming year (including other CBSS agencies, health, municipalities/regional districts, First Nations, etc.):

There is a Seniors Inter-Agency Network (SIAN) that meets bi-monthly that we are part of. We would like to continue building stronger and more collaborative relationships with Fraser Health, Family Services of Greater Vancouver, New Westminster Homelessness Coalition Society, MOSAIC, Don't Go Hungry, First Nations and any other organization or group who is providing supportive services to seniors in New Westminster. Through the proposed projects, we plan to connect CBSS agencies so we can work together to provide wrap-around supports for seniors in New Westminster. We will continue meeting regularly as a collaborative network. Through these grants, we will provide free Connections Café lunch vouchers to the network so they can give them to seniors they identify in need. In hosting our social dinners, we plan have service providers on site during these dinners to share their services with community members. In enhancing our volunteer program, we will promote opportunities through this network. Through these opportunities, we hope to strengthen our partnerships and create a foundation for additional collaborative work.

0 END

3.0 HEALTHY AGING ENHANCEMENT GRANTS

If your agency is applying for any of the Enhancement Grants below, on behalf of your Healthy Aging Community Collabo

3.1 SOCIAL MEALS

 Social Meals 

For details on the Social Meals Enhancement Grant, including background, guiding principles, funding summary, and criteria, please visit the [CORE BC Funding Opportunity](#).

1. Please select the proposed approach you are applying for: *

Enhanced Service 

New Service 

2. Program name*

Seniors in the City - Eat & Greet

3. Program Description:*

Please provide a brief overview of your proposed program activities, timelines, and key service delivery areas.

This program hosts free community meals representing local cultures. They are enhanced with social opportunities, diversity programming and connection to resources. Seniors in the City - Eat & Greet will host three social meals per month (one at Century House, one at Queensborough Community Centre, and one at tāmasew̓txw Aquatic and Community Centre). We want to offer meals in different neighbourhoods so seniors can meet people in their community. We will be working with the Seniors Services Society to find transportation solutions for seniors who would like to attend meals outside of their neighbourhood or who have mobility issues. Each community meal will include programming or an activity relevant to the culture highlighted. The programming will provide opportunities for participants to meet and interact with other seniors. We will also be inviting CBSS partners to attend as part of a resource fair so they can share information about their services. CBSS partners will help identify and refer vulnerable seniors to these events. In the summer we will host bi-weekly lunch & arts programming in partnership Arts New West. In an effort to provide additional food security and connection and to provide opportunity for CBSS partners, we would like to provide free lunch vouchers to the Connections Café. Connections Café provides nutritious meals, made from fresh ingredients, in a community living room at Century House. These lunch vouchers will be shared amongst the CBSS Network so partners can provide them to 50+ community members they identify in need.

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4. Please describe the supports currently in place in your region in the provision of social meals to seniors:*

The Century House Connections Café offers low cost nutritious meals made from fresh ingredients. It also has a community living room where people can eat their lunch, meet friends or meet new people. Unfortunately, without the requested funding in this grant, there is no capacity to offer Connection Café meals for free; therefore, there are still barriers for the most vulnerable seniors. Don't Go Hungry offers food hampers for free but there are not opportunities for social connection. Seniors Services Society has a meal delivery program but there is not a lot of opportunity for social connection. Union Gospel Mission provides free meals to all ages but does not have the opportunity for social connection.

135 words left

5. If different from section 2.4 Healthy Aging Community Collaborative, please indicate ALL the organizations/groups that are part of the Healthy Aging Community Collaborative for this specific Enhancement Grant, on a separate line for each organization/group:

Please click on + icon to the right of the box to add each organization/group to a new line.

Seniors Services society
Century House Association
Fraser Health
New Westminster Homeless Coalition
Family Services Society
New Westminster Library
New Westminster Arts Council

6. Please describe how this proposed approach was collaboratively identified and prioritized through the community-based collaborative network (highlighting how guiding principles are addressed):*

<p>We met with the Seniors Services Society to discuss community needs with regards to food security and connection. We brainstormed ideas and plans to collaborate on several of the above mentioned meals through promotion, referrals and information sharing. We also spoke with many 50+ community members who identified their lunch at Connection's Café as the highlight of their day because of the great healthy food and opportunity to meet and socialize with community members. Through conversations with community members and the Century House Association, we recognized that for many community members, this lunch was their only real meal of the day and we also realized that many people could not afford the \$7.50 for the meal. It also highlighted the need for evening meals and opportunities to socialize in the evening. We are applying for this grant so we can be responsive to needs expressed by the 50+ community and CBSS partners. We believe this project is innovative because we will be providing meals that are representative of community demographics, providing opportunities to bring seniors together to meet new people and celebrate local cultures and we will have a built in resource fair to connect vulnerable seniors to the services that are available to them in their neighbourhood. This is not something that is currently being offered in New Westminster. We will be working with the CBSS partners to try to best utilize resources thereby helping to make the initiative sustainable. We are hoping to learn from this pilot initiative and potentially expand it if possible in the upcoming years. We will be meeting regularly with CBSS partners and will be holding each other accountable for what we have committed to. We will also be more accountable to the community because CBSS partners will be working together more</p>
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2 words left

7. How will you ensure that effective collaboration occurs among the organizations in your Healthy Aging Community Collaborative?*

<p>Partners will meet regularly for CBSS network meetings and will also connect at the community meals. We have built in engagement opportunities for CBSS partners where they can promote and refer their seniors and they can also share their resources and meet other seniors who may not already be utilizing their services. We will ensure effective collaboration by listening to each organizations needs and supporting when possible. We will be working together to identify solutions to service gaps. We will be sharing information to ensure we are not duplicating services. We will gain a better understanding of each other's services and can cross promote opportunities.</p>

145 words left

8a. Please select the type of service delivery model(s) that will be used for the proposed approach:

*

- ☐ Contracted company
☐ Internal paid staff, individual contractors/sole proprietors
☒ Volunteers

8b. Based on your selected service delivery model, please describe the proposed approach, what social meals services will be offered, and how service providers will be trained, supported, recognized, and supervised:*

We will use contract companies or local businesses for some of the cultural food as well as matched cultural recreational activities or entertainment. We will use internal paid City of New Westminster staff for coordination, administration, food services and volunteer support. Volunteers will be used for event implementation. Volunteers and staff will be provided with an orientation, Trauma Informed Practice Training, Creating Safe and Welcoming Spaces Training and they will be encouraged to learn about the services provided by our CBSS partners so they can share the information with community members as needed. Volunteers will be supported and supervised by an experienced City of New Westminster staff member. All CBSS partners will be recognized when the initiative is promoted and discussed. There will be volunteer appreciation events as well as a written letter of appreciation.

9. How frequently will services be provided? (e.g.: ten social engagements equaling fifty meals provided per month)*

36 social engagements for an estimated 300 meals per month or 3600 meals per year and 100 meal vouchers monthly equaling 1200 additional free meals per year

Proposed Budget – 2024-2025 Social Meals – Use of UWBC Funds (account of UWBC funds only)

Please provide a breakdown of how you plan to spend funding for this enhancement for the period of April 1, 2024 – March 31, 2025.

- Minimum \$10,000 – Maximum \$50,000

Line	Item	Description	Proposed amount (\$)	Actual amount (\$)	Side
55	UWBC Social Meals	Amount requested and approved from UWBC.	\$ 50,000.00	\$ 0.00	Income
150	Administration	Include any amount <u>up to 12% of Line 55.</u>	\$ 1,000.00	\$ 0.00	Expense
200	Salaries/benefits	May include: <ul style="list-style-type: none"> • Program staff - coordinators • Program staff - service providers 	\$ 15,000.00	\$ 0.00	Expense
300	Volunteer Costs	May include: <ul style="list-style-type: none"> • Volunteer stipends/honoraria • Recruitment, recognition 	\$ 1,000.00	\$ 0.00	Expense
400	Contractor fees	Contractor fees for service delivery.	\$ 3,000.00	\$ 0.00	Expense

500	Program expenses	Note: Do not include capital costs such as acquisition of physical assets such as vehicles, databases, property, buildings, and/or equipment.	\$ 2,000.00	\$ 0.00	Expense
550	Direct purchase of food	Amount to be spent on the direct purchase of food.	\$ 27,000.00	\$ 0.00	Expense
600	Travel - staff	Program staff travel only.	\$ 0.00	\$ 0.00	Expense
601	Travel - non-staff	Non-staff travel only. May include: <ul style="list-style-type: none"> • Volunteer mileage/travel reimbursements • Contractor travel 	\$ 0.00	\$ 0.00	Expense
610	Marketing/public awareness	May include: <ul style="list-style-type: none"> • Design and printing/copying brochures • Paid advertisements (print, radio, televised, online) • Community resource guides and distributions • Presentations and events in community • Host organization newsletters, websites, social media. • Mail-outs 	\$ 1,000.00	\$ 0.00	Expense
620	Capacity building/training	Training and/or capacity development for program staff.	\$ 0.00	\$ 0.00	Expense

700	Other expenses	Please describe in the comments box below.	\$ 0.00	\$ 0.00	Expense
	Total Income:		\$ 50,000.00	\$ 0.00	
	Total Expenses:		\$ 50,000.00	\$ 0.00	
	Surplus/Deficit:	Note: This proposed budget must balance.	\$ 0.00	\$ 0.00	
Comments:			We are open to altering the plan and budget as needed and including any organization in this project that the United Way or our CBSS partners would like to include.		

3.2 AGING IN MOTION: TRANSPORTATION SUPPORTS & INNOVATIONS

Aging in Motion: Transportation Supports & Innovations ⓘ

For details on the Aging in Motion: Transportation Supports & Innovations Enhancement Grant, including background, guiding principles, funding summary, and criteria, please visit the [CORE BC Funding Opportunity](#).

Priority will be given to applications from communities in 'transportation deserts', which may include areas with limited or no transportation services, communities with underutilized vehicles, etc.

57	UWBC Transportation Supports & Innovations	Amount requested and approved from UWBC.	\$ 0.00	\$ 0.00	Income
150	Administration	Include any amount <u>up to 12% of Line 57</u> .	\$ 0.00	\$ 0.00	Expense
200	Salaries/benefits	May include: <ul style="list-style-type: none"> • Program staff - coordinators • Program staff - service providers 	\$ 0.00	\$ 0.00	Expense

300	Volunteer Costs	May include: <ul style="list-style-type: none"> • Volunteer stipends/honoraria • Recruitment, recognition 	\$ 0.00	\$ 0.00	Expense
400	Contractor fees	Contractor fees for service delivery.	\$ 0.00	\$ 0.00	Expense
500	Program expenses	May include: <ul style="list-style-type: none"> • Gas • Insurance • Meeting Supplies <p>Note: Do not include capital costs such as acquisition of physical assets such as vehicles.</p>	\$ 0.00	\$ 0.00	Expense
600	Travel - staff	Program staff travel only. property, buildings, and/or equipment.	\$ 0.00	\$ 0.00	Expense
601	Travel - non-staff	Non-staff travel only. <p>May include:</p> <ul style="list-style-type: none"> • Volunteer mileage/travel reimbursements • Contractor/consultant travel 	\$ 0.00	\$ 0.00	Expense

610	Marketing/public awareness	May include: <ul style="list-style-type: none"> • Design and printing/copying brochures • Paid advertisements (print, radio, televised, online) • Community resource guides and distributions • Presentations and events in community • Host 	\$ 0.00	\$ 0.00	Expense
620	Capacity building/training	Training on organization capacity, newsletters, development of social media programs <ul style="list-style-type: none"> • Mail-outs 	\$ 0.00	\$ 0.00	Expense
630	Hospitality costs	May include: <ul style="list-style-type: none"> • Room Rentals • Meeting expenses (e.g.: venue, food, etc.) 	\$ 0.00	\$ 0.00	Expense
640	Vehicle maintenance or enhancement	May include: <ul style="list-style-type: none"> • Vehicle maintenance and/or inspection costs • Equipment costs for retrofits/refurbishment of existing vehicle 	\$ 0.00	\$ 0.00	Expense
700	Other expenses	Please describe in the comments box below.	\$ 0.00	\$ 0.00	Expense
	Total Income:		\$ 0.00	\$ 0.00	
	Total Expenses:		\$ 0.00	\$ 0.00	
	Surplus/Deficit:	Note: This proposed budget must balance.	\$ 0.00	\$ 0.00	

3.3 VOLUNTEER COORDINATION & SUPPORTS

☐ Volunteer Coordination & Supports ⓘ

For details on the Volunteer Coordination & Supports Enhancement Grant, including background, guiding principles, funding summary, and criteria, please visit the [CORE BC Funding Opportunity](#).

1. Please select the proposed approach you are applying for: *

Enhanced Service ⓘ

New Service ⓘ

2. Program name *

Volunteer Support - Engagement and Education

3. Program Description: *

Please provide a brief overview of your proposed program activities, timelines, and key service delivery areas.

This grant will be used to hire a staff to coordinate and support the Century House Association, City of New Westminster and Seniors Services Society volunteers. This person would support the recruitment, training, support, recognition and retention of volunteers for all three organizations. Each organization would do their own on site support and organization specific orientation, but Volunteer Coordinator would provide a general training, identify volunteer opportunities in each organization and match volunteers to opportunities. They would spend time engaging with the seniors population to recruit and recommend placements. They would be responsible for workshops and education on volunteering, leadership and opportunities. They will connect regularly with staff from Century House Association, the City of New Westminster and Senior Services Society to ensure the organization's volunteer needs are met. They will coordinate and implement volunteer recognition events and activities as a way of showing appreciation and encouraging retention. This Volunteer Coordinator would ensure volunteer hours for all three organizations are added to the iVolunteer Platform. Depending on capacity, there may be opportunities to work with additional CBSS partners. The Volunteer Coordinator would work 20 hours a week

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4. Please describe the supports and strategies currently in place in your region to support volunteers serving the CBSS sector: *

We currently have over 300 volunteers who are seniors doing placements at Century House. Programming staff with full portfolios and who have limited capacity and are struggling to support our volunteers appropriately as the volunteer growth has increased significantly. We are concerned that volunteer retention will be negatively impacted if we can not support the volunteers effectively. Each CBSS organization is currently managing their own volunteers separately.

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5. If different from section 2.4 Healthy Aging Community Collaborative, please indicate ALL the organizations/groups that are part of the Healthy Aging Community Collaborative for this specific Enhancement Grant, on a separate line for each organization/group:

Please click on + icon to the right of the box to add each organization/group to a new line.

Seniors Services Society

Century House Association

6. Please describe how this proposed approach was collaboratively identified and prioritized through the community-based collaborative network (highlighting how guiding principles are addressed):*

We met with Century House Association and Seniors Services Society to discuss community and organization needs and we developed this plan together so we could be responsive to a growing need and to provide more meaningful volunteer opportunities, coordinated training, more support for volunteers and joint recognition events. We are seeking funding for a dedicated Volunteer Coordinator so we can be seniors centered and provide the volunteers with the training, support and recognition they deserve. This initiative will provide another opportunity for CBSS partners to collaborate and coordinate services. This collaborative model has the potential to be sustainable because it is built on effectively utilizing resource and reducing duplication of services (i.e. each organization doing separate recognition events or trainings is not cost effective). This model is innovative because there is rarely cross-organization sharing of resources for volunteer management. Our hope is that this project will be successful and there will be opportunities to include more CBSS partners. The CBSS partners will be meeting regularly to review the initiative, learn from it and suggest improvements. CBSS partners will hold each other accountable for involvement and commitments.

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7. How will you ensure that effective collaboration occurs among the organizations in your Healthy Aging Community Collaborative?*

The Volunteer Coordinator will be in contact with each organization regularly. The Century House Association, City of New Westminster and Senior Services Society will meet formally three times per year to assess the partnership, identify improvements and to plan for recognition events. We will meet informally as needed. If the Volunteer Coordinator has capacity, we will reach out to other CBSS partners to expand coordination services.

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8a. Please select who will be offering the volunteer coordination and supports:*

☐ Contracted company/consultant

☒ Internal paid staff

8b. Based on your selection(s), please describe how they will deliver the proposed approach and how service providers will be trained, supported, recognized, and supervised:*

The Volunteer Coordinator will be housed out of Century House and will be hired by the City of New Westminster. They will be provided an orientation by each partner organization that includes relevant policies and procedures, their current volunteer offerings and their hope for this initiative. The Volunteer Coordinator will be supported and supervised by the City of New Westminster's Seniors Program Coordinator. The Volunteer Coordinator will be supported to receive appropriate training as needed. The Coordinator will be recognized regularly and through the CBSS when appropriate.

9. How will new volunteers be recruited? How will staff/volunteers be supported, recognized, trained, and supervised in this work?*

Volunteers will be recruited through a volunteer recruitment campaign which includes brochures, a promotional video, social media, word of mouth through relationship building in community, through the Social Prescribing Initiative and possibly additional ideas that come from the Volunteer Coordinator once hired. All volunteers will be provided with a general training and a placement specific orientation. They will be informed of organization policies and procedures, they will complete a Police Information Check and be informed of confidentiality and privacy laws. They will be provided with Trauma Informed Practice Training and Creating Safe and Welcoming Spaces Training. We will aim to have a minimum of two recognition events; however, recognition and appreciation will be provided often. Volunteers will be connected to an on site mentor who will provide mentorship and supervision.

Proposed Budget - 2024-2025 Volunteer Coordination & Strategy - Use of UWBC Funds (account of UWBC funds only)

Please provide a breakdown of how you plan to spend funding for this enhancement for the period of April 1, 2024 - March 31, 2025.

- Minimum \$50,000 - Maximum \$75,000

Line	Item	Description	Proposed amount (\$)	Actual amount (\$)	Side
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58	UWBC Volunteer Coordination & Strategy	Amount requested and approved from UWBC.	\$ 75,000.00	\$ 0.00	Income
150	Administration	Include any amount <u>up to 12% of Line 58.</u>	\$ 5,000.00	\$ 0.00	Expense
200	Salaries/benefits	May include: <ul style="list-style-type: none"> • Program staff - coordinators • Program staff - service providers 	\$ 52,806.00	\$ 0.00	Expense
300	Volunteer Costs	May include: <ul style="list-style-type: none"> • Volunteer stipends/honoraria • Recruitment, recognition 	\$ 10,000.00	\$ 0.00	Expense
400	Contractor fees	Contractor fees for service delivery.	\$ 0.00	\$ 0.00	Expense
500	Program expenses	Note: Do not include capital costs such as acquisition of physical assets such as vehicles, databases, property, buildings, and/or equipment.	\$ 3,000.00	\$ 0.00	Expense
600	Travel - staff	Program staff travel only.	\$ 194.00	\$ 0.00	Expense
601	Travel - non-staff	Non-staff travel only. May include: <ul style="list-style-type: none"> • Volunteer mileage/travel reimbursements 	\$ 1,000.00	\$ 0.00	Expense

610	Marketing/public awareness	May include: <ul style="list-style-type: none"> • Design and printing/copying brochures • Paid advertisements (print, radio, televised, online) • Community resource guides and distributions • Presentations and events in community • Host organization newsletters, websites, social media. • Mail-outs 	\$ 1,000.00	\$ 0.00	Expense
620	Capacity building/training	Training and/or capacity development for program staff.	\$ 2,000.00	\$ 0.00	Expense
630	Hospitality costs	May include: <ul style="list-style-type: none"> • Room Rentals • Meeting expenses (e.g.: venue, food, etc.) 	\$ 0.00	\$ 0.00	Expense
700	Other expenses	Please describe in the comments box below.	\$ 0.00	\$ 0.00	Expense
	Total Income:		\$ 75,000.00	\$ 0.00	
	Total Expenses:		\$ 75,000.00	\$ 0.00	
	Surplus/Deficit:	Note: This proposed budget must balance.	\$ 0.00	\$ 0.00	
Comments:			We are open to altering the plan and budget as needed and including any organization in this project that the United Way or our CBSS partners would like to include.		

3.4 HEALTHY AGING ENHANCEMENT GRANTS RANKING

Please rank your chosen Healthy Aging Enhancement Grants from highest priority (1) to lowest priority:

Social Meals:*

1

0 End

4.0 COMMUNITY CONNECTOR APPLICATION

PROGRAM DETAILS & RATIONALE

As an agency hosting a Community Connector(s) (CC) as part of the Social Prescribing expansion, please complete the following section:

PROGRAM DETAILS & RATIONALE

The objectives for Community Connector/Social Prescribing funding are:

Objectives:

- Increase older adults' utilization of community-based wellness supports (e.g. physical activity, social activity, mental health, nutritional support, etc.)
- Improve older adults' quality of life (e.g. improved physical health, improved mental health, ability to choose to live at home, etc.)
- Increase older adults' sense of social connectedness
- Improve older adults' confidence and ability to use the community-based seniors' services in their community
- Decrease older adults' use of health care services (e.g. acute and emergency resources, home health services, physician services, etc.)
- Increase linkages between primary care, health authorities and community resources

4.1 GENERAL PROGRAM INFORMATION

Program Name:*

e.g.: "Community Name" Social Prescribing

Social Prescribing

Program website:

Please do not duplicate your general organization website here. This is for a website or page dedicated to this specific program.

<https://www.newwestcity.ca/>

Program social media links and handles:

Facebook:

Instagram:

Twitter:

YouTube:

LinkedIn:

Other (please describe):

If funded, we can create a webpage to promote the Social Prescription Initiative

1. Program Description:*

Please provide a brief overview of your proposed program activities, timelines, and key service delivery areas.

The Seniors Community Connector will work with older adults who are referred from Health Care Professionals and community partners to connect them with community supports and services through referrals, applications, advocacy, and introductions. They will co-developing personalized wellness plans, to providing practical support to older adults and their families. Century House is a fantastic location for the Community Connector as there are built in social and recreation opportunities that seniors can be referred to. We have meaningful volunteers opportunities and a Peer Support program that helps support and enhance the social and mental well-being of individuals who are facing life transitions and challenges. Through our partnership with the Century House Association, we have various support groups (Low Vision, Parkinson's Self Help, Tinnitus Support Group, Seniors Gay Straight Alliance), blood pressure clinics, and activity groups. We also have low cost social meals through the Connections Café. We have the facility, equipment and support to effectively implement this initiative. We would look to hire the Seniors Community Connector as soon as possible and get them connected to the other Community Connectors. They would work Monday to Friday with 4 day shifts and one evening shifts so they can be accessible to people with non standard schedules. They would be provided an office with space where they can have confidential meetings. They would be encouraged to do outreach in community and connect with CBSS Partners regularly. We have facilities in other neighbourhoods so if needed, we can meet seniors where they are at.

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2. How will you ensure that effective collaboration occurs among the organizations in your Healthy Aging Community Collaborative?*

The Community Connector will attend the regular Community Connectors Table as well as our CBSS network meetings. They will attend the bi-monthly SIAN meetings. In addition to the CBSS network meetings, the Community Connector will work closely with the Seniors Services Society and Century House Association and other CBSS partners to ensure that seniors are connected to the many fabulous offerings that our partners are providing. They will also work closely with our City of New Westminster Program Coordinator and Assistant Program Coordinator as needed. The Community Connector will be included in the Century House and Youth Centre Staff Team's bi-weekly meetings to ensure we are sharing information, discussing issues and problem solving as a team.

134 words left

3. If different from section 2.3 Geographic Serving Region(s) and 2.4 Healthy Aging Community Collaborative, please specify all communities (cities, towns, villages, municipalities, regional districts, First Nations Reserves, and Treaty Settlement Lands) that fall within the service delivery area for this specific enhancement. Please be as detailed as possible:

The city of New Westminster has the following neighbourhoods: Queensborough, Connaught Heights, West End, Kelvin, Brow of the Hill, Glenbrooke, North Queen's Park, Victory Heights (includes Massey Heights), Sapperton, North Arm, South Arm, Uptown, Downtown, Brunette Creek. We recognize and respect that New Westminster is on the unceded and unsundered land of the Halkomelem speaking peoples.

194 words left

All Community Connectors are asked to attend the [Social Prescribing Conference | Canadian Institute for Social Prescribing](#) in September 2024 in Toronto, ON. You may use funds to attend this conference – expenses should be accounted for in Line 600 Travel – staff in the budgets below:

0 END

4.2 COMMUNITY CONNECTOR FINANCIAL INFORMATION

4.2.1 PROPOSED BUDGET – USE OF UWBC FUNDS

Proposed Budget – 2024-2025 Community Connector

Use of UWBC Funds (account of UWBC funds only)

Line	Item	Description	Proposed amount (\$)	Actual amount (\$)	Side
59	UWBC Community Connector Funds	Amount requested and approved from UWBC for Community Connector.	\$ 100,000.00	\$ 0.00	Income
102	UWBC funds remaining from prior year (2023-24)	Include the entire amount of UWBC Social Prescribing funds that your program is carrying forward from 2023-24. For details, please refer to the applicable year's LOA and corresponding schedule.	\$ 0.00	\$ 0.00	Income

150	Administration**	<p>Include any amount <u>up to 12% of Line 59.</u></p> <p>May include:</p> <ul style="list-style-type: none"> • Rent • Utilities (internet, telephone, electricity, janitorial) <p>**Provide breakdown in the 'Budget Details' section</p>	\$ 4,000.00	\$ 0.00	Expense
200	Salaries/benefits**	<p>Must include:</p> <ul style="list-style-type: none"> • Community Connector <p>**Provide breakdown in the 'Budget Details' section</p>	\$ 89,755.85	\$ 0.00	Expense
300	Volunteer Costs	<p>May include:</p> <ul style="list-style-type: none"> • Recognition activities/events • Volunteer training/capacity building • Criminal record checks for volunteers • Honorariums 	\$ 244.15	\$ 0.00	Expense
400	Contractor fees**	<p>Contractor fees for service delivery.</p> <p>**Provide breakdown in the 'Budget Details' section</p>	\$ 0.00	\$ 0.00	Expense

500	Program expenses	<p>Program expenses for CC program use ONLY.</p> <p>May include:</p> <ul style="list-style-type: none"> • Program supplies (paper, printer cartridges, printing/copying) • Business cell phone • Other (please describe) <p>Note: Do not include capital costs such as acquisition of physical assets such as vehicles, databases, property, buildings, and/or equipment.</p>	\$ 3,000.00	\$ 0.00	Expense
600	Travel – staff	<p>Program staff travel only.</p> <p>Social Prescribing Conference:</p> <ul style="list-style-type: none"> • May include mileage, ferry costs and accommodations, and meals while traveling 	\$ 3,000.00	\$ 0.00	Expense
700	Other expenses**	**List all other expenses with amounts in the 'Budget Details' section	\$ 0.00	\$ 0.00	Expense
	Total Income:		\$ 100,000.00	\$ 0.00	
	Total Expenses:		\$ 100,000.00	\$ 0.00	
	Surplus/Deficit:	Note: This proposed budget must balance.	\$ 0.00	\$ 0.00	
Comments:			We are open to altering the plan and budget as needed and including any organization in this project that the United Way or our CBSS partners would like to include.		

4.2.2 PROPOSED BUDGET DETAILS – USE OF UWBC FUNDS

Proposed Budget Details – 2024-2025 Community Connector

Use of UWBC Funds (account of UWBC funds only)

Administration (Line 150)	
Please provide a breakdown of your rent expenses (if applicable), as well as the Total of all other administration expenses below.	\$ 4,000.00
*Total amount must match Line 150.	
Item	Amount (\$)
Rent:	\$ 0.00
All Other Total:	\$ 4,000.00
<ul style="list-style-type: none"> • Utilities (internet, telephone, electricity, janitorial) • Office supplies for general operation of the organization • Other (please describe) 	
Total:	\$ 4,000.00
Comments:	Office supplies, janitorial, electricity, telephone, internet

Salaries/benefits (Line 200)						
Program staff						\$ 89,755.85
<p>Please provide a breakdown on the rates and hours of all program staff salaries and benefits paid under the Community Connector (Use of UWBC Funds)) budget. Include the total for <u>both</u> program staff coordinators and program staff service providers. Add as many positions as necessary by clicking the plus button at the end of a row.</p> <p>If calculating using a category that is different from hours, such as distance travelled, you can manually adjust the "Amount (\$)" column and ignore the columns prior.</p> <p>Example: @\$20.00/hour x 40hours/week x 48 weeks + \$2,400/Year Benefits</p> <p>* Total amount must match Line 200.</p>						
Position	Description	Rate (\$/hour)	Hours (weekly)	Weeks	Annual Benefits amount (MERCs)	Amount (\$)
Community Connector		\$ 39.14	35	52	\$ 18,521.05	\$ 89,755.85

Total:	\$ 89,755.85
Comments:	This would be a unionized position and we have to work within the constraints of the Collective Agreement

Contractors (Line 400)				
Contractors Please provide a breakdown on the rates and hours of all contractors who deliver services under the Community Connector (Use of UWBC Funds) budget. Add as many contractors as necessary by clicking the plus button at the end of a row. If calculating using a category that is different from hours, such as distance travelled, you can manually adjust the "Amount (\$)" column and ignore the columns prior. Example: Activity Program Leader @\$20.00/hour x 40 hours/week x 48 weeks * Total amount must match Line 400.				\$ 0.00
Contractor	Rate (\$/hour)	Hours (weekly)	Weeks	
Amount (\$)				
Enter Service Category...	\$ 0.00	0	0	\$ 0.00

Total:	\$ 0.00
Comments:	We don't anticipate using contractors

Other Expenses (Line 700)	
Please provide details on other expenses. * Total amount must match Line 700.	\$ 0.00
Comments:	We don't anticipate additional expenses

In-kind amounts (for your entire program; formerly Line 110)	
Include all non-currency goods and services including: <ul style="list-style-type: none"> • Admin Staff time that is considered donated time (executive director, accountant, bookkeeper, receptionist, etc.). Example: Staff from lead organization may consistently donate time towards a group social activity/program. • Computers, software, furniture, office equipment, etc. • Donated/pro-bono meeting space • Expertise (legal, tax, or business advice, marketing and website development, strategic planning, etc.) 	\$ 60,000.00

Comments:

This is a low estimation that includes office space, admin staff time, computers, software, furniture, office equipment, meeting space, marketing, expertise and connections.

Does your Community Connector program collect and utilize other revenue sources, such as other grants, donations, and/or participant fees? *

Yes ☒

No ☐

4.2.2 - SECTION END

59	UWBC Community Connector Funds	Amount requested and approved from UWBC for Community Connector.	\$ 100,000.00	\$ 0.00	Income
102	UWBC funds remaining from prior year (2023-24)	Include the entire amount of UWBC Social Prescribing funds that your program is carrying forward from 2023-24. For details, please	\$ 0.00	\$ 0.00	Income
104	Total program funds remaining from prior year (2023-24)	Include any amount of total applicable funds (other grants, fundraising, participant fees, other revenue sources) that your program is carrying forward from 2023-24.	\$ 0.00	\$ 0.00	Income
105	Other revenue sources	Are there any other revenue sources that contribute towards your CC program? If yes, please describe any additional revenue sources above or below, that contribute towards your CC program.	\$ 0.00	\$ 0.00	Income

****Describe in the comments box below.**

106	Other grants	Other grants that contribute towards your CC program.	\$ 0.00	\$ 0.00	Income
107	Fundraising/donations	Fundraising/donations that contribute towards your CC program.	\$ 0.00	\$ 0.00	Income
150	Administration	May include: <ul style="list-style-type: none"> • Rent • Utilities (internet, telephone, electricity, janitorial) 	\$ 0.00	\$ 0.00	Expense
200	Salaries/benefits**	Must include: <ul style="list-style-type: none"> • Community Connector <p>**Provide breakdown in the 'Budget Details' section</p>	\$ 0.00	\$ 0.00	Expense
300	Volunteer Costs	May include: <ul style="list-style-type: none"> • Recognition activities/events • Volunteer training/capacity building • Criminal record checks for volunteers • Honorariums 	\$ 0.00	\$ 0.00	Expense
400	Contractor fees**	Contractor fees for service delivery. <p>**Provide breakdown in the 'Budget Details' section</p>	\$ 0.00	\$ 0.00	Expense

500	Program expenses	<p>Program expenses for CC program use ONLY.</p> <p>May include:</p> <ul style="list-style-type: none"> • Program supplies (paper, printer cartridges, printing/copying) • Business cell phone • Other (please describe) 	\$ 0.00	\$ 0.00	Expense
600	Travel - staff	<p>Program staff travel only. Do not include capital costs such as Social Prescribing acquisition or physical assets such as vehicles, databases, property, buildings, and/or equipment.</p> <p>May include mileage, ferry costs and accommodations, and meals while travelling.</p>	\$ 0.00	\$ 0.00	Expense
700	Other expenses**	<p>**List all other expenses with amounts in the 'Budget Details' section</p>	\$ 0.00	\$ 0.00	Expense
	Total Income:		\$ 0.00	\$ 0.00	
	Total Expenses:		\$ 0.00	\$ 0.00	
	Surplus/Deficit:	Note: This proposed budget must balance.	\$ 0.00	\$ 0.00	

0 End

5.0 FINANCIAL STATEMENT

5.1 PLEASE ATTACH FINANCIAL STATEMENT

To help us assess the financial health of your organization, please attach:

1. Your organization's **current** fiscal year operating budget
- AND

2. One of the following for the **most recent complete** fiscal year:
- Audited financial statements, including a balance sheet, and the auditor’s report signed by the external auditors
 - Reviewed financial statements and review engagement report signed by the external auditors
 - Compiled financial statements and a compilation report signed by the external auditors

* Only if none of the above are available, submit financial statements for the most recent complete fiscal year endorsed by two signing officers of your organization’s board of directors.

Upload Financial Statements 📎

Max number of files: 30

Max file size: 80MB (each)

Supported file types: txt, doc, docx, dot, dotx, odt, pdf, rtf, csv, ods, xls, xlsx, xltx, xml, bmp, gif, jpg, png, potx, pot, pps, ppsx, ppt, pptx, tif

Previous Uploads	Date
R5509016 CNW0001 187526 PDF.pdf	2024-03-07 14:02:19
2022-Audited-Financial-Statements.pdf	2024-03-07 14:02:19

5.0 - SECTION END

6.0 SUPPLEMENTAL INFORMATION

6.1 ADDITIONAL COMMENTS – OPTIONAL

Additional Comments:

Thank your for these amazing opportunities! We are willing to incorporate feedback and make changes to the proposed initiatives so that we can best support our community and the United Way vision. We look forward to hearing back. Please let us know if you need additional information.

6.2 ADDITIONAL ATTACHMENTS (ATTACH DOCUMENTS) – OPTIONAL

Upload any other documents you wish to append to your application. 📎

Max number of files: 30

Max file size: 80MB (each)

Supported file types: txt, doc, docx, dot, dotx, odt, pdf, rtf, csv, ods, xls, xlsx, xltx, xml, bmp, gif, jpg, png, potx, pot, pps, ppsx, ppt, pptx, tif

Previous Uploads	Date
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