

Community Grant Program

Application and Guidelines



Applicant details: *Please review guidelines on pages 6-9 before applying.*

1. Name of group note: group refers to any type of organization, school, municipality etc.

2. Please provide 2 contacts for this project

Name: _____	Name: _____
Role/position: _____	Role/position: _____
P.O. Box: _____	P.O. Box: _____
Town: _____	Town: _____
Postal Code: _____	Postal Code: _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

Name of group that should appear on funding cheque:

3. Has this group been approved for Central Wellness Coalition funding in the past 12 months?

No Yes If yes, what was the funding for?

Project details:

4. Project Name:

5. Who is the target audience for this project? E.g. preschoolers, school aged, adults, seniors, general population, indigenous, gender diverse, persons with disabilities or special needs, etc.

6. How many people do you expect to participate?

7. What are the anticipated timelines of the project?

Start date:

End date:

- This is a one-time event
- It will run more than one time (provide details):

8. What do you plan to do? Provide a detailed description

9. Who will help your group with this project? List all partners.

10. What or how will your partners contribute to this project? E.g. assist with the delivery, provide resources, materials, advice, education, space, funding, etc.

11. Tell us how this project can benefit your target population and/or community short and long term, if any? Is there an identified need for this project in your community?

E.g. identified need for education or equipment, participants gain new skills or knowledge, walking group will continue, resources are developed or built for community to use, etc.

12. How will you determine if this project is successful? E.g. participant surveys/ feedback, attendance, photos, stories, resources developed or built, etc.

13. Tell us about your project costs

Required costs for the project Please provide itemized list of supplies, materials, equipment, food, soil, lumber, instructors fees, rent, etc.	Estimated cost	How do you plan to cover the cost?		
		A. Wellness Coalition	B. In-kind	C. Other funds
Totals of each category		A=	B=	C=
Total project cost		A+B+C= \$		

Total amount requested from the Central Wellness Coalition: Insert total from column A wellness coalition from above; should not exceed \$1000	A= \$
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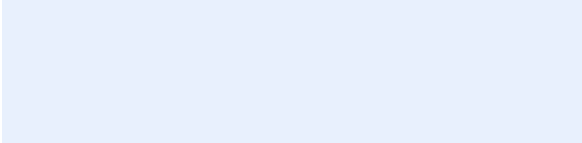
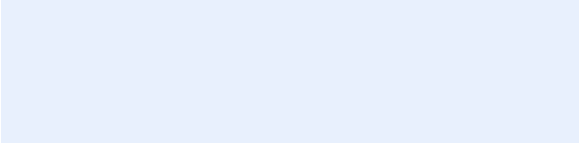
Notes about how to complete the cost form:

Provide details of the items required to make your project possible and specify how you plan to cover the cost. Include as much detail as you can including the names of partners providing in-kind or other funding your group has available for this project. You can attach quotes or details about materials/equipment listed in the budget table to the application.

Column A. Wellness coalition	Specify what items you plan to cover with funds from the grant. Be sure to read the grant guidelines to ensure items listed are eligible for funding. The total for this category is what you are requesting for the grant therefore should not exceed the grant maximum of \$1000.
Column B. In Kind from partners	This includes any contribution to the project that you will receive and not have to pay for. It can include donations of goods or services, discounts (e.g. item is \$50 but a local store will provide it for \$25, the in kind is \$25), free rental of space, or service fees waived for a presenter/instructor (e.g. yoga instructor normally charges \$100 but will provide service for free, that's \$100 in-kind). Do not include salaries of paid staff or group volunteers for time spent administering the project. Anyone providing in kind should also be listed as a partner see questions #11-12.
Column C. Other funds	Includes funding your organization can contribute as well as funds from other sources. E.g. town council is giving \$500 towards the project for lumber.

14. Signatures

We, the undersigned acknowledge that this application was completed with true and accurate information, we have approval from our group and are authorized to submit this application and we have read, understand and agree to the terms stated in this Central Wellness Coalition Program Application and Guidelines document (see pages 6-9 for guideline details).

_____ Name printed	_____ Name printed
_____ Position/role (if applicable)	_____ Position/role (if applicable)
	
_____ Signature*	_____ Signature*
_____ Date	_____ Date

Community Grant Program Guidelines

Please review before completing application.

What is the purpose of the Community Grants?

The purpose of the Community Grants is to support groups and organizations in the central zone (health authority boundaries) that are working to promote wellness in their communities and to foster partnerships.

What amount of funding is available?

- Grants are available for a maximum of \$1000.00.
- Funding must be used within one year of receiving the funding unless otherwise specified and agreed upon.

Who is eligible to apply?

To be eligible to apply for funding from the Community Grants Program, a group must be:

- A community group, not-for-profit organization, municipality or school,
- Operating within the Central Zone and
- A Central Wellness Coalition (CWC) networking member (can join for free on the website - www.centralwellnesscoalition.com)

Things to consider:

- Priority will be given to groups that have not received funding from the Community Grants Program in the past 12 months.
- Providing a well written, legible application is important. Incomplete applications, those that cannot be read or those that have vague project descriptions may not be considered. Plan to ensure you have a way to send the application that is presented in an electronic format that is not blurry, hard to see, upside down, or in more than one file. We will not accept pictures of each page pasted in an email. Contact the co-chairs if you have questions or need help with this. We will accept scanned files or faxed copies.
- Identifying partners and their role in the project is important.

Applicants must:

- Acknowledge the contribution of the Central Wellness Coalition as appropriate in their project. (e.g. in advertising, media interviews, displays, social media posts, publications, etc.).
- Focus around areas of wellness and chronic disease prevention such as, but not limited to:
 - Healthy eating
 - Active living/physical activity
 - Tobacco and vaping
 - Injury prevention
 - Mental health promotion
 - Inclusivity
 - Healthy environments and spaces
 - Child and youth development
 - Sexual health and well-being
- Complete the grant project within 12 months (or other as agreed upon with the Central Wellness Coalition).
- Submit a final report within one month of the completion of the project.
- Keep all receipts/financial information related to the community grant for 24 months (do not submit unless we request copies).
- Allow the Central Wellness Coalition to share project information with its members and interested groups (e.g. present the grant project at a coalition gathering or via email, newsletter or social media, etc.).
- Follow the Central Wellness Coalition Healthy Eating Guidelines (or School Food Guidelines if this is a school event) for any foods purchased and/or served for this grant
- Follow Central Wellness Coalition Healthy Eating Guidelines for Meetings and Events (or School Food Guidelines if this is a school event) for any foods purchased and/or served.

What are some examples of eligible expenses?

- Community wellness events or activities.
- Materials, supplies or rental if space to enhance an activity or event (e.g. art or other supplies (paper, resources, etc)).
- Minor equipment to enhance a project/program (e.g. play/sporting/exercise equipment, kitchen supplies for a cooking program, snowshoes, etc.).

- Small honoraria up to a maximum of \$100; guest speaker/professional fees approved up to \$300. Speakers or instructors cannot be members of your group and must provide an invoice to your group as documentation for fee payment.
- Food or beverages, if linked to food skill development or if enhances an event or program (CWC Healthy Eating Guidelines for Meetings and Events must be followed).

What are some expenses that are ineligible? (some exceptions may apply)

- Core operating are expenses usually covered by your organization (e.g. long-term office rental, power or phone bills, salaries, etc.).
- Monetary contributions to fundraising drives or scholarships/bursaries for individual gains (e.g. sponsorship for walk-a-thons, money for a student of the year award).
- Cost associated with food charity drives or food programs where no skill component if involved (e.g. money for school breakfast or lunch programs, holiday food hampers).
- Registration fees for individual membership, program participation, or conferences (e.g. gym memberships for individuals).
- Most major capital equipment costs over \$1000 such as commercial playground equipment; commercial kitchen equipment dishwashers; large gym or exercise equipment. (Note: things like the purchase of a small freezer for a community food-sharing program may be considered as that would not be considered capital equipment).
- Partial funding of major purchases or projects such as major construction/ building or renovation projects; partially funding capital equipment, construction of nature trails (Note: smaller projects like community garden beds, small greenhouses, items to enhance programs or spaces like signage for walking trails or wood to build benches may be considered).

If unsure your project items quality, please contact us to discuss before applying.

When is the application deadline?

- Applications will be accepted until the end of the deadline as announced in the applicable grant call and indicated on our website. Applications must be emailed or faxed by midnight of the deadline day. *Late or incomplete applications will not be considered.*

How to apply?

Each applicant must complete the application form and attach supporting documentation (e.g. agenda for an event, recipes for a cooking program, etc.) if necessary. Please keep applications as accurate and concise as possible. Please forward completed applications via email or fax. If you

are unable to email or fax the application, please contact Kendra Pardy at (709) 489- 0118 before the deadline to discuss.

email: info@centralwellnesscoalition.com

Fax number: (709) 651-1024

Notification

The Central Wellness Coalition Grants Committee will review all eligible applications. All applicants will be informed by email or phone call within 6 weeks of the application deadline. Successful applicants will receive an email outlining the conditions of the grant approval and a project reporting form that must be completed within 12 months (unless otherwise stated) after receiving the funding. A cheque for the approved amount will be issued by the health authority, which can take up to 3-4 weeks.

Project completion and final report

- Grant funding must be used within one year of the project start date.
- A summary report form will be provided to all successful applicants. This form must be completed within one month of grant funds being used/end of the program.
- If any monies are not spent as outlined in the project budget, you must connect with one of the co-chairs to discuss as it may have to be returned or redirected.

Failure to comply with these requirements will result in the organization becoming ineligible for future funding from the Central Wellness Coalition. The Central Wellness Coalition reserves the right to determine suitable uses of grant funds.