

Inclusion Grants

Policy Manual

June 2015



Department of Seniors,
Wellness and Social Development

Available in alternate formats, upon request:

Inclusion Grants
Department of Seniors, Wellness and Social Development
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3rd Floor, West Block
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St. John's, NL, A1B 4J6

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Toll-free: (888) 729-6279
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Inclusion Grants support [Access. Inclusion. Equality. Provincial Strategy for the Inclusion of Persons with Disabilities in Newfoundland and Labrador.](#)

Objective

To enhance the inclusion of persons with disabilities and to enable greater participation in community opportunities 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*. Inclusion Grants also offer funding to provide disability-related accommodations which support participation in events and meetings.

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

Rationale

Inclusion Grants support the vision of the Provincial Strategy for the Inclusion of Persons with Disabilities in Newfoundland and Labrador: “Newfoundland and Labrador will be a fully inclusive province where people with disabilities have the same opportunities and choices on an equal basis as others”.

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 would be eligible; costs for renting a meeting room would **not be eligible**.

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

Eligible Organizations

Non-profit, community-based organizations are eligible to apply for funding. For the purposes of the Inclusion Grants, a non-profit, community-based organization:

- is an association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except for profit;
- may be a registered charity. This is **not** required to be eligible for funding;
- may be incorporated with the provincial Registry of Companies and Deeds under the Corporations Act. This is **not** required to be eligible for funding.
- Examples of eligible non-profit, community-based organizations include, but are not limited to:
 - boards of trade
 - churches
 - festival committees
 - non-profit service providers
 - service clubs
 - sport associations

Non-eligible Organizations

Non-eligible organizations include municipalities and committees of municipalities, private businesses, educational institutions, regional health authorities and school districts.

Eligible Funding

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

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

Accessibility Grants

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 smoke and fire alarms
 - enhancing lighting
 - increasing colour contrast on stairs
 - lowering sinks/counters
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- Costs for renovations, 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 rejected by disability advocates as exclusive, unsafe and undignified.
 - Pre- and post-inspections from Newfoundland and Labrador Housing are **required** for projects that include building retrofits, such as ramp and automatic door opener installations, and accessible washrooms.
 - Applicants proposing improvements to leased premises must provide written consent from their landlord and provide a copy of the current lease agreement.

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 and proposed improvements are encouraged to exceed the regulations when relevant. The Canadian Standards Association's "Accessible Design for the Built Environment" (CAN-CSA-B651-12, 2012) is one reference for accessibility.

Disability-related Accommodations Grants

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.

- 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
http://www.swsd.gov.nl.ca/disabilities/inclusion_grants.html
- can be requested by email, fax, mail, or phone/ TTY; and
- are submitted to Inclusion Grants, Department of Seniors, Wellness and Social Development (See Appendix A – Contact Information).

A completed Budget Template with quote from supplier/contractor must be submitted with the application.

Approvals will reflect the most cost effective option whenever possible.

Upon receipt:

- the application is stamped with the date and time in which it is received/posted;
- the application is reviewed to ensure all necessary information/ documentation and signatures are included; and
- an acknowledgement letter is sent to the applicant.

Review and Recommendation

Criteria

Each application is reviewed and processed in the order (date and time) in which they are received /posted, and based on the following criteria:

- meets funding objective:
 - removes barriers; and
 - enables greater participation of persons with disabilities;
- meets stated eligibility requirements;
- demonstrates reasonable project costs;
- responds to gaps in current services;
- supports the strategic directions of the Provincial Strategy for the Inclusion of Persons with Disabilities in Newfoundland and Labrador; and
- considers Aboriginal, culturally relevant, gender, rural and Labrador perspectives.

Approvals are subject to the availability of funding.

Notification

Applicants that meet the eligibility criteria are:

- informed in writing of their approval and the maximum amount of funding for which the organization qualifies;
- provided a breakdown of approved costs; and
- provided a funding contract.

Applicants that do not meet the eligibility criteria are:

- informed in writing; and
- able to receive feedback on the application (See Appendix A – Contact Information).

Applicants with incomplete applications are:

- informed in writing; and
- able to submit completed applications.

Exceptional Circumstances

A request for an exception to eligibility criteria:

- can be submitted in writing to Inclusion Grants, Department of Seniors, Wellness and Social Development, outlining the nature of the request and specifying the unique or exceptional circumstances for which the exception is being sought; and
- is evaluated on its own merit.

Applicants will receive written notice of the decision.

Payment Process

Payment in grant form is issued to non-profit, community-based organizations 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 purposes of evaluation. This information helps with monitoring whether the funding is meeting its objective, and to what extent. It is also used to determine changes that may be required.

This information includes:

- number of applications received by region; and
- identified change 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
 - there is increased participation in opportunities, employment and/or events.

Appendix A

Contact Information

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

Completed applications can be submitted by:

Email: inclusiongrants@gov.nl.ca

Fax: (709) 729-6237

Mail:

Inclusion Grants
Department of Seniors, Wellness and Social Development
PO 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 can be made by:

Email: inclusiongrants@gov.nl.ca

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