



## Community Spirit Fund 2022–2023 Guidelines

### Funding Overview

Our Shannex Cares community program provides a framework that allows us to influence real change and make a difference in the lives of all seniors.

We support programs and initiatives that create visible and meaningful opportunities for elders to be seen, heard and valued for their wisdom and talents and seek to dispel myths that seniors are disengaged with the world around them.

Through Shannex Cares, our Community Spirit Fund offers funding for projects and initiatives that support our focus areas of:

- seniors' wellness
- seniors' active living
- seniors' social connections

There are two ways the Community Spirit Fund, administered by Shannex, provides funding.

1. Quarterly, Shannex, Parkland and Faubourg employees will be invited to submit the names of organizations that are doing great work supporting seniors in their communities. From the list received, organizations will be randomly selected, and employees will be asked to vote on them. Organizations with the most votes will receive a **Great People Give Donation** of up to \$1,000 to help them in their work.

Please note that requests for support to sports teams are not included.

2. Twice per year, Shannex, Parkland and Faubourg employees or organizations that are doing great work supporting seniors in the communities will be able to apply for a **Community Spirit Grant** of up to \$2,500 per initiative to help them in their work. See below criteria to apply.

### Guidelines

To be considered for a **Community Spirit Grant**, applicants and/or applicant organizations must meet the following criteria:

- work or deliver a program in regions where Shannex has communities within New Brunswick, Nova Scotia, and Ontario
- be a community-based non-profit organization, offering senior-specific programming in our focus areas, or an individual affiliated with a known seniors' group
- demonstrate strong organizational financial management and governance
- demonstrate that use of funds will increase awareness or improve access to new or existing programs that support overall wellness, active living and social connections among seniors
- be accessible for Shannex residents and other seniors in the greater community

## **Apply for funding for a Community Spirit grant**

Step 1: Review the above criteria to understand if your initiative is a potential fit with the funding criteria.

Step 2: Download, complete and submit the following [Expression of Interest form](#) with supporting documents to [shannexcares@shannex.com](mailto:shannexcares@shannex.com).

### **Examples of projects could include, but are not limited to:**

- Establishing or strengthening a network or association that serves older adults within their communities in support of our focus areas.
- Developing and improving seniors' wellness, active living or social connections.
- Creating opportunities for learning, relationship-building, enhanced social connections between generations (intergenerational).
- Providing community services that support the independence of older adults.
- Organizing and promoting conferences or learning forums, especially those that engage residents.
- Developing research, knowledge, tools and resource materials.
- Expanding awareness of elder abuse, including financial abuse.
- Training older adult volunteers to become supportive mentors to assist their peers in dealing with issues such as loneliness, grief, and age-related changes.

### **When is the deadline for applying?**

Applications will be accepted until 11:00pm AST on December 31, 2022.

### **Who can apply for funding?**

To apply for funding, you must be:

- an employee of Shannex, Parkland or Faubourg du Mascaret
- a community-based non-profit organization, registered charity, or registered association
- applications must be from regions where Shannex operates in New Brunswick, Nova Scotia or Ontario

### **How are applications assessed?**

Applications are assessed by the Community Spirit Fund Review Committee, based on the following criteria:

- Program or initiative details and demonstrated need
- Description of scope and community involvement (i.e., inclusivity, engagement, and partnership).
- Must show effective engagement of older adults in planning and all aspects of decision making and development of the idea.

### **Budget and Contribution Guidelines**

- Budgets must indicate proposed expenditures and align with the activities outlined in the application.
- Some items requested may not be funded.
- In-kind support will be considered. If you plan to have a partner help you deliver on your project/initiative through in-kind support, please tell us about their in-kind support when you complete the Expression of Interest form.

### How many Community Spirit Grants will be awarded?

We expect to award multiple grants each year and that based on the success of the program, it will continue to grow every year.

### Eligible project costs include:

- salaries/wages and honoraria
- professional fees
- materials
- meeting convening expenses

### Grant Management and Applicant Responsibilities

#### Notice of Decision

- Eligibility does not guarantee funds being awarded. Applications may be approved for some, or all of the funding being requested.
- Funds will be awarded based on assessments by the Community Spirit Fund Review Committee for available, approved funds.
- All applicants will receive written notice from Shannex
- If approved, the amount of funding being provided will be confirmed in the letter from Shannex with the Terms and Conditions of the funding agreement.

**Table 1: Expected timing for this grant opportunity**

Activity	Timeframe
Application period	Open: 12 October 2022 Close: 11:00 pm AST on December 31, 2022
Assessment of applications by the Community Spirit Fund Review Committee	Within 8 weeks from date of close (due to Christmas break) Completed by February 27, 2023
Notification of outcome	10 weeks from date of close March 13, 2023
Award of grant agreements and funding	13 weeks from date of close April 3, 2023

#### Timeline to use awarded funds

The recipient will have up to one year from the time they receive funding to complete their project and submit a project update to Shannex demonstrating the success of the program. Failure to submit final reports will impact future funding applications.

**Table 2: Expected timing for project update**

Activity	Timeframe
End of grant activity	December 2022
Submit project update (within one year of funds awarded)	April 2024

**Does my organization have to acknowledge that we received funding?**

Yes. You must acknowledge the financial assistance from the Community Spirit Fund on all announcements, advertising, reports and products. Please contact [shannexcares@shannex.com](mailto:shannexcares@shannex.com) to coordinate all public announcements about the project.

**What if the initiative changes, cannot proceed, or is cancelled?**

If you need to change the initiative significantly from what was outlined in your application, you must inform Shannex in writing. Written permission to reallocate funding is required from the Community Spirit Fund Review Committee prior to doing so.

**Community Spirit Fund Review Committee**

621 Starboard Drive  
Halifax, NS B3M 0N5

**How to Apply?**

Send your completed Expression of Interest form with supporting documents via email to:  
[shannexcares@shannex.com](mailto:shannexcares@shannex.com)

**Only electronic applications will be accepted.**