

*Wellness Coalition
Avalon East*



**Wellness Grant Program
Information and Application**

Wellness Grant Information (Application begins p. 7)

What is the purpose of the Wellness Grant Program?

The Wellness Grant Program exists to:

- support groups and organizations in the Avalon East area who are promoting wellness in their communities
- foster partnerships among community groups

What types of projects can be funded?

Projects that focus on one or more of the following coalition's priority areas will be considered:

Healthy Eating

This is a key element in healthy human development, from the prenatal stage to later stages. Following Canada's Food Guide helps people get enough vitamins, minerals, and other nutrients, reduces risk of chronic disease, and contributes to overall health and vitality.

Project examples: community kitchen or garden, bulk buying program, basic cooking skills program, or creating a healthy food policy. **Providing healthy snacks alone is not considered a healthy eating project.** See *What expenses are eligible?* section for information about funding healthy snacks.

Physical Activity

This includes exercise as well as other activities which involve bodily movement such as playing, working, household chores, recreational activities, and using active ways to get around the community. It promotes healthy growth and development in children and youth; is important for healthy aging; improving and maintaining quality of life and independence in older adults.

Project examples: walking clubs, skipping programs, outside play activity kits

Tobacco and Vape Free Living

Communities, organizations, and agencies play an important role in promoting tobacco and vape free living. Working together, they can prevent youth and young adults from starting to use tobacco and vape products; support people to quit and stay smoke and vape free; protect others from second-hand smoke by creating smoke and vape free spaces and policies; and help change attitudes about tobacco and vaping.

Project examples: promotion of smoke and vape free recreational spaces, quit workshop, awareness and educational sessions, updating of policies and signage to include vape free messaging.

Healthy Environments

This is about creating and maintaining environments which promote good public health. The way communities are built can influence the opportunities we have to be healthy. Having safe roads for walking and biking, efficient transportation choices and routes, parks for outdoor activities, good air and water quality, housing options for all citizens, and goods and services close to where we live and work are all part of building a healthy community.

Project examples: neighbourhood clean-up, anti-idling (cars) campaign, teaching safe gardening in lead-contaminated soil, or renewing green spaces.

Mental Health Promotion

This is about encouraging good mental health and well-being for all individuals and communities. It includes such things as creating supports in our communities, developing positive coping skills, building strong self-esteem, and being able to use the resources available to us.

Project examples: Healthy Relationships workshop; intergenerational skill exchanges; Getting to Know My Community sessions; skill development groups such as decision-making, communicating, or conflict resolution; or programs designed to increase inclusion and reduce social isolation.

Injury Prevention

Injuries that happen as a result of “accidents” can often be prevented if safety measures are considered ahead of time. Many of the injuries from car, snowmobile or ATV accidents, poisonings, falls, fires, or water-related incidents can be prevented or reduced.

Project examples: bicycle safety rodeo, car seat clinic, water/boating safety workshop, or snow shoveling for seniors.

Child and Youth Development

Infant and early childhood experiences influence health throughout life. It is important to support health and well-being from infancy through the teen-age years in areas such as healthy pregnancy and birth, parenting and family support, early childhood learning and care, and community support.

Project examples: For younger children, projects may focus on enhancing attachment with parents/caregivers such as baby-parent play groups; early literacy such as story, song, or rhyme times. Projects for youth might focus on developing social or decision-making skills, leadership, or transitioning into various life stages such as middle school to high school, or to work, or college. Another project example is a positive parenting group.

Health and Literacy

Health literacy is the degree to which an individual has the capacity to obtain, communicate, process, and understand basic health information and services to make appropriate health decisions. Literacy, and in turn health literacy, is strongly linked to a person's health outcomes. Appropriate interventions that address the social determinants of health can influence a person's overall health positively.

Project examples: wellness library, early reading program for preschoolers, financial literacy workshops

What amount of funding is available?

Grants are available for a maximum of **\$1000.00**. Funding must be used within one year.

Who can apply?

- Members of the Wellness Coalition-Avalon East. If you are not currently a member, you can join by completing a membership form located on our website: www.wellnesscoalition-avaloneast.ca (The Avalon East includes the St. John's and Mount Pearl metropolitan areas, Bell Island, Conception Bay South, the Southern Shore to St. Shotts and Torbay to Portugal Cove.) Membership is free.
- Priority is given to new applicants and groups that have not received funding from the Wellness Grants Program during the last two funding periods.
- Previous grant recipients must have submitted their project report and receipts prior to submitting a new application.

Is a project partner required?

Applicants are required to partner with at least one other local group to carry out the project. A partner should be separate from your organization. Partners may contribute in many ways, such as:

- providing staff or volunteers to help plan or carry out the project
- providing space, equipment, or funding
- administering project funds if your group does not have a bank account

Partnering with other coalition members is encouraged. Check out our membership directory at wellnesscoalition-avaloneast.ca or contact us for help in identifying a potential partner.

Who/what is not eligible to apply?

- Business and for-profit groups
- Health authority programs
- Research projects

- Individuals
- Projects currently funded by provincial wellness grants or Eastern Health grants (e.g. Community Healthy Living Fund, Healthy Communities Partnership Fund, Community Addiction Prevention and Mental Health Promotion Fund)
- Projects/events that finish before the application review process is completed
- Projects previously funded by the coalition (i.e. the same project cannot be funded twice, however a group can apply for funding for a different project)
- Projects that take place outside of the Wellness Coalition Avalon East area

When are application deadlines?

Applications are accepted twice per year and can be mailed, faxed, or e-mailed by midnight on the deadline day. Late applications are not considered. Deadline dates are:

- February 1st
- October 1st

What expenses are eligible?

Examples of eligible health promotion activities and expenses:

- Community wellness events or initiatives
- Community wellness needs assessments
- Educational activities directed toward your target audience or public
- Materials, supplies, and equipment directly related to your project which may enhance its sustainability
- Out of pocket expenses for participants to attend project activities such as local travel or childcare
- Healthy food for event or program (up to 50% of the requested funds)
- Honoraria/token of appreciation/stipend (maximum of \$300 per grant; intended for volunteers and separate from speaker/instructor fees)
- Speaker/Instructor fees (cannot be core organization staff; invoice required)

What expenses are not eligible?

- Activities where fundraising is the primary purpose
- Registration fees for memberships and conferences
- Core operating expenses usually covered by your organization
- Capital expenditures e.g. office equipment
- Travel outside the Avalon East region
- Salaries
- Administration or coordinator fees
- Cash prizes, contest money; scholarships

- Activities considered outside of best practice for health and safety (e.g. helmet sharing, weight loss challenges)

The coalition's Grant Review Committee reserves the right to determine suitable uses of grant funds.

How are applicants notified?

The Wellness Coalition-Avalon East Wellness Grant Review Committee will review and approve all applications. **This can take up to 6 weeks.** All applicants will be informed by letter about the status of their application.

How should the grant be acknowledged?

We ask that grant recipients acknowledge the contribution of the Wellness Coalition-Avalon East as appropriate in their project e.g. in media interviews, displays, publications, etc.

The coalition logo and promotional items are available upon request.

Is an evaluation and project report required?

Reports are outcomes based and the final report form is provided. You are expected to report on the activities of your project as well as demonstrate how it made a change in your target audience, organization and/or community.

- Reports must be completed within one year of receiving funding.
- Original receipts are required as part of the report.
- Any monies not spent as outlined in the project budget must be returned to the Coalition at the end of the project.
- Applications for future projects will not be accepted until reports are received.

*For further information, please contact Heather Powell at (709) 752-4912;
heather.powell@easternhealth.ca*

For Office Use Only:

Date received:

Date reviewed:

Approved: Yes No

Amount awarded:

**Wellness Coalition-Avalon East
Wellness Grant Application Form**

Annual application deadlines: Midnight February 1st and Midnight October 1st

Late applications will not be considered, and incomplete applications will not be processed.
Please read the Wellness Grant Guidelines document prior to completing your application.

1. Applicant Profile:

Name of organization/group _____
Briefly describe your organization's mandate _____ _____
Mailing Address _____
Contact Person(s) _____
Role _____
Telephone _____ Fax _____
E-mail _____ Web Site _____

2. Eligibility:

Eligibility Questions	Yes	No
Is your group a member of the Wellness Coalition- Avalon East?		
Are you a non-profit group involved in initiatives that promote the health and well-being of the community?		
Are both the project and target audience located in the geographical area served by the Wellness Coalition -Avalon East?		
Are you partnering with at least one other group on this project?		
Have you received a grant from the Wellness Coalition-Avalon East for the last granting period?		
Have you received funding for this project from a Provincial or Eastern Health grant program?		

Your project must address one or more of the priority areas. Descriptors of each area are available in the Wellness Grant Guidelines. Check all that apply.

<input type="checkbox"/> Healthy Eating	<input type="checkbox"/> Healthy Environments
<input type="checkbox"/> Physical Activity	<input type="checkbox"/> Tobacco Free Living
<input type="checkbox"/> Child & Youth Development	<input type="checkbox"/> Health & Literacy
<input type="checkbox"/> Injury Prevention	<input type="checkbox"/> Mental Health Promotion

3. Project Description

Project Name:	
Start Date:	End Date:
Project Summary: What is the goal or purpose? What outcomes do you want to achieve?	
Target Group: Who is the project intended for? Are they involved in planning the project?	
How many will attend? How many do you hope to reach?	
What do you plan to do and how will you do it?	

Evaluation: How do you know you achieved your intended outcome? How will you know you impacted the wellness priority area (s) checked on page 8? What information will you collect to show that the goal or outcome has been achieved?

Who are your partners or resource people for this project and what are they doing to help?

Additional comments or project information:

How will you recognize the contributions of the coalition? (posters, newsletters, etc.)

4. Budget

Project Needs (please itemize)	Cost	Funding Sources*		
		Wellness Coalition	Other Cash	In-kind
Example: Honoraria – 5 @ \$25 each	\$125	\$100	\$25	

Total Costs and Funding	
Total Funding Requested from Wellness Coalition (Maximum \$1,000.00)	\$
Total Cash from Other Sources	\$
Total Value of In-kind Donations	\$
Total Costs for this Project	\$

*Please note that Funding Sources include where all money for the project is expected to come from. Your Funding Sources totals should equal the Total Cost of your project.

- **Wellness Coalition** - Please indicate the amount of funding you are requesting for each item.
- **Other Cash**- includes money your organization can contribute as well as funding from other sources. For example, salary and administrative costs will be paid by your organization. Some money may be received to cover some costs like printing, nutrition breaks, etc.
- **In-Kind** – *Please estimate if possible.* Includes any contribution that you do not receive or pay money for. For example volunteer time on your project (minimum wage and/or going rate for professionals), use of office/meeting space, a cost discount on an item (e.g. If an item normally cost \$50.00 and you get it for \$30- your in-kind is \$20.00).

The total from the three sources should add up to the total cost of the budget item. You can have an item that will use all three funding sources.

5. SIGNATURE

We the undersigned do hereby agree that the application constitutes a true and correct statement. If approved for a grant we agree to:

- Submit a final report, including receipts, within one month of the completion of the project
- Acknowledge Wellness Coalition-Avalon East funding in the promotion of this project
- Sign a release form giving the Wellness Coalition -Avalon East permission to use pictures
- Allow Wellness Coalition -Avalon East to share project information with its members and interested groups

Signature of Applicant*

Signature of Witness

Telephone Number

Telephone Number

Date

Date

*Application must be signed by an authorized signing officer of the group or organization.

Please return this completed application to the Wellness Grants Committee by:

**Drop Off: Health Promotion Division, Eastern Health, Mount Pearl Square
760 Topsail Road, Mount Pearl**

**Mail: Wellness Coalition – Avalon East
c/o Health Promotion Division, Eastern Health
Mount Pearl Square, Community Services
760 Topsail Road
Mount Pearl, NL A1N 3J5**

Email: heather.powell@easternhealth.ca

For further information, please contact Heather Powell at (709) 752-4912;
heather.powell@easternhealth.ca