APPLICATION FOR FINANCIAL ASSISTANCE
DISCRETIONARY GRANT

Name of Organization/Group	Niagara-on-the-Lake Community Palliative Care Service
Address of Organization/Group	PO Box 130, 120 Byron Street Niagara-on-the-Lake ON L0S1J0
Phone No./E-mail Address	905-468-4433 / notlpc@bell.net
Incorporated or Registered No.	119057446 RP0001
Contact Person's Name	Bonnie Bagnulo, Program Manager
Address and Phone No.	as above

Directors and Executives of the Organization/Group
List Name, Address, Position on Board and E-mail Address/Phone No.

SEE ATTACHED

Number of paid members in your organization	1
Number of volunteer members in your organization	30

DISCRETIONARY GRANT REQUESTED

Total Request $ 3,000

(Please attach additional pages wherever required)

What is your request for? Please outline your objectives and plans for the event/program/activity Town funding is being sought.

SEE ATTACHED

How will the event/program/activity for which you are requesting funding address the objective(s) you previously identified. Be as specific as possible.

SEE ATTACHED

NOTE: Detailed budget or forecast as well as financial statements for the current year and one or more previous years for first time applications, are to be attached.

How does your organization plan to fund the remaining amount for the event/program? Please indicate sources or expended sources, dollar amounts and the corresponding percentage of total operating revenues.

SEE ATTACHED

Has your organization requested funding assistance in the last twelve months from any other municipal, provincial or federal department or agency?

SEE ATTACHED

Outline your organization's major goals, objectives and plans for both the upcoming year, and for the future in general.

SEE ATTACHED

Describe the community needs addressed by your organization.

SEE ATTACHED

NOTE: Any applicant is welcome to include a covering letter with this application form, however the covering letter and full application package (excluding financial statements) should not exceed five (5) pages.

ACKNOWLEDGMENT OF RESPONSIBILITY FOR DISCRETIONARY GRANTS

Having received approval of the request for financial assistance from the Council of the Corporation of the Town of Niagara-on-the-Lake, the organization agrees to the following conditions:

1. The organization confirms that the representations contained in the application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable forthwith to the Town.
2. If there is any change in the funding of the project from that contemplated in the application, the organization will notify the Town of such changes forthwith.
3. The organization will make or continue to make attempts to secure funding from other sources as so indicated in the application.
4. The organization will keep proper books of accounts, of all receipts and expenditures relating to the project or program.
5. The organization will make available for inspection by the Town or its auditors, all records and books of accounts of the organization upon request from the Town.
6. That if the project or program proposed in the organizations application is not commenced, or is not completed and there remain Town funds on hand, or is completed without requiring the full use of the Town funds, such funds will be returned to the Town.
7. That the project or programs not be represented as a Town project, and that the organization does not have the authority to hold itself out as an agency of the Town is any way; the only relationship being the Council of the Corporation of the Town of Niagara-on-the-Lake has approved and granted financial assistance to the organization.
8. That if the organization is involved in activities or assuming positions that are not consistent with the vision and values of the Corporation of the Town of Niagara-on-the-Lake, Council reserves the right to suspend and potentially terminate grants at their sole discretion at any time.

Additional Comments

Print Name and Official Position

Cindy Grant, Board of Directors - Treasurer

Date November 29, 2018

Check this box if the individual above is a Signing Officer on behalf of the organization ☑

The Town of Niagara-on-the-Lake
2019 Budget
Discretionary Grant

Attachment to
Application for Financial Assistance

Submitted by:
Niagara-on-the-Lake Community Palliative Care Service
PO Box 130, 176 Wellington Street
Niagara-on-the-Lake, ON L0S 1J0

Enclosed:
- Completed and signed application form
- Attachment 1: Annual Budget, 2018/19
- Attachment 2: Audited Financial Statement 2017/18

Niagara-on-the-Lake Community Palliative Care

Directors and Executives of Organization/Group
List Name, Address, Position on Board and E-mail Address/Phone No.

EXECUTIVE

Name	Position	Address, email address, phone #
Patricia Whitwell	Chairman, U.C.L. Liaison	272 Wellington St, NOTL ON L0S1J0 patricia.whitwell@niagararegion.ca 905-468-4208
Dr. Jennifer Frendo	Vice-chair, Community Physician	824 Line 8, RR4, NOTL ON L0S1J0 jenfrendo@yahoo.com 905-468-9189
Cindy Grant	Treasurer, Community Liaison	6-1448 Niagara Stone Rd, PO Box 882,Virgil ON L0S1T0 cgrant36@cogeco.ca 905-468-7498
Mary Jean McGraw	Recording Secretary Community Liaison	70 Gage Street, Box 1288, NOTL ON L0S1J0 imaginings@live.com 289-688-1173
Joyce Loewen	Corresponding Secretary, Community Liaison, Statistician	621 Victoria St., Box 621,NOTL ON L0S1J0 joyceloewen3@gmail.com 905-468-3618

DIRECTORS:

Name	Position	Address, email address, phone #
Irene Fisher	Community Palliative Care Nursing Liaison - ParaMed	1844 York Rd. RR # 1, NOTL ON L0S1J0 ifisher4@cogeco.ca 905-262-5234
Petra Browning	Community Liaison	225 Simcoe Street, Box 994 NOTL ON L0S1J0 petra@lincolninteriors.com 905-468-9319
Doug Phibbs	Legal Consultant	2 Elizabeth St, NOTL L0S1J0 dcphibbs@cogeco.ca 289-868-8885
Michael Dyck	Pleasant Manor Liaison	Pleasant Manor, 5 Elden St., Box 500,Virgil ON L0S1T0 mdyck71@gmail.com 905-468-1111
Margret Walker	Visiting Volunteer Representative	7 Addison Ave., Box 3,NOTL ON L0S1J0 margretwalker.notl@sympatico.ca 905-468-9297
Paul James	Clergy Consultant	St Davids United Church 14 York Rd, St Davids ON L0S 1P0 sdgminister@bellnet.ca 905-262-5242
Sylvia Winter	Chartwell Niagara Liaison	120 Wellington Street, PO Box 985, NOTL, L0S1J0 905-468-2111

Ex-officio Member

Name	Position	Address, email address, phone #
Bonnie Bagnulo	Program Manager	176 Wellington St., Box 130 NOTL L0S 1J0 notlpc@bellnet.ca www.notlpc.com 905-468-4433

What is your request for? Please outline your objectives and plans for the event/program/activity for which Town funding is being sought.

Niagara-on-the-Lake Community Palliative Care Service (NOTL CPCS) intends to continue our outreach communications initiatives to increase awareness of Palliative Care and NOTL CPCS with 3 target audiences: the general NOTL public, Family Physicians, and other Healthcare providers and agencies.

We are requesting **$3,000** to assist in developing and delivering these awareness / education session(s).

The goals and objectives of these awareness / education sessions are:

1. to inform and educate the NOTL community about the NOTL Community Palliative Care Service;
2. to describe the type and quality and extent of services that are offered free of charge to NOTL residents and their caregivers; and
3. to provide general education about, including the differentiation between, the concepts and issues around advanced care planning, end-of-life care, palliative care and hospice care

NOTL CPCS is partnering with the Niagara North Family Health Team (NNFHT) in the development and delivery of these awareness/education session(s). This partnership will ensure the delivery of more extensive program, with presentations by skilled palliative care practitioners along with family physicians and other health care providers.

These awareness / education sessions will be delivered through a series of 2 – 2.5 hour workshops delivered over a period of 4-6 weeks, at no charge to the attendee, scheduled for the spring of 2019.

How will the event/program/activity for which you are requesting funding address the objective(s) you previously identified. Be as specific as possible.

The funding we are requesting will allow us to attract and recruit recognized experts in the field of hospice palliative care to NOTL. These experts will work in collaboration with the NOTL CPCS and NNFHT teams in developing and delivering these awareness / education sessions.

How does your organization plan to fund the remaining amount for the event/program? Please indicate sources or expended sources, dollar amounts and the corresponding percentage of total operating revenues.

We are estimating that the total incurred cost for delivery of the awareness/education sessions will be $5,000, as follows:

Item	Cost
Speaker Fees, incl travel costs	$ 2,500
Advertising	$ 1,500
Facility / Catering Fees	$ 500
Preparation of Material	$ 500

Niagara-on-the-Lake Community Palliative Care

Using the assumption that the Niagara North Family Health Team will contribute a portion of the costs for these sessions, we are requesting 60% of this total cost. The remaining costs for this initiative will be funded from the NNFHT and our annual operational budget.

The NOTL CPCS is primarily funded from the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN). Our total annual budget for the fiscal year April 1, 2018 - March 31, 2019 is $91,885, including:

- $61,885 – LHIN Subsidy (67%)
- $30,000 – Donations (foundation, organizational and individual) (33%)

Our current budget is included as Appendix 1. Our financial statement for year-end March 31, 2018 (2017-2018) is attached as Appendix 2.

Has your organization requested funding assistance in the last twelve months from any other municipal, provincial or federal department or agency?

See above response for a breakdown of our funding and annual budget. We are grateful for, and dependant on, on-going financial support from such non-governmental organizations as The Foster Hewitt Foundation, The Shaw Festival Foundation, individual and community group donations and fundraising efforts such as the annual Healing Cycle Ride and Shred-it events.

Outline your organization's major goals, objectives and plans for both the upcoming year, and for the future in general.

Our Values/Vision
Every individual and family living in Niagara-on-the-Lake with a life-threatening illness will have access to high quality coordinated hospice palliative care.

Our Mission
To offer visiting volunteers and services free of charge to help achieve optimum quality of life for our clients and their caregivers.

Our Principles
We believe that people coping with life-threatening illnesses have the right to die with dignity and respect for their values and beliefs.

Overview of NOTL CPCS
NOTL CPCS is a non-profit, registered charity serving the Niagara-on-the-Lake community. We are governed by a volunteer board that includes representatives of local clergy, long-term care facilities, community health care, visiting volunteers, legal and community liaisons. The Board is guided by By-Laws and a Policies and Procedures manual. A Program Coordinator supports the activities of the Board. We have a volunteer team of board members and visiting volunteers of approximately 30; we serve a client base of approximately 140. The organization is funded through a subsidy from the HNHB LHIN,

donations from organizations and individuals in the community and through fundraising projects such as the Healing Cycle Ride and SHRED-IT.

NOTL CPCS has been providing visiting volunteers and services to our community for over 30 years; yet few residents understand what Palliative Care is all about or what we do. Most often they only come to know us when they need us during a person's last days or weeks of life. Palliative Care is not limited to end of life but should be about caring for people with life-threatening illnesses much earlier in the disease process. In fact, the ideal time to initiate our services is at the time of diagnosis. When the focus is on "living well" right to the end, the fear and depression associated with illness and dying can be greatly reduced.

Our organizational goals are:

1. **To support seriously ill people and their families/caregivers** in the town of Niagara-on-the-Lake by offering emotional support, respite care, a well-stocked library of books, CD's and DVD's and a wide variety of equipment. Also, after death we offer phone and group bereavement support to family members and caregivers. In 2019, our services will be expanded to deliver an expanded Bereavement Support Services to caregivers and families on a one:one basis. Our Service assists clients in the community as well as the three long term care (LTC) facilities in NOTL through a Weekly Visiting Volunteer Program. Everything we do is free of charge and done with strict confidentiality.

2. **To maintain and increase public awareness of Palliative Care** through provision of education and information sessions/talks on Palliative Care, and related topics, to community organizations, healthcare professionals and other groups.

3. **To continue to offer up-to-date equipment to our clients.** Since our inception in 1986, we have lent or given equipment to our clients and their families. Examples of the equipment we lend are wheelchairs, walkers, lift recliner chairs, air mattresses, baby monitors, Roho cushions, and other items. The kinds of equipment we give to our clients include egg-crate mattresses, sheepskin products, urinals, bedpans and care giving and bereavement support books. We strive to add to our equipment each year as new and useful products become available and/or the needs of our clients change.

4. **To ensure comprehensive training and continuing education to our Visiting Volunteers** through guest speakers and sessions on Palliative Care-related issues at our monthly Visiting Volunteer meetings. Volunteers are encouraged to attend workshops/conferences on palliative care topics. By doing this, whether a volunteer is on our Board or a Visiting Volunteer, we enable them to improve their skills and knowledge so they can better serve our clients, their families and our Service.

5. **To continue our networking and integration** with agencies/organizations involved in Palliative Care, such as the Niagara North Family Health Team, the LHIN, including Home and Community Care Services and the North Niagara Palliative Care Team, to assure that the professional and office staff of each group are informed of our Service and most current status and offerings.

Describe the community needs addressed by your organization.

Our visiting volunteers and Program Manager help to provide caring support and quality of life for the seriously ill people and their caregivers who reside in NOTL, whether in their homes or in one of the three long term care facilities. Our Board is made up of people who have a great interest in palliative care and/or represent different areas of health care that deal in palliative care. Their knowledge and interest greatly benefits our organization and its successful functioning.

For over 30 years, NOTL CPCS has offered services to residents of the community. Our office is now located in the lower level of the old Niagara-on-the-Lake Hospital. In fiscal year 2017/18, a total of 2481 visits were made to 140 clients. Over 1700 volunteer hours were provided by our dedicated team of 30 visiting volunteers and board members.

Our service not only offers trained visiting volunteers for emotional support, respite care and companionship; we also supply a variety of equipment, a lending library of books, DVD's and CD's, and phone and group bereavement support after the death of a loved one – all free of charge and with complete confidentiality. In addition, the service provides a valuable source of information about other types of support available to clients facing the daunting task of caring for someone at home.

Niagara-on-the-Lake Community Palliative Care

ATTACHMENTS

Attachment # 1 - 2018/19 Annual Budget

Budget Categories	Budget 2018/19
Income	
LHIN Subsidy	$ 61,885
Donatons - Foundations	$ 18,000
Donations - Individual	$ 6,500
Donations - General	$ 2,500
Endowment - NCF	$ -
Town Discretionary Grant	$ 3,000
Total Income	**$ 91,885**
Expenses	
Salary (Coordinator)	$ 39,681
Salary (Office Admin - contract)	$ 4,828
Client Supplies	$ 500
Client Equipment Purchase	$ 3,000
Office and Computer Supplies	$ 1,000
Office Equipment Purchases	$ 1,000
Telephone and Internet	$ 3,000
Conferences, incl travel costs	$ 2,500
Memberships	$ 600
Volunteer/Board Education, training and recognition	$ 2,500
Community education sessions	$ 3,000
Advertising and Promotion	$ 2,500
Audit and Legal	$ 3,500
Insurance	$ 2,595
Total Expense	**$ 70,204**
Net Income	**$ 21,681**

Attachment # 2

Audited Financial Statement 2017/18– attached to email submission

Niagara-on-the-Lake Community Palliative Care

2019 Budget
Discretionary Grant

Request for
Financial Assistance

Niagara-on-the-Lake
Community Palliative Care Service

What Does Palliative Care Mean?

- It is a Philosophy of Care that focuses on caring, not curing
- Care is aimed at relieving suffering and improving quality of life
- Palliative Care is not limited to end of life but should be about caring for people with life-threatening illnesses much earlier in the disease process



NOTL Community Palliative Care Service (CPCS)

Our Values/Vision

Every individual and family living in Niagara-on-the-Lake with a life-threatening illness will have access to high quality coordinated hospice palliative care.

Our Mission

To offer visiting volunteers and services free of charge to help achieve optimum quality of life for our clients and their caregivers.

Our History and Current Operations

For over 30 years, NOTL CPCS has offered services to residents of the community. Our office is located in the lower level of the old NOTL Hospital.

In fiscal year 2017/18, a total of nearly 2500 visits were made to 140 registered and non-registered clients. Over 1700 volunteer hours were provided by our dedicated team of 20 visiting volunteers and 10 board members.

Our Structure & Funding

NOTL CPCS is a non-profit, registered charity serving the Niagara-on-the-Lake community.

We are governed by a volunteer Board that includes representatives of local clergy, long-term care facilities, community health care, volunteers, legal and community liaisons.

The Board is guided by By-Laws and a Policies and Procedures manual.

A Program Manager is responsible to the board and manages/supports the visiting volunteers as well as providing education and awareness of our services to the community.

All of our services are offered free of charge and are delivered with strict confidentiality

The organization is funded through a subsidy from the HNHB LHIN, donations from organizations and individuals in the community and through fundraising projects such as the Healing Cycle Ride and SHRED-IT.

Services provided by CPCS

Trained visiting volunteers who provide our clients with:

- Compassionate listening
- Caregiver relief
- Emotional support
- Companionship
- Spiritual support
- Bereavement Support



Services provided by CPCS

A wide variety of equipment including wheelchairs, transfer chairs, lift-recliner chairs, air mattresses, walkers, and much more



How To Access Our Services

- Anyone can refer to us – the person who is ill, the family, a physician, LHIN Home and Community Care, a nurse, neighbor, a friend or a long-term care facility – simply call us at 905-468-4433



Our Request

Niagara-on-the-Lake Community Palliative Care Service (NOTL CPCS) intends to continue our outreach communications initiatives to increase awareness of Palliative Care and NOTL CPCS with 3 target audiences:

- the general NOTL community
- Family Physicians
- and other Healthcare providers and agencies

NOTL CPCS is partnering with the Niagara North Family Health Team (NNFHT) in the development and delivery of these awareness/education session(s). This partnership will ensure the delivery of more extensive program, with presentations by skilled palliative care practitioners along with family physicians and other health care providers.

The goals and objectives of these awareness / education sessions are:

- to inform and educate the community about the NOTL Community Palliative Care Service,
- to describe the type and quality and extent of services that are offered free of charge to NOTL residents and their caregivers, and
- to provide general education about, including the differentiation between, the concepts and issues around advanced care planning, end-of-life care, palliative care and hospice care.

Our Request

We are requesting **$3,000** to assist in developing and delivering these awareness / education session(s). We are estimating that the total incurred cost will be $5,000.

- Using the assumption that the Niagara North Family Health Team will contribute a portion of the costs for these sessions, we are requesting 60% of this total cost. The remaining costs for this initiative will be funded from the NNFHT and our annual operational budget.

These awareness / education sessions will be delivered through a series of 2 – 2.5 hour workshops delivered over a period of 4-6 weeks, at no charge to the attendee, scheduled for the spring of 2019.

The funding we are requesting will allow us to attract and recruit recognized experts in the field of hospice palliative care to NOTL. These experts will work in collaboration with the NOTL CPCS and NNFHT team in designing and delivering these awareness / education sessions.

Niagara-on-the-Lake Community Palliative Care

For more information please contact

Bonnie Bagnulo
Program Manager
905-468-4433

notlpc@bellnet.ca
www.notlpc.com

Appendix A - Key Statistics 2017/18

- Annual Funding $91,885
  - $61,885 – LHIN Subsidy (67%)
  - $30,000– Donations (foundation, organizational and individual) (33%)
- Total number of clients - 140
- Total number of visits - 2481
- Total number of volunteer hours -1,708
- 2019/20 LHIN Targets

  Visits 1818

  Clients 193