

## Community Healthy Living Fund

### INTRODUCTION

The *Community Healthy Living Fund* (CHLF) is a program that supports "The Way Forward: A Vision for Sustainability and Growth in Newfoundland and Labrador" and provides a funding opportunity to communities and organization's for projects, programs and initiatives that demonstrate direct measurable results towards the targets outlined in "The Way Forward", specifically:

- increase physical activity rates and
- increase the rate of vegetable and fruit consumption.

### CHLF GUIDELINES AND ELIGIBILITY

Applicants may be able to apply for three different categories of funding and up to six (6) different grants depending on eligibility. Carefully review the detailed funding category descriptions contained in this guide to determine what grant your organization may be eligible for.

Funding Categories	Description	Maximum Funding
<b>Supportive Environments</b>		
Physical Activity and Healthy Eating Equipment	To support schools, recreation and sport facilities to purchase equipment that promotes physical activity and/or healthy eating.	\$3000
Small Infrastructure	To retrofit and renovate existing facilities that are used for recreation and sport, and to fund capital costs that increase use, lower operating costs, improve safety and increase inclusion.	\$10,000
<b>Program</b>		
Basic Support	To assist Recreation Committees/Commissions and Seniors	\$1,500

	<p>Groups with the delivery of community recreation opportunities that have the opportunity to increase physical activity and/or healthy eating.</p> <p>Applicants who apply for Basic Support are only eligible to apply for two additional program grants</p>	
Program	<p>Provides funding to organizations to develop, adapt and deliver programs that support physical activity and/or healthy eating.</p> <p>Applicants can apply for up to three different programs.</p>	\$10,000 (per program)
<b>Capacity Building</b>	<p>Grants are available to municipalities, with a population under 7000 and recognized under the Municipalities Act, and Aboriginal governments to build knowledge and skills within their community that promote and support physical activity and healthy eating.</p>	\$15,000

**Deadline**

Applications are accepted anytime from the date the program launches through to January 31<sup>st</sup>. Funding decisions will be made regularly.

**Eligibility**

Effective April 1, 2017, all applicants seeking funding in excess of \$1,000 must be incorporated. Incorporation provides an organization with legal status and is an indication of stability. For information on the benefits of incorporation and on the incorporation process, please visit [http://www.servicenl.gov.nl.ca/registries/companies/corp\\_why.html](http://www.servicenl.gov.nl.ca/registries/companies/corp_why.html)

In addition to being incorporated organizations must:

- Reside in Newfoundland and Labrador and funding must be used for projects in Newfoundland and Labrador.
- Be in “good standing” with the Government of Newfoundland and Labrador. For example, organizations must not have any outstanding reports/forms to be submitted from previous grant programs or to Service NL.
- Provide a letter of support endorsing their funding application. A template is provided in Appendix A.

In addition to meeting the criteria identified above you must be either a:

- Not for profit organization
- Municipality that is recognized under the Municipalities Act;
- Local Service District;
- Aboriginal government or organization; or
- Recreation Committee/Commission.

Applications will not be accepted from regional health authorities, hospitals, government agencies, school (with the exception of Supportive Environment funding), or individuals.

### **Inclusion**

When applying for funding applicants should consider how to make programs/project easy for everyone to access by ensuring their project is available to a wide range of people. When planning remember to include all ages and abilities, consider space and facilities accessible to a wide range of users such as people who may require strollers, wheelchairs or technology to communicate etc.

### **Partnerships**

Partnerships are highly recommended. Applications demonstrating effective partnerships may be given additional consideration. Each partner must be involved in one or more of project phases (planning, development, implementation and evaluation) and receive full copies of the project application, reports and products as soon as they are available.

### **Cost-sharing**

A minimum contribution of 10 per cent of total eligible project expenses is encouraged from the applicant.

### **Healthy Food Guidelines**

If your organization is applying for healthy eating equipment or will be preparing and/or serving food or beverages as part of your project, you are required to support the following recommendations:

- choose foods that are included in Canada's Food Guide: <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>;
- offer recommended reasonable sized portions as outlined in Canada's Food Guide;
- offer fruits and vegetables as the main choices; limit foods high in calories, fat, sugar and salt (such as hotdogs, hamburgers, sweets, fries, luncheon meats, canned foods);

- offer water as the first choice; limit beverages high in sugar (some juice products, sport drinks, soft drinks);
- encourage and promote material and information about healthy living and healthy eating: <http://www.recreationnl.com/programs-events/eat-great-participate/>
- review and follow the food safety information found on Health Canada's website <https://www.canada.ca/en/health-canada/topics/food-safety.html>
- review and following the following Community Healthy Eating Guide – Make the Healthy Choice the Easy Choice <http://www.recreationnl.com/wp-content/uploads/2013/12/Community-Healthy-Eating-Guide.pdf>

Once approved for funds related to healthy eating organizations information will be shared with the Eat Great and Participate Coordinator to support you in advancing healthy eating in your community.

### **Preparing your Application Form**

There is one application form for all funding categories. The following information will walk you through completing this application form. You may wish to have a copy of the application form with you as you read these guidelines.

#### **Section 1: General Information**

This section is to be completed by all applicants. Please complete this section in full. Note we require the full legal name of your organization. Your contact information is important as we communicate with you about your application and notify you of any funding decisions.

#### **Section 2: About Your Organization**

This section is to be completed by all applicants. Answer the questions provided. Your response will provide us with an understanding of the purpose of your organization as we give your application consideration.

Whether you complete section 3, 4 and/or 5 will depend upon the type of funding you are applying for:

- Section 3: Supportive Environment
  - 3.1 Physical Activity and Healthy Eating Equipment
  - 3.2 Small Infrastructure
- Section 4: Program
- Section 5: Capacity Building

## **Section 3: Supportive Environment Funding**

There are two funding categories under Supportive Environments. You may apply for one or both:

- 3.1 Physical Activity and Healthy Eating Equipment, and
- 3.2 Small Infrastructure.

Funding under this category is to support the development of healthy active living environments that promote physical activity and healthy eating.

### **Section 3.1: Physical Activity and Healthy Eating Equipment**

Funding up to \$3,000 is available to support schools, recreation and sport facilities to purchase equipment that promotes physical activity and/or healthy eating. You are required to attach quotes to support your funding request.

#### **Eligible Expenses**

Eligible expenses may include the following:

- Small-scale sport equipment such as balls, racquets, hockey sticks, bats and nets;
- Exercise equipment such as exercise mats, weights, or bands;
- Physical activity equipment such as skates, snowshoes, skis and active games (Canadian Safety Association (CSA) approved);
- Community gardening tools and supplies;
- Small hardware or paint to repair physical activity equipment;
- Small scale playground equipment (CSA approved); and
- Healthy eating equipment such as blenders, fridges/coolers, toaster ovens, soup kettles. A maximum of \$1,000 can be approved per large appliance.

#### **Ineligible Expenses**

The following are not eligible for funding through the CHLF:

- Electronic game systems and other electronic equipment such as televisions, sound systems, computers, smart boards, tablets, recreational transmission and navigation equipment and audio visual equipment. Exceptions may be made if the applicant can quantify how equipment will increase physical activity and/or healthy eating;
- Large scale exercise equipment that encourage single use such as treadmills, elliptical, stationary bikes and other motorized fitness equipment as the program is designed to support community based participation;

- Clothing or uniforms;
- Second-hand equipment;
- Behavior management equipment;
- Catering and other food service equipment; and
- High risk equipment such as trampolines, scuba equipment and rifles

## **Section 3.2: Small Infrastructure**

Funds up to \$10,000 are available to retrofit and renovate existing facilities used for recreation and sport, and to fund capital costs that increase use, lower operating costs, improve safety and increase accessibility.

### **Eligible Expenses**

Eligible expenses may include the following:

- Upgrades to existing community recreation facilities that support physical activity and healthy eating. Some examples may include replacing a roof or furnace, safety upgrades, accessibility upgrades, remediation of recreation spaces or playground upgrades(CSA approved;) and/or sport field upgrades;
- Development of new small-scale facilities that result in no user fees such as skate parks or playground development (CSA approved). Organization must identify funding sources for the entire project;
- Walking and hiking trail development and repairs. Applicant must demonstrate land ownership;
- Labour when required to be provided by certified professional; and
- Supplies to construct and/or maintain a community garden.

### **Ineligible Expenses**

The following are not eligible for funding through the CHLF:

- Items that encourage sedentary behaviour such as chairs, picnic tables, gazebos and benches;
- Site or land improvements for beautification purposes such as flower gardens, shrubs, landscaping, garbage containers etc.
- Trails used primarily for motorized vehicles;
- Parking lots;
- Wharf projects and waterfront structures;
- Operational costs such as salaries, and utilities;
- Purchase of land;
- Projects not providing written consent of the landowner (if applicable);

- Motorized vehicles used only for transportation, such as boats, snowmobiles, ATVs, cars, trucks, side-by-sides;
- Rental of facilities;
- Open water pools or any project near open water;
- Work undertaken/completed prior to approval of the application;
- Projects related to “high risk” recreational activities; and
- Physical activity and healthy eating equipment requests are not eligible under small infrastructure category of funding.

## **Section 4: Program**

Funding under this category is to support the development of healthy active living programs that increase physical activity and/or healthy eating. You may either apply for Basic Support and two addition Programs or three different Programs.

### **Section 4.1: Basic Support**

Funding is available for Recreation Committees/Commissions in communities with a population under 7000 and Seniors Group to assist with the provision of community recreation opportunities that have the opportunity to increase physical activity and/or healthy eating.

#### **Eligible Expenses**

Eligible expenses are directly related to the project and deemed reasonable and necessary for the successful implementation of the project. Eligible expenses may include the following:

- ongoing community recreation opportunities
- operations expenses including office supplies, phone, photocopying, rent, etc.
- communications (newsletters, websites, etc.)
- board and committee meetings

#### **Ineligible Expenses**

The following expenses will not be covered by the CHLF even if they are related to the project:

- Capital expenditures - construction, renovation, or upgrading of facilities
- Cash prizes
- Banquets and group outings

## Section 4.2: Project Funding

Grants up to \$10,000 per project (up to a maximum of three projects) are available to fund a project(s) that increases physical activity and/or healthy eating. The project may be targeted at specific populations such as youth, families, seniors, or could be available for all citizens in the community.

### Eligible Expenses

Eligible expenses are directly related to the project and deemed reasonable and necessary for the successful implementation of the project. Eligible expenses may include the following:

- Hiring new or extending the hours of current staff. The maximum eligible hourly rate is \$12 including mandatory employment-related costs).
- Facility rental fees if the facility is not owned/operated by the applicant;
- Honoraria given for professional services that are offered without charge. The maximum eligible rate is \$30 per program hour;
- Program materials and supplies;
- Travel expenses for participants (bus or taxi only, no personal vehicle expenses);
- Healthy snacks that meet the Healthy Food Guidelines provided in this document. A maximum of 25 per cent of the total project cost will be approved. If food items are required for the delivery of the programs such as Kids in the Kitchen, food should be listed under Materials and Supplies;
- Promotion expenses up to maximum 10 per cent of the total project cost;
- Training that will provide a long-term benefit to the organization; and
- Project evaluation expenses.

### Ineligible Expenses

The following expenses will not be covered by the CHLF even if they are related to the project:

- Capital/infrastructure expenditures (e.g. building renovations, sports fields or walking trail construction or renovations, exercise equipment such as treadmills or universal weights, office furniture, kitchen appliances, computers, etc.);
- Projects which are a duplication of existing activities in your community/region;
- Contributions to annual fundraising drives;
- Core operating expenses (e.g. core organizational staff, office space);
- Individual scholarships or bursaries;
- Re-granting activities such as using CHLF funds to provide grants to other organizations.



- Alcohol, banquets, etc.
- Clothing and uniforms
- Individual and team award
- Contributions to annual fundraising drives

## **Section 5: Capacity Building**

**Only a municipality that is recognized under the Municipalities Act with a population of less than 7,000) or Aboriginal governments may apply for this funding.** Please make sure you are eligible before you complete this section.

Grants up to \$15,000 are available to municipalities with a population under 7000 and recognized under the Municipalities Act and Aboriginal governments to build knowledge and skills within their community that promote and support physical activity and healthy eating.

### **Eligible Expenses**

Eligible expenses are directly related to the project and deemed reasonable and necessary for the successful implementation of the project. Eligible expenses may include the following:

- Development of a Community Recreation, Physical Activity or Healthy Active Living Plan(must be cost shared by municipality);
- Development and implementation of Healthy Eating Policies for communities, including programs, events and recreation and sport facilities;
- Volunteer Board and/or staff training to support physical activity and healthy eating such as High Five, Arena Operators, Playground and Food Service Training.
- Exploring strategies to recruit new volunteers;
- Membership fee with Recreation Newfoundland and Labrador ([www.recreationnl.com](http://www.recreationnl.com)) for new members (one-time support only);
- Technological innovations that enhance capacity at the community level
- Support to assist communities working in a regional approach to build capacity and deliver enhanced recreation services. Support for a regional recreation director may be considered, where municipality provides matching funds.
- Other innovative projects proposed may be considered.

### **Ineligible Expenses**

The following expenses will not be covered by the CHLF even if they are related to the project:

- Contributions to annual fundraising drives;
- Core operating expenses (e.g. heat, light, core organizational staff);

- Small infrastructure and equipment expenditures (e.g. construction/building renovations, infrastructure, office furniture/equipment, etc.). Supplies may be considered if they are required for the project; and
- Projects which are a clear duplication of existing activities in your community/region.

## **Section 6: Conditions and Privacy Notice**

This section of the application form should be reviewed by all applicants. Please read this section carefully; it states the conditions on which the funding can be used. Funds awarded under the CHLF may be used only for the purposes specified in the application; any funding not used for these purposes must be returned to CSSD. It also outlines how personal and other information provided through the funding process will be used and protected.

## **Section 7: Project Checklist**

This section of the application form is to be reviewed by all applicants prior to submitting the application to ensure you have provided all required information.

## **Section 8: Authorization**

This section is to be completed by all applicants and must be completed and signed by someone with signing authority in your organization. This acts as a funding contract if funding is approved.

## **Frequently Asked Questions**

### **What is the application deadline?**

Applications are accepted anytime from the date the program launches through to January 31<sup>st</sup>. Funding decisions will be made regularly.

### **How are applications assessed?**

Applications will be reviewed on their individual merit and assessed to determine if they meet eligibility criteria. The population of the community and number of people reached by the project/initiative will be considered.

Proposed projects must demonstrate:

- increase physical activity rates and
- increase the rate of vegetable and fruit consumption.

All previously funded and completed projects must have a Final Report submitted to be eligible to be considered for funding. The Minister of Children, Seniors and Social Development has final approval on any requests for funding.

### **How much funding is available within the Community Healthy Living Fund?**

The amount of funding available in each category is set annually and funding distribution will be based on the total amount of available funding.

### **How long does my group have to use the funds?**

From the date the payment is issued, successful applicants have one year to use all funds.

### **What are the reporting requirements?**

The final report must be submitted **no later than 30 days after the project ends**. All Supportive Environment grants require submission of receipts with your final report; the other grant programs do not request receipts, however, in the event you are audited you will need to submit receipts – please save them. A copy of the Final Report can be found at [http://www.cssd.gov.nl.ca/grants/chl\\_fund.html](http://www.cssd.gov.nl.ca/grants/chl_fund.html).

### **Does my group have to sign a funding contract?**

Applicants must complete and sign Section 8 “Authorization” of the application form. This will be considered the funding contract if funding is approved.

### **How do I submit my application?**

It is preferred that applications be submitted electronically, but will also be accepted by mail.

- Open the document and save it to your computer;
- Close the webpage where you found the application form;
- Open the saved document from your computer using internet explorer (other browsers such as google chrome may not be compatible); and complete the application form;
- When you are finished, re-save the document and email to [chlf@gov.nl.ca](mailto:chlf@gov.nl.ca). All emailed applications will receive an email confirming receipt of application.
- If you choose to print your application, you can also scan it and attach it to an email message and send it to [chlf@gov.nl.ca](mailto:chlf@gov.nl.ca).

### **Who do I contact if I have questions or need more information on the Community Healthy Living Fund?**

You may call 709-729-5280 or email the Community Healthy Living Fund at [chlf@gov.nl.ca](mailto:chlf@gov.nl.ca).