

## APPLICATION INSTRUCTIONS

Attached is the application for the Age Friendly Edmonton Intergenerational Innovation Fund Grant and Funding Agreement form of contract. Please note that the maximum grant amount is \$5000. Please indicate the amount being requested in the **application form only**.

Please ensure you have read and understood all of the contract documents. If you have any questions, please contact [agefriendly@edmonton.ca](mailto:agefriendly@edmonton.ca).

Steps for application:

1. Attached as Schedule “A” to the Agreement is the Project Proposal Application. Please complete this accurately and in its entirety as it will form part of the Agreement once complete. The City will refer to this document for the approval decision process.
2. Print **two** copies of this Funding Agreement, and Schedule “A”.
3. Sign both copies of the Funding Agreement under “Signed for the Organization”. DO NOT fill in any of the other blanks within the Agreement - these will be completed by the City.
4. Submit both copies of the printed Agreement and application to:

Drop-off Location:

2nd Floor Mail desk, Edmonton Tower  
Attention: Diana O’Donoghue, Citizen Access and Inclusion  
Citizen Services Department  
18th Floor, Edmonton Tower  
10111-104 Avenue NW

Mail to:

Attention: Age Friendly Edmonton  
Citizen Services Department  
P.O. Box 2359  
18th Floor, Edmonton Tower  
10111 104 Ave NW  
Edmonton, AB T5J 2R7

**The City must receive two original signed copies. Photocopies are not accepted.**

**PLEASE NOTE:**

Signing of the Funding Agreement does not constitute approval of the application by the City. Once the City receives both copies of the Funding Agreement and project proposal, the City will review the project details in Schedule “A” and may or may not approve funding.

If the funding for the project is approved, the City will countersign the Agreement and return a copy to your Organization.

THIS AGREEMENT MADE EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

BETWEEN:

THE CITY OF EDMONTON  
A municipal organization  
(The "City")

- And -

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A not for profit Corporation registered  
under The Societies Act, R.S.A. 2000, C. S-14  
(The "Organization")

Now therefore in consideration of the funding by the City to the Organization and the mutual covenants contained herein, all in accordance with the Terms and conditions as set herein, the City and the Organization agree as follows:

## **1.0 CITY FUNDING**

1.1 The Organization has applied for, and the City has approved, grant funding for the Organization in the amount of

\_\_\_\_\_ Dollars  
("City Funding") under the Program. The City Funding will be paid to the Organization in accordance with section 3.0 herein.

1.2 The obligations and liability of the City pursuant to this Agreement are restricted solely to the payment of the City Funding. The Organization assumes full financial responsibility for delivery of the Program.

1.3 The Organization acknowledges that it is liable for the full amount of the City Funding and it will be bound to the Terms of this Agreement notwithstanding the Organization's payment of the City Funding to a third party and the subsequent use of any of the City Funding by the third party.

## **2.0 USE OF CITY FUNDING AND REPORTING**

2.1 The City Funding will be used by the Organization for:

\_\_\_\_\_ (the "Program"), as described in the application attached hereto as Schedule "A", for no other purpose without prior written consent of the City.

2.2 A final report containing the following will be delivered to the City no later than the end date of the Term:

2.2.1 Project highlights including the number of participants served, as well as a description of how they were involved in the planning and implementation of the project;

2.2.2 final budget (total expenditures and matching contribution/ in-kind support);

2.2.3 impact of the project on the community, including successes and areas identified for improvement;

2.2.4 future plans for creating long-term, sustainable impact in your community based on the project outcomes;

2.2.5 evaluative feedback from those who participated or benefited from the initiative; and,

2.2.6 pictures depicting the work of the project – these may be posted on the Age Friendly Edmonton website.

### **3.0 PAYMENT OF THE GRANT**

3.1 The Organization shall receive one hundred percent (100%) of the City Funding in one installment upon execution of this Agreement by the City.

### **4.0 TERMINATION**

4.1 This Agreement shall begin on the effective date noted above and expire on \_\_\_\_\_ or earlier in the event of termination pursuant to this Agreement (the “Term”).

4.2 The City may terminate this Agreement immediately if the Organization:

4.2.1 ceases to exist or function as a non-profit Organization;

4.2.2 fails to use the City Funding in accordance with section 2.1;

4.2.3 defaults in the performance of any of its obligations of under this Agreement;

4.3 Should this Agreement be terminated pursuant to this section 4, the Organization agrees to repay to the City that portion of the City Funding which has not been expended at the time of termination. The City Funding or any portion thereof not used for the purpose for which it was made, will be a debt due to the City and may be recovered by the City from the Organization by an action of debt.

### **5.0 RIGHT TO AUDIT**

5.1 The City may audit all financial and related records associated with the terms of this Agreement.

- 5.2 The Organization shall at all times during the Term of this Agreement, and for a period of six years after the end of the Agreement, keep and maintain records of the use of the City Funding pursuant to this Agreement. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Organization. All such records shall be maintained in accordance with generally accepted accounting principles. The Organization shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the City at all reasonable times and without prior notice.
- 5.3 The obligations of this section shall be explicitly included in any subcontracts or agreements formed between the Organization and any subcontractors or suppliers of goods or services to the extent that those subcontracts or agreements relate to fulfillment of the Organization's obligations to the City.
- 5.4 Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The Organization shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
- 5.5 This section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by federal, provincial or municipal law, whether those rights, powers, or obligations are express or implied.

## **6.0 INDEMNITY**

- 6.1 The Organization shall indemnify and save harmless the City from and against all claims, losses, demands, actions, payments, suits, recoveries, judgments or settlements of any kind brought against or recovered from the City in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence whether active or passive of the Organization or of anyone acting under its direction or control or on its behalf in connection with or incident to carrying out the Program.
- 6.2 To cover the provisions included in paragraph 6.1, the Organization shall acquire and maintain adequate insurance coverage. The Organization shall maintain policies of general liability, automobile liability, professional liability, directors and officers liability, and property insurance to the nature and extent as may be appropriate depending on the nature of the Organization's activities and services. The City is to be included as an additional insured in the general liability policy.
- 6.3 At the request of the City, the Organization shall provide evidence of such insurance which is satisfactory to the City's Director of Risk Management. This section 6.0 shall survive termination or expiration of this Agreement.

## **7.0 GENERAL**

- 7.1 This Agreement may not be assigned by the Organization without the express written consent of the Deputy City Manager of the Citizen Services department which consent shall not be arbitrarily or unreasonably withheld.
- 7.2 A waiver of any breach of a provision of this Agreement shall not be binding upon the City unless the waiver is in writing and the waiver shall not affect the City's rights with respect to any other or future breach by the Organization.
- 7.3 This Agreement is bound by the laws of the Province of Alberta.
- 7.4 Time is of the essence of this Agreement.
- 7.5 This Agreement embodies the entire Agreement between the Organization and the City. The parties shall not be bound by or liable for any statement, representation, promise, inducement or understanding of any kind or nature not stated in this Agreement. No additional changes, amendments or modifications of any of the terms or conditions of the Agreement shall be valid unless reduced to writing and signed by both parties.
- 7.6 No term or condition contained in this Funding Agreement shall be construed as in any way constituting a partnership or joint venture between the City and the Organization.
- 7.7 This Agreement shall be binding on the Organization and its respective heirs, successors, administrators and assigns.

7.8 The Organization acknowledges that the City is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000 C. F-25 (FOIP).

In witness whereof the parties hereto have executed this Agreement on the day and year first above written.

Approved:

Approved as to Content:

Per: \_\_\_\_\_

Signed for the City:

THE CITY OF EDMONTON

Per: \_\_\_\_\_  
As represented by Elaine Betchinski, Director,  
Citizen Access and Inclusion, Community  
Inclusion & Investment Branch, Citizen  
Services Department

Date: \_\_\_\_\_

Signed for the Organization:

Sage Seniors Association

Per:

(Nicole Smith, Director of Research and  
Community Engagement)

I certify that I am empowered to sign on and  
behalf of and duly bind the Organization

Date: November 20, 2017



### Project Proposal Application

#### Contact Information

<b>Name of Organization or Group:</b>	Sage Seniors Association
<b>Mailing Address:</b>	15 Sir Winston Churchill Square, Edmonton AB T5J2E5
<b>Name of Contact Person:</b>	Michael Phair
<b>Title/Position:</b>	Edmonton Pride Seniors Group Coordinator
<b>Phone number:</b>	780-426-1516
<b>E-Mail Address:</b>	michaelphair@shaw.ca

#### Project Information

<b>Name of Project:</b>	Community Conversations: Older and Younger LGBTQ2S+ Persons
<b>Start and End Dates for Project:</b>	December 30, 2017 to December 31, 2018
<b>Address where project will be delivered:</b>	Sage Seniors Association, 15 Sir Winston Churchill Square, Edmonton AB T5J2E5

**Provide a complete project overview using the guiding questions below**

## Project Description

- Describe what the intergenerational project is, why it is needed, and who will benefit.
- Describe how the intended audience is involved in the planning or implementation of this project.
- Describe if and/or how this project will build on work already completed by the Organization or by other stakeholders?

## Context

The Edmonton Pride Seniors Group is focused on ensuring that older LGBTQ2S+ persons (lesbian, gay, bisexual, transgender, queer, two-spirited, and/or allies), aged 55+, have access to housing, services, and programs that are welcoming, inclusive, safe, and caring. Our work is built on research revealing that many older LGBTQ2S+ persons face barriers created by discrimination, a lack of understanding and training, and a lifetime of pervasive silence.

The Edmonton Pride Seniors Group operates under the auspices of Sage Seniors Association, an established non-profit organization that executes contracts, receives funds, pays bills, and provides an accounting of finances for the Group.

Over the past five years, the Edmonton Pride Seniors Group has undertaken the following projects:

- Survey/study and annotated bibliography of Edmonton LGBTQ persons over the age of 55;
- Based on the results of the above survey, held a one-day Symposium with older LGBTQ persons and persons involved in providing services to seniors. The Symposium was to both verify the results and to prioritize next steps for the Edmonton Pride Seniors Group;
- Developed a Learning Module about older LGBTQ persons to be used with administrators and frontline staff to support quality care;
- Provided numerous workshops to organizations and senior centres/programs in Edmonton and area; and
- Currently completing an intergenerational dialogue project, *A Long Journey Into Light*, scheduled for completion by the end of December 2017.

## Project Overview

The Edmonton Pride Seniors Group is applying for funding to support a new intergenerational initiative, *Community Conversations: Older and Younger LGBTQ2S+ Persons*, delivered with support from the University of Alberta Institute for Sexual Minority Studies and Services (iSMSS). The purpose of the project is to increase awareness of LGBTQ2S+ seniors' issues among younger LGBTQ2S+ persons, and increase intergenerational understanding, connections, and self-advocacy skills among older and younger LGBTQ2S+ persons.

*Community Conversations: Older and Younger LGBTQ2S+ Persons* will involve two facilitated workshops with different sets of participants, held in safe and friendly locations. Each session will involve approximately 12 participants who self-identify as lesbian, gay, bisexual, transgender, queer, two-spirited, and/or allies (LGBTQ2S+), with an even split of older (age 55+) and younger (age



18-40) individuals. A specialized contract facilitator will coordinate and execute the sessions, under the direction of the Edmonton Pride Seniors Group.

Through facilitated discussion, older and younger participants will discuss and examine complex issues and barriers that LGBTQ2S+ persons face today in Edmonton, especially in relation to ageing in the community. In particular, participants will share and enhance their self-advocacy skills and strategies in relation to program, service, and housing needs.

Self-advocacy can be understood as “being able to ask for what you need and want,” “knowing and speaking up for your rights and responsibilities,” and being “able to make choices and decisions that affect your life” (adapted from <https://selfadvocatenet.com>), particularly among individuals who are in more vulnerable circumstances and have limited social supports. Allies will also participate in the facilitated sessions in order to better understand LGBTQ2S+ persons’ experiences as they age, and to enable these individuals to act as knowledgeable allies and ambassadors in the broader community.

This project will build on the work of the Edmonton Pride Seniors Group by extending learnings from our current intergenerational dialogue project, *A Long Journey Into Light*, which is scheduled for completion by the end of December 2017.

### Expected Outcomes

- Describe the short-term and long-term outcomes (what will change as a result of this project?).
- How will you know the project is successful? What specific key indicators will you use to measure success?
- Describe how this project will influence change in at least one of the following areas:
  - ✓ Increased awareness and knowledge
  - ✓ Policy change
  - ✓ Improved service delivery
  - ✓ Improved experiences for community members

### Expected Outcomes

The overall purpose of this project is to increase awareness of LGBTQ2S+ seniors’ issues among younger LGBTQ2S+ persons, and increase intergenerational understanding, connections, and self-advocacy skills among older and younger LGBTQ2S+ persons. Through this increased awareness and knowledge, LGBTQ2S+ individuals and allies will be better able to advocate for policy changes and improvements in programs and services so that they are more welcoming, inclusive, safe, and caring for LGBTQ2S+ persons.

In the short-term, approximately 24 LGBTQ2S+ seniors and younger adults engaged in this project will:

- Increase their understanding of historical and contemporary LGBTQ2S+ issues in the Edmonton region, particularly in relation to family relationships, work contexts, and accommodation/housing options
- Develop new or improved self-advocacy skills and strategies in relation to their program, service, and housing needs as LGBTQ2S+ individuals
- Develop new intergenerational connections within Edmonton's LGBTQ2S+ communities

It is anticipated that this project will also support the following longer-term outcomes:

- LGBTQ2S+ seniors and younger adults will increase their sense of pride as members of Edmonton's various LGBTQ2S+ communities
- LGBTQ2S+ seniors will be able to age with greater health, social inclusion, and dignity
- Programs, services, and housing for seniors will be more welcoming, inclusive, safe, and caring for all seniors, including LGBTQ2S+ persons

Key indicators related to these outcomes include:

- LGBTQ2S+ seniors and LGBTQ2S+ younger adults make new supportive and/or mentoring relationships with one another
- LGBTQ2S+ seniors, LGBTQ2S+ younger adults, and allies report learning at least one new perspective regarding an LGBTQ2S+ issue
- LGBTQ2S+ seniors and LGBTQ2S+ younger adults identify at least one new or improved self-advocacy skill they will put into action after the workshop(s)
- LGBTQ2S+ seniors learn about resources and services for seniors that are more welcoming, inclusive, safe, and caring for LGBTQ2S+ persons
- LGBTQ2S+ younger adults learn about and make new connections to GSAs (Note: the acronym GSA is also known as gay-straight alliances, gender & sexual orientation alliances, queer-straight alliances, pride clubs, and rainbow alliances, among other names)
- Allies report that they are more confident in their ability to act as informed ambassadors for LGBTQ2S+ issues in the broader community

### Major Activities and Timelines

- Describe the major activities or phases of work that will occur.
- Identify who is responsible for completing the major activities or phases of work.
- Is there any flexibility in the project schedule?

### **Key Roles**

The Edmonton Pride Seniors Group will oversee and direct the *Community Conversations: Older and Younger LGBTQ2S+ Persons* project, as described below. A contract facilitator will be primarily responsible for implementation of the project activities, with support and input from the GSA Coordinator within the University of Alberta Institute for Sexual Minority Studies and Services

(iSMSS). Note: the acronym GSA is also known as gay-straight alliances, gender & sexual orientation alliances, queer-straight alliances, pride clubs, and rainbow alliances, among other names.

### **Project Activities**

The project will involve two facilitated workshops, each with approximately 12 participants who self-identify as lesbian, gay, bisexual, transgender, queer, two-spirited, and/or allies (LGBTQ2S+), with an even split of older (age 55+) and younger (age 18-54) individuals.

Participants will be recruited through a range of networks, including the Edmonton Pride Seniors Group; the University of Alberta iSMSS GSA Coordinator; Sage Seniors Association; Ashbourne Senior Home; and the Edmonton Pride Centre.

Workshop sessions will be approximately 90-120 minutes, and hosted at the Edmonton Pride Centre and Ashbourne Senior Home (a welcoming seniors' residence that is home to both LGBTQ2S+ seniors and allies).

After each session, individuals will be invited to voluntarily participate in a professional videotaped interview to capture their learning and reflections. These interviews will be used by the Edmonton Pride Seniors Group to raise awareness of issues impacting LGBTQ2S+ seniors, and advocate for programs and services that are more welcoming, inclusive, safe, and caring for LGBTQ2S+ persons.

Details for each of the two workshops are as follows:

#### ***Workshop session 1/2 (approximately 12 participants)***

- Participants will be initially recruited from previous intergenerational dialogues held in July 2016. Facilitated conversation will build on these previous sessions to develop more in-depth mutual understandings of challenges faced by older and younger LGBTQ2S+ persons.
- Specifically, the goal of this workshop is for participants to develop self-advocacy skills and strategies, particularly regarding their program, service, and housing needs as LGBTQ2S+ persons.
- Self-advocacy can be understood as “being able to ask for what you need and want,” “knowing and speaking up for your rights and responsibilities,” and being “able to make choices and decisions that affect your life” (adapted from <https://selfadvocatenet.com>), particularly among individuals who are in more vulnerable circumstances and have limited social supports.

#### ***Workshop session 2/2 (approximately 12 participants)***

- A subset of participants from the first workshop session (two seniors and two younger adults) will be invited to participate in the planning and implementation of the second workshop session. Facilitated conversation will focus on handling challenging situations as experienced by both older and younger LGBTQ2S+ persons.
- Specifically, the goal of this workshop is for participants to refine and expand strategies for increasing self-advocacy, particularly among older and younger LGBTQ2S+ persons who have limited social supports and access to programs, services, and housing. The conversation will be informed and enriched by the perspectives of allies.

## **Timelines**

Workshops, with associated planning, recruitment, implementation, and evaluation, will take place from approximately January to March, 2018, with a final report prepared by July 2018.

## **Budget**

- Provide specific detail on the project's budget breakdown.
- Is there any flexibility in the budget?
- Are there any other in-kind supports or financial resources being provided to this project?

## **In-Kind Support**

The Edmonton Pride Seniors Group operates under the auspices of Sage Seniors Association (Sage), an established non-profit organization that executes contracts, receives funds, pays bills, and provides an accounting of finances for the Group.

Sage will provide in-kind financial management/reporting support for this project.

## **Expenses**

\$2,000

- Workshop facilitator (contract position) - Coordination of all aspects of the workshop sessions, including facilitation and liaising with participants, GSA Coordinator, and video production company, and evaluating project outcomes

\$1,000

- Video production (contract with Edmonton Digital Media College) - Video production, editing, and digital copies

\$650

- Workshop materials - Space rental, print materials, and participant refreshments for two workshop sessions

\$450

- Edmonton Pride Seniors Group - Project management and administration, including hiring and supervision of contractors

\$800

- GSA Coordinator with the University of Alberta Institute for Sexual Minority Studies and Services (contract) - Recruitment of younger adult participants, and assistance with workshop planning and delivery

**Total funding request: \$4,900**

Sustainability and Impact

- Utilizing the Sustainability and Impact Framework and Checklist (see below), describe the sustainability plan for this project.

The *Community Conversations: Older and Younger LGBTQ2S+ Persons* project is an initiative of the Edmonton Pride Seniors Group, a self-organizing community group for LGBTQ2S+ seniors in the Edmonton area. This project has been designed to build on and sustain the work of the Edmonton Pride Seniors Group's current intergenerational dialogue project, *A Long Journey Into Light*, which is scheduled for completion by the end of December 2017.

This project involves the voices, ideas, and expertise of a range of stakeholders, including members of the Edmonton Pride Seniors Group, the University of Alberta Institute for Sexual Minority Studies and Services (iSMSS), Sage Seniors Association, a local facilitation professional, and the Edmonton Digital Media College video production team. *Community Conversations: Older and Younger LGBTQ2S+ Persons* thus draws on a network of community members who are committed to achieving the project's outcomes, and who can facilitate new collaborations beyond this project. For example, through our work with the iSMSS GSA Coordinator, we are building new relationships between LGBTQ2S+ seniors and local K-12 GSAs and schools.

Finally, as a result of evaluating this workshop series with post-session surveys, we will gain valuable information about the effectiveness of in-person workshops for increasing awareness of LGBTQ2S+ seniors' issues among younger LGBTQ2S+ persons, and increasing intergenerational understanding, connections, and self-advocacy skills among older and younger LGBTQ2S+ persons. If we successfully achieve our intended outcomes, we will use the evaluation results from this project to enhance and pursue future projects that will help LGBTQ2S+ seniors age with greater health, social inclusion, and dignity. Our evaluation findings will also be supplemented by participants' voluntary videotaped interviews that share their learnings and reflections from the project.



## **Sustainability and Impact Framework**

### **What is the AFE definition of Sustainability?**

- We have accomplished what we intended. We have changed something and no new resources or inputs are required.
- We have created something that an existing partner can incorporate on its own with existing resources.
- We recognize that in order to achieve the vision of Age Friendly Edmonton, we will create some projects/programs/areas of work that will need ongoing resources.

### **What is the AFE definition of Impact?**

- We are focused on lasting and long-term change.
- We recognize that the effects of our efforts may be felt at various levels:
  - Increased awareness and knowledge
  - Policy change
  - Improved service delivery
  - Improved experiences for community members

### **How do these terms influence the projects we undertake?**

#### **Project Planning**

- We consider questions of sustainability and long-term impact when conceptualizing and planning projects (See Sustainability and Impact Checklist)

#### **Project Funding**

- In addition to asking questions of sustainability and long-term impact, we will consider the following:
  - Is there evidence of stability in terms of leadership and resources for the project?
  - Do the involved partners have the combined expertise and resources required?

#### **Evaluation**

- While not all AFE projects receive formal evaluation, evaluative thinking is used in planning projects. Project proposals are expected to identify expected outcomes, indicators, and primary area of impact.



## **Sustainability and Impact Checklist**

- ✓ **Is there convincing evidence of need?**
- ✓ **Has the target audience (community) been consulted?**
- ✓ **Is there a logical fit between the project outcomes anticipated and:**
  - **The project design or process?**
  - **The level of human and other resources projected?**
  - **The size of our funding request?**
  - **The timeframe projected?**
- ✓ **Has a plan been developed for communication, monitoring, and evaluation?**
- ✓ **What resources are projected for the future?**
- ✓ **Where will the resources come from?**
- ✓ **Is this a new, existing, or ongoing project?**
- ✓ **Who else is involved?**
- ✓ **What is the role of each participant – staff, volunteers or participating agencies? Who is doing what?**
- ✓ **What is each participant contributing? What will each receive?**
- ✓ **Is everyone involved who should be - participants, community partners, Board Members, etc.?**