BC Centre for Palliative Care

All Together – Spreading Community Innovation Seeds

Grant Program Guidelines

November 2022

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Background

Spreading Compassionate Communities through Seed Grants

This grant cycle is part of the Centre's efforts to support the creation of compassionate communities across British Columbia by fostering the spread of community innovation and best-practices. Through our previous four grant cycles, a total of 100 compassionate community initiatives were implemented successfully across BC; 50% of the initiatives are based in rural and remote and Indigenous communities. Evaluation of these initiatives shows a positive impact at different levels: 1) volunteers: improved knowledge, skills and confidence 2) organizations: improved engagement with the public, enhanced competency and new partnerships 3) public: better supported, socially engaged, better informed of available resources.

What is a Compassionate Community?

A Compassionate Community is a community of people who are committed to improve the experiences of those living with a serious illness, caregiving, dying and grieving.

Living in a community that cares for others makes us cope better with our health challenges, keeps us connected, and helps us find meaning in life.

Compassionate Communities benefit us all.

It is a community that…
- takes an active role in caring for people affected by these experiences,
- connects people to supports,
- raises awareness about end-of-life issues,
- helps people plan for the way they want to be treated and cared for if they become ill,
- builds proactive supportive networks

A Compassionate Community helps its people to live well and with dignity right until the end.

About BC Centre for Palliative Care

BC Centre for Palliative Care (BCCPC) is a provincial non-profit organization established and funded by the Ministry of Health to accelerate the spread of best practices and innovation in three focus areas: palliative care integration, advance care planning promotion, and compassionate communities' mobilization. To pursue this mandate, BCCPC works closely with partners in the health system and community to help British Columbians affected by serious illnesses have the best possible quality of life, supported by care that is aligned with their wishes.

For more information about the other initiatives and projects led by the BCCPC, please visit www.bc-cpc.ca

About the Grant Program

Purpose

The Compassionate Communities approach to palliative care is gaining momentum worldwide and there is a growing body of evidence for its role in improving social connectedness, maximizing people's quality of life, and enabling efficient use of the scarce health services.

The BCCPC's Seed Grant program was launched in 2016 to provide funding support as well as training and coaching opportunities to BC non-profit community organizations seeking to embrace the Compassionate Communities approach.

The All Together – Spreading the Seeds of Community Innovation Grant Program is the latest funding cycle of the Seed Grant Program. It is designed to support eligible non-profit organizations in BC to initiate, adapt, or continue providing support services inspired by and infused by compassion for isolated or frail seniors, and those living with and dying from serious illnesses and their families. This funding cycle builds on the huge success of, and the great momentum created by the inaugural compassionate communities' symposium that was hosted by the BCCPC on September 9th, 2022.

Benefits

The Grant Program offers:

- ✓ Funding up to $5,000 per project over 10 months.
- ✓ Consultation support with the implementation and evaluation of the funded project.
- ✓ Access to networking and exchange with other organizations.
- ✓ Access to a network of expert facilitators, coaches, palliative care, and health promotion professionals.
- ✓ Individual coaching, as needed.

Projects Start and End Date

The proposed projects must be planned so that the start date is not earlier than **March 1, 2023**, and the end date is no later than **December 31, 2023**.

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Eligibility

Eligible Applicants: **MUST be non-profit** community organizations registered in B.C. and provide direct support services for isolated or frail older adults, persons with serious illnesses* and those at the end of their lives, as well as their families (**the target populations**).

> *Serious illness: is a term used to describe long term illnesses where it is expected that death will be a direct consequence of the specified illness. Serious illnesses may include, but are not limited to:
> - cancer
> - heart disease
> - chronic obstructive pulmonary disease
> - dementia
> - heart failure
> - neurodegenerative disease
> - chronic liver disease
> - end-stage kidney disease

The Grant can be used by the awarded organizations to:

1. Continue a proven program or service,

2. Adapt an existing program or service, or

3. Implement a new approach or program to meet emerging population health needs or issues.

Eligible Projects: **MUST be aligned with** one of the BCCPC funding priorities:

1. provide practical, psychosocial and/or spiritual support services to the target population. For example: grief and bereavement support, companionship, social connectedness, spiritual support, and respite care.

2. enhance public awareness of and engagement in advance care planning. Organizations interested in advance care planning projects **MUST** complete the BCCPC's training curriculum, use the toolkit for Community-led Advance Care Planning Sessions for the Public and offer at least three (3) sessions during the project. (**See Appendix** for more information).

Applications **MUST demonstrate that members from the target population(s)** will be engaged in the project.

Only one application per organization will be accepted.

Priority Communities

Awards will be reserved for projects particularly directed to serve **rural and remote communities:**

> *A rural community is a community of 10,000 to 40,000 residents.*

> *A remote community is a community of less than 10,000 residents.*

Application Deadlines

To apply for funding, organizations must submit **a complete application online** no later **December 30, 2022**.

All applicants will be notified of results by email. **Awardees will be notified in February 2023, and are required to sign, scan, and email their award acceptance letters to** seedgrant@bc-cpc.ca within 10 days from the award letter date.

Criteria for Evaluating Applications

Applications will be evaluated using the following criteria, which indicate a high likelihood of project success:

- ✓ Clear goals and objectives
- ✓ Clear description of project activities
- ✓ Engagement of the target group
- ✓ Achievable outcomes
- ✓ Appropriate evaluation measures
- ✓ Appropriate budget plan

Use of Award Money

- Award money **MUST** only be used for the funded project

- Award money **MUST** be used within ten months from receiving the award (by December 31, 2023). Any unused funds may be recoverable by the BCCPC.

- **Award money <u>cannot be</u> used:**

  1. For wages or expenses that sit outside of the funded project.

  2. For equipment purchases or leases.

  3. For attendance at conferences.

Payments

The award money will be transferred to each successful applicant (awardee) in two payments.

- The **first payment of 75% of the awarded amount** will be issued after receiving the award acceptance letter from the awardee.

- The **final payment of 25%** will be issued upon completion of the project and submission of the final report.

Expectations from Awardees

Reports

Awardees will be required to submit a **Final Report** (no later than one month after project completion) using the form provided by BCCPC. Report forms will be issued after the Award Acceptance letter has been received.

At project mid-point, BCCPC will contact awardees by phone or email for an update on the project's progress and to offer support, if needed, to ensure the project's success. Projects are encouraged to contact BCCPC at any time for consultation and support.

Presentations

BCCPC may invite awardees to make a brief presentation to showcase the funded project at one or more events to be held by BCCPC during or in the year following the funding period.

Acknowledgement of Funding

Awardees must agree to acknowledge financial support from BCCPC on advertisements, printed materials, promotional items, press releases and websites. Acknowledgment guidelines will be provided with awards.

If you have any questions regarding the All Together – Spreading the Seeds of Community Innovation Seed Grants Program, please email: seedgrant@bc-cpc.ca

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Appendix

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Community-led Advance Care Planning Sessions for the Public

Community training will be provided online and will include tips for offering online and in person ACP education sessions for the public. Organizations that have participated in training and used the BCCPC curriculum in the past are encouraged to participate in the online training and ensure they are using updated materials.

Funded projects must offer at least 3 ACP sessions in the 10-month period.

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Purpose

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To stimulate and normalize ACP conversations in public sessions facilitated by trained volunteers/staff.

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Developer

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BC Centre for Palliative Care in partnership with Comox Hospice Society and The Community Engagement Advisory Network (CEAN) at VCH.

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Effectiveness

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The community-led ACP sessions during Cycle 1 of the Seed Grant Program were evaluated by UBC health-care researchers who found this approach effective in increasing public awareness of and engagement in ACP.

Over 90% of public participants in the ACP sessions conducted as part of Cycle 1 felt ACP was discussed in a thoughtful, sensitive way and would recommend the workshop to others.

Volunteers and staff who participated in this project in Cycles 1, 2 and 3 of the Seed Grant Program (2016-2018) felt well-equipped with ACP knowledge and facilitation skills and well-supported through the project lifetime.

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Available Toolkit

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- Resources for community organizations hosting the events
- Resources for public participants
- Resources for facilitators, including a Facilitators' Guide and PowerPoint Volunteer/staff facilitators are given information, training, coaching and tools to equip them for facilitating the sessions.

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Cost of Toolkit

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Online access to the toolkit will be provided by BCCPC free of charge to the grant awardees.

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Event Setting

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Online

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Event Duration

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In-person sessions are at least 2 hours. For online sessions, we suggest 2 or 3 sessions of 60 or 40 minutes each.

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Event Format	• Registration • Public sessions are delivered and facilitated by trained volunteers/staff affiliated with the awarded organization (BCCPC will host an online training workshop for volunteers/staff during the month of September 2020). • For in-person sessions, two facilitators provide the interactive workshop. Focus points of discussion include "What is ACP", "Why is ACP Important," including the value of ACP in the context of health care decisions, "When is ACP important" and "How to go through ACP steps", including the legal documents that are part of ACP.
Logistics to consider	Trained volunteers/staff Venue rental or online platform costs Advertising Snacks & beverages (if in person) Printing Workshop supplies Staff/volunteer time (actual or in-kind) Volunteer thank-you gift
Guest Speakers	Not required
Sponsors	May be helpful for space, beverages, advertising
Marketing Tips	Promotion tips offered in the resources for community organizations package
Cost to Public	Free. Optional donation can be collected by organizer.
Evaluation of Event	A post-event evaluation form will be provided along with instructions on submitting the completed event evaluations to BCCPC. BCCPC will collate and analyze the evaluation data and, at the end of the project, will provide the awardee a summary evaluation report for each event delivered as part of the awarded project