

Provincial Wellness Grants Program

Part 1 - Application Guidelines

Part 2 - Application Form

2008



DEPARTMENT OF HEALTH AND COMMUNITY SERVICES

PART 1 – APPLICATION GUIDELINES

PROVINCIAL WELLNESS GRANTS PROGRAM

These Guidelines contain information on the 2008 application process for the Provincial Wellness Grants Program funded through the Health Promotion and Wellness Division, Department of Health and Community Services, Government of Newfoundland and Labrador.

Each proposal for funding should include the following:

- A completed Application Form (see attached)
- Letters of Support
- Any additional supporting documents/resources

INTRODUCTION

The Provincial Wellness Grants Program is a component of the Provincial Wellness Plan led by the Health Promotion and Wellness Division of the Department of Health and Community Services. The aim of the Wellness Plan is to improve overall health and wellness by focusing on health promotion and by strengthening community action to address the wellness priority areas for:

Healthy Eating	Mental Health Promotion
Physical Activity	Child & Youth Development
Tobacco Control	Environmental Health
Injury Prevention	Health Protection

The Provincial Wellness Grants Program will support volunteer, community based groups and organizations promote the wellness priority areas. Promoting health and wellness is a shared responsibility requiring input from various sectors. The Wellness Grants Program allows for the development of programs and initiatives which address the wellness priorities. Projects should complement the provincial wellness plan and reflect health promotion principles and strategies including a consideration of the determinants of health, (see page 9 and 10) The *Circle of Health: Health Promotion Framework** is a good tool to guide the planning, delivery and evaluation of programs, actions and initiatives to address the wellness priorities.

(*Prince Edward Island, Health and Community Services Agency (1996, 2003). *Circle of Health: Prince Edward Island's Health Promotion Framework*. The Quaich Inc. Charlottetown, PE <http://www.thequaich.pe.ca>)

2008 Proposals must:

- **Focus on building community capacity for wellness**
- **Involve strong partnerships among community organizations**
- **Include plans on how to keep project going after the funding period**

Interested organizations should get together and brainstorm ideas, e.g.:

- What are the needs in your community/region?
- Who would the project be for?
- What would you like to accomplish?
- How would you do it?
- What would be the role(s) of your partner(s)?

FUNDING GUIDELINES

Grant Applicants

Applicants must be not-for-profit organizations in Newfoundland and Labrador who are working on one or more of the wellness priority areas. An organization is considered not-for-profit if it is organized and operates solely for not-for-profit purposes in the province and it does not make any of its income available for the personal benefit of any of its members or volunteers.

For additional information on eligibility please contact the Health Promotion and Wellness Division, Department of Health and Community Services.

NOTE: In order to be eligible for repeat funding, projects must propose a new project or further develop their existing project.

Project Timelines

Projects must be completed within a 12 month period of the start date.

Funding Amounts

Funding will be available in the range of \$3,000 to \$30,000.

Ineligible Expenses

- Contributions to annual fundraising drives
- Core operating expenses (e.g. heat, light, core organizational staff)
- Capital expenditures (e.g. construction/building renovations, infrastructure, office furniture /equipment, etc.)
- Projects which are a clear duplication of existing activities in your community/region
- Individual scholarships or bursaries

PROPOSAL DEVELOPMENT GUIDELINES

Prepare your funding proposal using the following guidelines to complete the attached Application Form.

1. **Organization(s):** Provide the contact information as indicated on the application form. Community organizations must be interested in one or more of the priority areas: healthy eating; physical activity; injury prevention or tobacco, mental health promotion, child and youth development, environmental health or health protection. **Briefly explain why your organization is in a position to carry out the project (e.g., highlight previous successes/experiences working with community projects or initiatives).**
2. **Partnerships:** List all groups and organizations which will be contributing to the planning implementation and evaluation of the project and what their role will be. Applications from two or more organizations, working in cooperation is required. Contact your Regional Health Authority (see page 8) for any questions you may have on the programs and services that already exist, who is doing what and any questions regarding the completion of the application.
3. **Project Title:**
4. **Wellness Priority Area(s):** Check all appropriate boxes.
5. **Project Summary:** Provide a brief summary of the project explaining what the project is about and what you hope to accomplish.
6. **Rationale:**
 1. Explain why this project is needed in your community/region (e.g., need identified through needs assessment, community meeting or forum, etc)
 2. Explain why you have chosen this project to address the need (e.g., based on best or promising practices, builds on existing strengths within the community/region, etc.)
7. **Community Capacity Building:** Describe how the project will help build capacity within your community. Community Capacity Building involves the active involvement of people in improving their own and their community's health and well being; aiding in the development of skills, knowledge and learning of the community; involvement of community organizations/groups and creating collaborations & partnerships.
8. **Intended participants:** Identify the participants who will be involved or you hope to reach through the project. Note if there are any anticipated barriers to participation in the project and how you plan to reduce those barriers.

9. **Goals:** Explain what you hope to achieve as a result of your project. These are general statements of what your project is trying to do (e.g., increase healthy eating among seniors; increase physical activity among children, etc.)
10. **Objectives:** Objectives flow from your goals. These are statements that inform how the goal will be achieved (e.g., increase knowledge of the importance of healthy eating to a seniors group/organization; increase physical activity among elementary school children by starting an after school skipping program; it is important to note that you may use more than one objective to reach your goal. **Clear project objectives are essential to guide the project work and evaluation.**
11. **Plan of Action:** List the activities which you and your partner(s) will undertake to meet each objective; identify who is responsible for each activity and the time lines (e.g., promote project in local newsletter/posters, etc.; develop/purchase education material, hire coordinator, conduct seminar/workshop, etc)
12. **Intended Outcomes:** Describe what changes you expect to occur as a result of your project. These changes can be identified in terms of changes in participants' awareness/knowledge, skills, attitudes or behaviours. It may be helpful to identify these changes in terms of a timeline (i.e., from short term to long term outcomes).
13. **Evaluation Plan:** Describe how you will evaluate the impact the project has had on the participants and/or the community. Include any plans to share evaluation results and lessons learned with other communities/regions. A good resource is the "Guide to Project Evaluation: A Participatory Approach." This can be found on the Public Health Agency of Canada website:
www.phac-aspc.gc.ca/ncfv-cnivf/familyviolence/html/fvprojevaluation_e.html
14. **Communication Plan:**
Describe your plans to share
 - **project reports and progress** with your partners and community/region for informational and feedback purposes
 - **completed project** with other communities and regions for potential implementation
 - **evaluation results and lessons learned** from your project with other communities/regions
15. **Future Plans:** Provide information on your plans on how your project will be continued in your community/region after the funding has ended. For example: plans to conduct project (all or in part) to other communities/regions; integrating project (all or in part) within an existing program/initiative; continue working with established partners on another project/initiative; continuing project (all in or part) with in-kind support or another funding source, etc.

16. **Project Management:** Describe who will be responsible for the direction and day-to-day management of the project, such as an advisory group or a board of directors and identify the person(s), e.g., staff, volunteers who will lead the project. Include job descriptions, outlining roles and responsibilities of the positions.
17. **Budget:** Eligible expenses should be listed in terms of item, cost, partner contributions, in-kind contribution and requested amount. Applicants must adhere to forecasted budget as outlined in the proposal. Programs with duration of more than six months must submit quarterly cash flow statements.
18. **Other Funding Sources:** List any other grants that **you have applied for and/or have received funds** to support any part of this project. Include name(s) of funding agency/organization(s), amount of funding received and if applicable, identify the part(s) of the project that was supported.
19. **Signatures:** Two (2) signatures (i.e. President/Chairperson and Financial Officer/Treasurer) are required on the application from your organization's executive.
20. **Additional documents:**
 - a. *Letters of Support* are required from other organizations who will be partnering with you in the development/implementation of the program.
 - b. *Terms of Reference*, memberships and current initiatives for your organization if applicable, should be included as an Appendix to your proposal.

REPORTING REQUIREMENTS

Applicants approved for funding will be required to complete and submit Quarterly Reports, as well as a Final Report at the conclusion of their project. The Quarterly Reports must be completed using the Report Form which includes the goals, objectives and list of actions with current status. The Final Report will contain information on the intent of the program, objectives, resources used, the anticipated outcomes, impacts of the program on the participants, the success or failure of the program, lessons learned and any plans for follow-up. Report forms will be provided to successful applicants.

APPLICATION DEADLINE

Submissions for the **2008 Provincial Wellness Grants Program** must be received at the Health Promotion and Wellness Division, Department of Health & Community Services by **September 19, 2008**.

Applications may be sent or dropped off to:

Provincial Wellness Grants Program
Health Promotion and Wellness Division
Department of Health & Community Services
1st Floor, West Block, Confederation Complex
P. O. Box 8700, St. John's, NL A1B 4J6

Contact: Diane Kieley (709) 729-7443

E-mail: dianekieley@gov.nl.ca

Applications will be reviewed and initial funds will be issued mid November 2008.

LETTERS OF CONFIRMATION

Successful applicants will receive a *Letter of Confirmation* from the Department of Health & Community Services detailing the amount of the funding, start and end dates for the project, eligible expenses and required reporting process.

REGIONAL HEALTH AUTHORITIES

CONTACTS FOR PROVINCIAL WELLNESS GRANTS

Eastern	Natalie Moody Regional Director of Health Promotion Eastern Health 50A Manitoba Drive, Park Place Clareville, NL A5A 1K5	Telephone: 709-466-6334 Fax: 709-466-6305 E-mail: nataliemoody@easternhealth.ca
Central	Beverly White Director Population and Public Health Central Health Bell Building, 3 Bell Place Gander, NL A1V 2T4	Telephone: 709-651-6477 Fax: 709-651-3341 E-mail: bevwhite@gov.nl.ca
Western	Noreen Dort Regional Director of Health Promotion & Primary Health Care (Acting) Western Health P.O. Box 156 Corner Brook, NL A2H 6C7	Telephone: 709-637-5000 Ext: 5322 Fax: 709-637-5084 E-mail: noreendort@westernhealth.nl.ca
Labrador	Theresa Dyson Regional Director of Community Health & Wellness Labrador-Grenfell Health P.O. Box 7000, Station 'C' Happy Valley-Goose Bay, NL A0P 1E0	Telephone: 709-897-2332/2331 Fax: 709-896-5415 E-mail: Theresa.Dyson@lghealth.ca

THE DETERMINANTS OF HEALTH

Income, income distribution, and social status: Research indicates that income and social status are the single most important determinants of health. Studies show that health status improves at each step up the income and social hierarchy. In addition, societies which are reasonably prosperous and have an equitable distribution of wealth have the healthiest populations, regardless of the amount they spend on health care.

Social support networks. Better health is associated with support from families, friends and communities. Some studies conclude that the health effect of social relationships may be as important as established risk factors such as smoking, obesity, high blood pressure, and a sedentary lifestyle.

Education. Health status improves with the level of education and literacy, including self-ratings of positive health or indicators of poor health such as activity limitation or lost work days. Education increases opportunities for income and job security, and provides people with a sense of control over life circumstances – key factors that influence health.

Social environments. Societal values and rules affect the health and well-being of individuals and populations. Social stability, recognition of diversity, safety, good human relationships, and community cohesiveness provide a supportive social environment which mitigates risks to optimal health.

Physical environment. Physical factors in the natural environment such as air, water and soil quality are key influences on health. Factors in the human-built environment such as housing, workplace safety, community and road design are also important factors.

Healthy child development. The effect of prenatal and early childhood experiences on health in later life, well-being, coping skills, and competence is very powerful. For example, a low birth weight links with health and social problems throughout the lifespan. In addition, mothers at each step up the income scale have children with higher birth weights, on average, than those on the step below.

Personal health practices. Personal practices such as smoking, use of alcohol and other drugs, healthy eating, physical activity, and other behaviours, affect health and well being. Many of Canada's most common health problems are linked to these practices.

Individual capacity and coping skills. Social environments that enable and support healthy choices and lifestyles, as well as people's knowledge, intentions, behaviours, and coping skills for dealing with life in healthy ways, are key influences on health.

Biology and genetic endowment. The basic biology and organic make-up of the human body are fundamental determinants of health. Inherited predispositions influence the ways individuals are affected by particular diseases and health challenges.

Health services. Health services, especially those designed to maintain and promote health, prevent disease and injury, and restore health, contribute to population health.

Gender. Refers to the many different roles, personality traits, attitudes, behaviours, relative powers, and influences which society assigns to the two sexes. Each gender has specific health issues or may be affected in different ways by the same issue.

Culture and ethnicity. Come from both personal history and wider situational, social, political, geographic, and economic factors.



PART 2
PROVINCIAL WELLNESS GRANTS PROGRAM
APPLICATION FORM: 2008-09
 DEPARTMENT OF HEALTH AND COMMUNITY SERVICES

(For office use only)	
File # _____	
Date Received: _____	Date Reviewed: _____

PLEASE FOLLOW THE APPLICATION GUIDELINES CAREFULLY
WHILE COMPLETING THIS FORM

1. Organization

Name of Organization: _____

Name of Chairperson/President/Main Contact Person: _____

Street address: _____

Mailing address: (if different from street address)

Telephone number: _____ Fax number: _____

E-mail address: _____

Organization Description: Briefly explain why your organization is in a position to carry out the project (e.g., highlight previous successes/experiences working with community projects or initiatives)

Signing officers: 1) _____ Position _____

2) _____ Position _____

6. Rationale _____

7. Community Capacity Building _____

8. Intended Participants

9. Goals _____

12. Intended Outcomes _____

13. Evaluation Plan _____

14. Communication Plan _____

15. Future Plans _____

18. Other Funding Sources _____

19. This section to be completed by Project Signing Officers.

Name: _____	Name: _____
Title: _____	Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

20. Please include additional documents, including letters of support, etc.