



Sisters of Providence of St. Vincent de Paul Community Impact Fund

# Applicant Guide

Older Adults Connecting &  
Belonging Granting Program



**Community Foundation**  
for Kingston & Area

# Table of Contents

About	<b>3</b>
Older Adults Connecting & Belonging	<b>4</b>
Who Can Apply?	<b>6</b>
What Projects Are Eligible?	<b>7</b>
What Expenses Are Eligible?	<b>9</b>
How To Apply	<b>10</b>
Expression Of Intent	<b>11</b>
Online Application	<b>13</b>
Additional Documentation	<b>14</b>

# About

**The Community Foundation for Kingston & Area (CFKA)** provides grants to support charitable organizations and other qualified donees within Kingston & Area. Through the annual earnings in our pooled Community Fund, Smart & Caring Community Funds, and over 50 individual endowment funds established by generous donors, CFKA granted over \$1.5 million in 2023.

In 2021 the The Sisters of Providence of St. Vincent de Paul' made a generous gift to the Community Foundation for Kingston & Area to establish the *Sisters of Providence of St. Vincent de Paul Community Impact Fund*.

The goal of the Fund is to achieve transformative, sustainable, systems-level change in two issue areas:

1. Help prevent Adverse Childhood Experiences (ACEs), mitigate the impacts of ACEs, and build resiliency generally in children, families, and our community at large; and
2. Reduce older adults' social isolation, and foster connection and belonging for older adults generally.

The Sisters of Providence of St. Vincent de Paul's guiding vision is to bring about a world where the vulnerable experience compassion, justice and peace. They are engaged in numerous works in the local Kingston and area community and elsewhere which seek to empower others, especially the poor and oppressed, to achieve a quality of life in keeping with their human dignity.



# Older Adults Connecting & Belonging

In Canada, approximately one third of people over the age of 65 are at risk of social isolation due to a very limited number of relationships, or minimal social contact (Statistics Canada, 2022).

**There is an epidemic of loneliness in Canada.** Individuals and communities everywhere, including in Kingston and area, are feeling the negative impacts of social isolation on their health and wellbeing.

Social isolation is objective and measurable. It can be defined as an individual's lack of relationships and contacts with family, friends, neighbors, and others in the community. Loneliness is subjective. It can be defined as a feeling that arises when the quality or quantity of one's social relationships does not meet their expectations. A person might have few social interactions and not feel lonely, while another person could have many social connections but still feel lonely.

While loneliness can affect anyone, older adults are particularly impacted by social isolation.



"Nearly one in four seniors reported barriers to social participation in 2019 and 2020, meaning they wanted to participate more in social, recreational or group activities. Those who reported barriers to social participation (38%) were almost three times as likely to be lonely as those who reported no social barriers (13%)."

(Statistics Canada, 2023)



Factors affecting older adults' social isolation include retirement, ill health, loss of a spouse or friends, changes to mobility, lower income, housing changes, access to transportation, and ageism. Marginalized populations face additional risk factors and "seniors who experience discrimination or abuse based on their age, class, race, sex, income or sexual preference may restrict their activities and so increase their chance of becoming socially isolated"

(Forum of Federal/ Provincial/Territorial Ministers Responsible for Seniors, 2022)

**Preventing, mitigating, and reducing the impacts of social isolation on older adults requires systemic change.** Resilience refers to the capacity of individuals, families, and communities to adapt and thrive in the face of life's challenges, changes, and stresses at any stage in life, from childhood through old age. The needs and strengths of individuals evolve over time and over the lifespan, and

community supports must be diverse and adaptable to meet these changing needs effectively. To address social isolation and foster connection and belonging for older adults a collective impact approach has been encouraged, involving partnerships across private, non-profit, and public sectors, through coordinated and localized actions. (Government of Canada, 2022).

“Lacking social connection can increase the risk for premature death as much as smoking up to 15 cigarettes a day” (US Surgeon General Advisory, 2023)

The OACB aims to be a collaborative initiative to unite community organizations and agencies serving older adults in the KFL&A region, who share the intent of reducing social isolation and fostering connection and belonging for older adults in the community. We are dedicated to fostering connections, finding productive synergies, developing systemic awareness of key local issues affecting the connection and belonging of older adults, and improving cross-sector communication. Our intent is to create sustainable connections and community-based solutions to prevent, mitigate, and reduce the impacts of social isolation on older adults in KFL&A that will have long-term impact.

We are excited about the potential impact of this work and look forward to working together as we build a more resilient and connected community for older adults.

If you have any questions please don't hesitate to contact us.

Community Foundation for  
Kingston & Area  
[oacb@cfka.org](mailto:oacb@cfka.org)  
613-546-9696



# Who can apply?

## Eligible Organizations

- CFKA is unable to accept applications from individuals and for-profit organizations.
- Applicant organizations must either:
  - be a **qualified donee**, defined by the Canada Revenue Agency (CRA). Qualified donees include registered charities, registered municipal or public body performing a function of government in Canada, registered Canadian municipality, etc. For a full list of which organizations are considered to be a qualified donee, please visit [CRA's website](#).

or

  - be a **not-for-profit organization formally partnered with an applicant organization that is a qualified donee** such as a registered charity or municipality. These applicants will need to include a signed and completed [Confirmation of Partnership Agreement Form](#) and a list of their local board and committee members with the application.
- Applicant organizations presently carrying out a project funded by CFKA are still eligible to apply for the OACB Granting Program. Any previously funded applicant organizations must not have any outstanding final reports for completed projects.

# What projects are eligible?

## Eligible Projects, Programs, or Initiatives



The *Sisters of Providence Care of St. Vincent de Paul Community Impact Fund* prioritizes high-impact, innovative, local initiatives, that aim to achieve transformative, sustainable, systems-level change.

All projects, programs, or initiatives **must**:

- Have a clearly defined purpose related to preventing, mitigating, and reducing the impacts of social isolation on older adults and fostering older adults' connection and belonging.
- Clearly explain and demonstrate financial need.
- Support communities in the KFL&A geographical catchment area:
  - City of Kingston
  - Townships of Central Frontenac, North Frontenac, South Frontenac, and Frontenac Islands
  - Town of Greater Napanee
  - Townships of Addington Highlands, Loyalist, and Stone Mills

## Ineligible Projects, Programs, or Initiatives

- Profit generating projects or activities.
- Sectarian, religious, or political purposes and activities.
- Annual fund drives or projects to replace fundraising deficits.

<b>We encourage proposals that...</b>	 <b>A strong proposal might...</b>	 <b>A weak proposal might...</b>
<b>Employ an upstream approach.</b>	Address root causes of social isolation and aim to create long-term systemic change.	Provide only temporary solutions without addressing underlying issues.
<b>Are prepared through consultative, collaborative, and inclusive planning.</b>	Actively involve community members and diverse cross-sector partners in planning and decision-making.	Be designed solely within the applying organization without external input.
<b>Prioritize systems-level change.</b>	Build capacity, foster collaboration, and promote knowledge and resource sharing for sustainable, long-term improvements.	Focus on isolated, short-term projects without fostering collaboration, capacity building, or knowledge sharing.
<b>Value diverse perspectives, inclusivity, and reconciliation, to challenge systemic oppression.</b>	Engage meaningfully with traditionally underrepresented communities to ensure their needs and perspectives shape the project.	Develop solutions without meaningful consultation, overlooking the importance of engaging with diverse partners.
<b>Engage multiple partners with shared goals for lasting improvements to local systems.</b>	Collaborate with local government, non-profits, and community organizations to enhance local systems.	Lack partnerships or alignment with broader community goals.
<b>Demonstrate significant reach in terms of the number of individuals engaged and the level of impact.</b>	Have a clear plan to reach and positively impact a large number of older adults.	Have a limited scope and unclear impact on the target population.



# What expenses are eligible?

## Eligible Expenses

Eligible expenditures will vary depending on the project. All applicants must submit a budget that explains how expense items support the project outlined in the application.

Possible Expenditures
<ul style="list-style-type: none"> <li>• Wages and employment-related costs for staff.*</li> <li>• Fees for professional services.</li> <li>• Materials and supplies.</li> <li>• Printing and communication costs.</li> <li>• Transportation costs.</li> <li>• Pro-rated portion of utilities, insurance, etc.</li> <li>• Rental of premises.</li> <li>• Translation and interpretation services.</li> <li>• Lease, purchase, and maintenance of equipment.</li> <li>• Professional development for staff and/or board.</li> </ul>
Ineligible Expenditures
<ul style="list-style-type: none"> <li>• Purchase of property (land or building).</li> <li>• Expenses incurred prior to the start of the project or after its completion.</li> <li>• To cover deficits or retire debts.</li> <li>• To provide endowment funds.</li> </ul>

\*We welcome applications that support a living wage for employees. Providing a living wage (\$20.60 per hour in Kingston in 2024) can improve quality of life for employees and support financial stability. Providing a living wage may benefit project implementation by improving productivity and morale while reducing staff turnover.

# How To Apply



## Submit Expression of Intent

Complete and submit an Expression of Intent briefly outlining your project and its alignment with the OACB Grant Program.

## Meet With Us

Once you have submitted your Expression of Intent, the OACB Project Manager will be in touch to set up a meeting. CFKA aims to work with applicants in a partnership for success, and you may receive feedback and suggestions to strengthen your Expression of Intent before it is reviewed by the OACB Steering Committee.

## OACB Steering Committee Review

Your Expression of Intent will then be reviewed by the OACB Steering Committee, who will provide feedback that can be incorporated into your proposal before you submit your formal application.

## Complete Your Application

Once you have received feedback on your Expression of Intent and are ready to proceed, you will complete the application through our [online application portal](#).

## Review

Your application will be reviewed through a comprehensive internal review process in consultation with staff and subject matter experts.

## Formal Decision

Applicants will be notified of the results of their application.

- Complete your Expression of Intent (template on p. 11).
- Submit your Expression of Intent to [oacb@cfka.org](mailto:oacb@cfka.org).
- Meet with the OACB Project Manager.
- Refine your Expression of Intent if needed.
- Incorporate feedback and complete your application through the [online application portal](#). Instructions on how to log in, create an account, and register your organization can be found [here](#).



# Expression Of Intent

When writing your Expression of Intent please include the following information. Prompts have been provided for each section to help you briefly describe your project and explain how it aligns with the OACB Granting Program. Your Expression of Intent should not exceed 6 pages in length.

- **Introduction:** Briefly describe your motivation for applying to the Sisters of Providence of St. Vincent de Paul Community Impact Fund.
- **Project Description:** Provide a brief overview of the project, program, or initiative you wish to be funded.
  - What are the overall goals and objectives of the project?
  - How does the project align with the OACB goal of preventing, mitigating, and reducing the impacts of social isolation on older adults and fostering older adults' connection and belonging?
  - Why this project?
    - What is important about what you are trying to do?
    - Why is this project the best way to achieve your aims?
    - What excites you about this project?
  - Why now?
    - What makes this project timely?
    - Will the project build on a framework, evidence, and/or existing work you have undertaken?
- **Collaboration:** Include information about community partners and the nature of their participation.
  - Briefly describe the ways in which this project demonstrates a commitment to a consultative, collaborative, and inclusive process.

- Describe how the project will engage the individuals and communities it seeks to serve in decision making and project planning.
- **Sustainability:** Describe how your project will aim to achieve transformative, sustainable, systems-level change.
  - Provide an overview of the expected timeline for the project.
  - Briefly describe your plan for sustainability once the funding is completed.
- **Funds:** You do not need to include a detailed budget in your Expression of Intent, but please provide an estimate of total project costs explaining in brief what funds will be used for.
- **Evaluation:** Briefly describe the evaluation approach you plan to take.

## Submitting Your Expression of Intent

- Send your Expression of Intent in .doc or .pdf format to [oacb@cfka.org](mailto:oacb@cfka.org)
- If you do not receive a confirmation email that we have received your application within 10 business days, please contact [info@cfka.org](mailto:info@cfka.org) to follow up.
- After your Expression of Intent has been received, the OACB Project Manager will be in touch to set up a meeting.

Please don't hesitate to reach out at any time during the process with questions or concerns: email [oacb@cfka.org](mailto:oacb@cfka.org) or call 613-546-9696.



# Online Application

Once you have submitted your Expression of Intent, met with the OACB Project Manager, it has been reviewed by the Steering Committee, and you have incorporated feedback, you will be ready to complete and submit your application via the [online application portal](#). In the portal, you will be prompted to provide the following information.

- **Project Description:** A thorough description of your proposed project, program, or initiative (key objectives, mandate, deliverables).
- **Context:** An explanation of the background and context for your proposed project (importance, timeliness, need for support).
- **Alignment:** An explanation of why your proposed project is in alignment with the aims of the OACB Granting Program (systems level focus, geographic area, community involvement).
- **Impact:** A description of the anticipated impact of your proposed project (audience, reach).
- **Evaluation:** A description of how the project will be evaluated, including the tools that will be used.
- **Partner Roles:** A description of all community partners for the project and their roles (resource sharing, partnerships, involvement).
  - You will be given the opportunity to upload either a combined Letter of Support signed by all partners demonstrating their agreement to be involved, or individual **Letters of Support** from partners, as suitable.
- **Timeline:** An outline of the sequence of activities for your proposed project.
- **Funds:** A description of what CFKA funds will be used for.
  - You will be required to upload a completed **budget form and proof of financial health** (see Additional Documentation for more information).
- You will be given the opportunity to upload **Supplementary Information** (see Additional Documentation for more information).
- **Authorization Signatures.**

More details are included in the application portal. The Additional Documentation section of this Applicant Guide provides further information.

# Additional Documentation

After you have completed the feedback process for your Expression of Intent, you will be ready to submit your application. Below is an outline of additional information and documentation you will be required to prepare for inclusion in your application through the [online application portal](#).

## Budget Form

Complete and attach the [provided Budget Form](#). On the Budget Form, there are suggestions and tips that correspond to each section to help you complete the form. If you need more space for additional expense items, there is an extra sheet included in the form.

## Assessing Financial Health

The financial health of all applicant organizations will be assessed as a part of the grant application process. All applicants are required to submit their most up to date audited (preferred) or unaudited financial statement with their application.

If the applicant organization does not have a financial statement, they can provide one or more of the following:

- Bank statements
- Balance sheets
- Income statements

If partnered with a qualified donee (e.g. registered charity), submit the financial statements of the applicant organization, not those of the partnering non-profit agency.

## Supplementary Materials

Applicants have the option of attaching supplementary materials that can help provide additional context and information to reviewers. These might include photos, stories, articles, links to multimedia content that is hosted online, or letters of support.

## Community Partnerships

There is an opportunity in the application to include a description of established and confirmed partnerships for the project. Explain the role community partners will play in the project. Ensure they have been consulted and have agreed to their proposed level of involvement.

Strong partnerships with community partners can strengthen applications by demonstrating:

- Collaboration and broader support within the community.
- Access to non-traditional funding sources such the donation of in-kind contributions (e.g. the sharing of space).
- That resources and expertise within the community will be utilized, and services will not be duplicated.

We strongly encourage the inclusion of combined or individual letters of support from organizations who applicants will be partnering with. These can be included in the application as supplementary materials.

## Measuring Impact

Evaluation is a key component of any project. Applicants must describe the anticipated impact of their project and how they plan to evaluate it's success. Impact can be measured quantitatively and/or qualitatively.

Methods of evaluation may include:

- Tracking event frequency and the number of participant registrations
- Focus groups
- Surveys and evaluation forms
- Collecting stories and testimonials from participants
- Feedback from partner organizations
- Internal studies

## Permissions

With permission from the applicant, CFKA may share information about the application with other community funders and donors. This approach strengthens CFKA's ability to find the most appropriate avenue for granting and meet as many granting requests as possible. There is a field on the application for applicants to give CFKA permission to share information about their application.

## Signatures

Ensure that the application is signed by two officers with signing authority to bind the organization(s). Electronic signatures are acceptable.

When a not-for-profit organization is partnered with a qualified donee such as a registered charity or municipality, the Authorization Section must be signed by one officer of the not-for-profit organization with signing authority and one officer from the qualified donee with signing authority.

Multiple users can access and work on the application simultaneously. This Collaborate Feature can be found on the upper right corner of the application. This can be used to allow two officers to sign the application and/or to allow two partner organizations to complete the application. For further instructions on how to use the Collaborate Feature, visit [here](#).

## Recognition

By recognizing the support of CFKA and its donors, organizations are helping build the spirit of giving within the community while simultaneously promoting their projects and organizations. All grant recipients are required to acknowledge the support of CFKA. Details can be found in our [Grant Recognition Document](#). This document will be provided to successful applicants alongside their grant cheque.





# Questions?

We are here to help. For any questions or if you experience any challenges during the application process, please contact the OACB Project Manager.

[oacb@cfka.org](mailto:oacb@cfka.org)  
613-546-9696