

Inclusion Grants

Policy Manual

April 2023



Department of Children, Seniors and Social Development

Available in alternate formats:

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Video Relay Calls welcome

Table of Contents

Objective.....	4
Rationale.....	4
Scope.....	4
Eligible Applicants.....	4
Non-Eligible Applicants	5
Eligible Funding	5
Accessibility Stream.....	5
Disability-Related Accommodations Stream	6
Application	7
Review and Recommendation	7
Evaluation and Monitoring	8
Annex A: Final Report Template	10

Objective

To enhance the inclusion of persons with disabilities and to enable greater participation in the community through the removal of barriers.

This is achieved by providing funding to eligible non-profit, community-based organizations to create or improve the accessibility of the built environment.

Built environment includes all person-made surroundings that provide the setting for human activity. Examples are buildings and facilities, playgrounds, sidewalks and boardwalks.

Inclusion Grants also offer funding to provide disability-related accommodations which support participation in events and meetings.

Rationale

Inclusion Grants support the Provincial Government's commitment to improve accessibility and inclusion for persons with disabilities to ensure equitable access, opportunities and participation. Inclusion grants align with the principles of Nothing About Us Without Us and the principles of the provincial **Accessibility Act**.

Scope

Inclusion Grants provide funding to non-profit, community-based organizations to undertake small renovation projects. Grants are also offered to provide disability-related accommodations for events and meetings.

Proposed project costs have to be relevant to disability and not a cost for regular business or activity. For example, costs for captioning at a public meeting are eligible but the costs for renting a meeting room are **not eligible**.

Costs for legislated mandatory accessibility features during a renovation project are **not eligible**.

Eligible Applicants

Non-profit, community-based organizations are eligible to apply for funding, including:

- Non-profit organizations – examples: disability organizations, social organizations, women's organizations, indigenous organizations, nonprofit service providers, etc.

- Community Organizations – examples: churches, festival committees, sports associations, lions clubs, board of trade, service clubs, etc.

Non-Eligible Applicants

Not eligible applications include:

- Municipalities and its committees
- Private businesses
- Public and private educational institutions
- School boards
- Late applications that are submitted past the deadline are automatically not eligible

Eligible Funding

There are two categories of Inclusion Grants available for persons with disabilities as follows:

1. Accessibility Stream - Up to a maximum of \$25,000 for renovating or retrofitting buildings to be more accessible.
2. Disability-Related Accommodations Stream – Up to maximum of \$5,000 for providing disability-related supports.

Accessibility Stream

Eligible activities that support improved access to the built environment include, but are not limited to:

- installing automatic door openers
- installing ramps
- purchasing/installing visual alarms
- enhancing lighting
- increasing colour contrast on stairs
- lowering sinks/counters
- Pre-and post-inspections from Newfoundland and Labrador Housing Corporation is required for projects that include building retrofits and ramp installations.
- Applicants proposing improvements to leased premises must provide written consent from their landlord and provide a copy of the current lease agreement.
- “Access for All” handouts are available for accessibility drawings and tips.

All accessibility enhancements must meet all provincial, federal and municipal regulations, as applicable, including those for buildings accessibility, fire and life safety, development control and any others that may be required.

The **Buildings Accessibility Act and Regulations** are a minimum requirement. Proposed improvements are welcome to exceed the regulations when relevant.

The Canadian Standards Association's **Accessible Design for the Built Environment standard, CSA/ASC B651**

(<https://www.csagroup.org/store/product/CSA-ASC%20B651%3A23/>) is a free helpful resource. It aligns with **Accessible Canada Act** (<https://laws-lois.justice.gc.ca/eng/acts/A-0.6/>) and aligns with principles of the **Accessibility Act NL** (<https://www.gov.nl.ca/cssd/accessibility-act/>).

Note:

Costs for renovations or equipment incurred prior to the date of the application approval are **not eligible** for funding.

Stair and platform lifts are **not eligible** for funding. These do not provide full accessibility and are considered exclusive, unsafe and undignified by disability advocates.

Disability-Related Accommodations Stream

Funding is also offered to non-profit, community-based organizations to provide disability-related accommodations for events and meetings.

Eligible disability-related accommodations include, but are not limited to:

- sign language interpretation;
- real time captioning; and
- audio support for assistive listening devices.

Eligible disability-related accommodation costs are for the purpose of making an event accessible and barrier-free.

Note:

- Costs for personal disability-related supports are **not eligible** for funding.
 - Supports that enhance or replace individual, disability-related supports provided through other programs are **not eligible** for funding.
 - Costs for disability-related accommodations incurred prior to the date of the application approval are **not eligible** for funding.
-

Application

Procedure

Applications:

- Can be downloaded online at <http://www.cssd.gov.nl.ca/disabilities/index.html>;
- Can be requested by email, fax, mail, text, or phone;
- Submitted to Department of Children, Seniors and Social Development Grant Programs. (See Contact Information); and,
- A complete budget template with quote from supplier/contractor is required with the application.

Approvals will reflect the most cost effective option whenever possible.

Upon receipt:

- Application is stamped with the date and time in which it is received;
- Application is reviewed to ensure all necessary information/ documentation and signatures are included; and,
- Letter of acknowledgement sent to the applicant.

Review and Recommendation

Criteria

The review process for each application is based on the following criteria:

- Meets funding objective;
- Removes barriers;
- Enables greater participation of persons with disabilities;
- Meets stated eligibility requirements;
- Demonstrates reasonable project costs;
- Responds to gaps in current services;
- Supports values and principles of **United Nations Convention on the Rights of Persons with Disabilities** and the **Accessibility Act NL**; and,

- Considers Indigenous, culturally relevant, gender, rural and Labrador perspectives.

Approvals are subject to the availability of funding.

Notification

Applicants that meet the eligibility criteria and approved are:

- Informed in writing of their approval and the maximum amount of funding for which the organization qualifies;
- Provided a breakdown of approved costs;
- Provided a funding contract; and,
- Required to submit a final report with deadline of March 1. Final report template is attached in the policy Annex A.

Applicants that do not meet the eligibility criteria or not approved are:

- Informed in writing; and,
- Able to receive feedback on the application.

Applicants with incomplete applications are:

- Informed in writing; and
- Able to submit completed applications.

Payment Process

Payment in grant form to organizations issued as follows:

- 80% payment when contract is signed; and
- 20% holdback payment upon receipt of:
 - Original itemized receipts and invoices for the completed work and/or accommodations provided; and,
 - Final project report including financial breakdown.

Evaluation and Monitoring

Information is gathered for the purpose of evaluation. This information helps with monitoring whether the funding is meeting its objective, and to what extent. It is also evaluated to determine changes that may be required.

This information includes:

- Number of applications received by region; and,
- Identified improvements for individuals with disabilities with respect to the funding objective and whether:
 - community facilities, opportunities, events and/or meetings have become more accessible;
 - programs and services are more accessible; and,
 - an increase of participation in opportunities, employment and/or events.

Contact Information

Applications can be downloaded from the government website at <http://www.cssd.gov.nl.ca/disabilities/index.html> or requested (see contact information below).

Completed applications must be submitted by: **June 2, 2023**

Email: CSSDGrantPrograms@gov.nl.ca

Fax: 709.729.6237

Mail:

Disability Policy Office
Department of Children, Seniors and Social Development
P.O. Box 8700
3rd Floor, West Block
Confederation Building
St. John's, NL, A1B 4J6

Requests of alternate formats or any questions regarding funding or the application process please contact:

Email: CSSDGrantPrograms@gov.nl.ca

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Annex A: Final Report Template

Overview

Include a summary with project title, purpose and scope of project, location, amount requested and with timeline to complete project.

Include a brief explanation of the development of the project, its goals, impact and the outcome.

Financial report

Summary of money approved and allotted for 80% funding and 20% funding by filling in chart.

Financial Breakdown Chart

Item	Purchased at or Service Provider	Budgeted Amount (80% fund)	Budgeted Amount (20% fund)	Budgeted Amount	Actual Cost Paid
Total					