

Application template for the conférence des financeurs

An outline for presenting a life story workshop to the conférence des financeurs call for projects. This is not an official form: copy your answers into your département's application.

Before you start

The conférence des financeurs de la prévention de la perte d'autonomie des personnes âgées (funders' conference for the prevention of loss of autonomy in older people) was set up in every French département by the law of 28 December 2015 on adapting society to ageing. It is chaired by the president of the departmental council, with the director general of the regional health agency (ARS) as vice-chair.

It coordinates and funds prevention activities for people aged 60 and over, including group activities, using funds provided by the national solidarity fund for autonomy (CNSA).

Each conference publishes its own calls for projects, with its own timetable, priority themes and criteria. The rules for activities run inside care homes vary from one département to another: read the specifications before filling in this template, and contact the departmental council team that runs the conference if in doubt.

This template is not an official form. It gathers the information calls for projects most often ask for; then copy it into your département's application.

SECTION 1

Project lead

Who is applying, and who will run the project.

- ☐ Name of the home, legal status (public, private non-profit, private for-profit) and FINESS number
- ☐ Address and contact details
- ☐ Name and role of the project lead
- ☐ Capacity and number of residents

To complete

SECTION 2

Context and needs

Why this workshop, here and now. Rely on what the team has observed rather than on generalities.

- ☐ Observations: isolation, withdrawal, few group activities based on conversation, weakened ties with some families...
- ☐ What already exists in the home, and what is missing
- ☐ How it fits the home's overall project and activity programme

To complete

SECTION 3

Objectives

One general objective, three or four measurable operational objectives.

- ☐ General objective: maintain social ties and value residents' life stories
- ☐ Encourage spoken expression and autobiographical memory
- ☐ Create exchanges between residents
- ☐ Strengthen ties with families
- ☐ Keep a record of the stories, with the people's consent

To complete

SECTION 4

Target group

Conferences fund activities for people aged 60 and over.

- ☐ Expected number of participants (6 to 8 per group, times the number of groups)
- ☐ Selection criteria: voluntary participation, care team's opinion
- ☐ How cognitive and sensory impairments are taken into account

To complete

SECTION 5

Description of the activity

Use the format, standard outline and themes from the workshop plans.

- ☐ Format: 45-minute sessions, once a week, total number of sessions

- ☐ Standard outline of a session
- ☐ Planned themes
- ☐ Facilitators: activity coordinator, psychologist, volunteers, external speaker
- ☐ Venue and practical arrangements

To complete

SECTION 6

Timetable

The dates must fall within the period covered by the call for projects.

- ☐ Start and end dates
- ☐ Preparation (forming groups, informing families, collecting consents)
- ☐ Sessions
- ☐ Interim and final reviews

To complete

SECTION 7

Resources and partners

What the home contributes, and who it works with.

- ☐ Staff: hours devoted to the workshop
- ☐ Materials: prompts, objects, printing
- ☐ Digital tool for recording stories, if any

- ☐ Partners: families, volunteers, library, archives, a school for an intergenerational meeting

To complete

SECTION 8

Provisional budget

A balanced budget: total expenses equal total income.

EXPENSES

Item	Amount
Staff time devoted to the workshop	... €
External speaker	... €
Materials and prompts	... €
Printing (booklet, newsletter)	... €
Digital tool	... €
Total expenses	... €

INCOME

Item	Amount
Amount requested from the conférence des financeurs	... €
The home's own funding	... €
Other funding	... €
Total income	... €

SECTION 9

Evaluation

Plan from the start how you will measure results. The grid from the workshop plans can serve as a tool.

- ☐ Quantitative indicators: number of sessions held, number of participants, attendance, number of stories collected

☐ Qualitative indicators: observation grid per session, satisfaction of residents, families and staff

☐ How and when reviews will take place

To complete

SECTION 10

Communication and showcasing

Conferences often ask for their support to be mentioned on materials.

☐ Planned outputs (booklet, the home's newsletter, exhibition), with residents' consent

☐ Informing families and staff

☐ Acknowledging the conférence des financeurs' support

To complete
