



# **School Grant Program Guidelines and Application**

# Guidelines and Application

The purpose of the School Grant Program is:

- To support K-12 schools within the Western Health region to promote health and wellness to all students.
- All applicants are **strongly encouraged** to contact their local Western Health Wellness Facilitator for consultation when preparing grant applications. Wellness Facilitators are available to work with schools to strengthen grant applications by providing guidance regarding project goals and objectives, activities, budget development and evaluation. Wellness Facilitators can also identify developed programs that are readily available to meet various health and wellness needs of students in the school environment.
- Bonne Bay & Area; Port Saunders & Area:  
Tel: (709) 458-2381, ext. 268
- Bay of Islands & Area; Deer Lake, White Bay South & Area:  
Tel: (709) 632-2920
- Port aux Basques & Area; Burgeo, Ramea & Area;  
Bay St. George & Area:  
Tel: (709) 646-3728



## What projects will the School Grant Program fund?

All grant proposals will need to include a health promotion activity. The project should aim to help students build relevant health skills and knowledge which will lead to increasing control over their own health.

Projects that engage students, are based on ideas that have been proven to support improved health and lead to lasting changes will be given high priority for funding. On-going or repeated opportunities for interactions with the target population are preferred over one-time events.

The Western Regional Wellness Coalition (WRWC) has identified eight priority areas to support wellness. All grant proposals must relate to one or more of the wellness priority

areas as listed below. Examples of projects that would be considered are provided for each category:

### ***Healthy Eating***

Healthy eating is important to the overall health of individuals, families and communities. Healthy eating supports daily living by promoting physical, mental and social wellbeing. An unhealthy diet is a major risk factor for many chronic diseases such as diabetes, cardiovascular disease, osteoporosis, and certain types of cancer. To address healthy eating at a population level, involving community partners to build capacity around food skills, nutrition knowledge and to create supportive environments where healthy eating is the easy choice is recommended

Project examples: School kitchens or gardens, Food Skills Workshops, school composting 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. The WRWC supports following school food guidelines for all food related activities.

### ***Physical Activity***

Physical activity or active living includes exercise as well as other activities which involve bodily movement such as playing, working, household chores, recreational activities, and using active transportation. It promotes healthy growth and development in children and youth; is important for healthy aging; and improving and maintaining quality of life.

Project examples: School walking clubs, skipping programs, Sprockids, Action! Bins, Obstacle Courses, Kids Live Well Marathon, equipment for after-school programs and rejuvenating outdoor spaces for physical activity.

### ***Tobacco Free Living***

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

Project examples: promotion of smoke-free recreational or public school spaces, quit smoking programs (Quit 4 Life), or purchasing materials for smoke-free resources and displays.

### ***Healthy Environments***

Healthy environments are about creating and maintaining environments which promote good public health. The way communities and schools 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, and access to goods and services close to where we live, learn, work and play are all part of building a healthy school and community.

Project examples: Neighbourhood/school yard clean-up, anti-idling (cars) campaign, pop-up libraries, composting programs or renewing green spaces.

### ***Mental Health Promotion and Addiction Prevention***

Mental Health Promotion is about promoting good mental health and well-being for all individuals and communities. Promoting positive mental health is important for helping people live happier and more productive lives. Addiction prevention aims to prevent people from starting or delaying substance use and gambling. Promoting positive mental health helps prevent the onset of mental health problems and addiction. It includes such things as creating social supports in our schools and communities, developing positive coping skills, building strong self-esteem and resilience, and being able to use the resources available to us. Appropriate and effective mental health promotion and addiction prevention strategies include the following: workshops and education sessions on topics such as stress, anxiety, suicide prevention, alcohol and drug use, gambling, and violence prevention; opportunities that support skills development in effective decision-making, assertiveness, critical thinking, conflict resolution and self-awareness; Activities designed to increase inclusion and reduce social isolation (ex: support groups, social clubs, LGBTQ events, anti-bullying or anti-stigma campaigns).

Project examples: Programs such as Boys Council, Girls Circle, No Stress Fest, Suicide Awareness Programs (ex: Survivor Challenge, Girls Night Out), Addiction Prevention Tools Program (APT), The Truth About Drugs, What's With Weed?, FRIENDS for Life, Challenges, Beliefs and Changes, Families and Schools Together (FAST), and Strengthening Families. Visit [www.westernhealth.nl.ca/mha](http://www.westernhealth.nl.ca/mha) for full program descriptions.

## ***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: Water/boating safety workshop, distracted driving awareness and education, helmet usage (ATV, bike, snowmobile, snow activities, etc.).

## ***Sexual and Reproductive Health***

Sexual health is an important component of overall health and wellbeing. To be sexually healthy, people need to be motivated, and have knowledge and skill to promote and protect their sexual and reproductive health. Healthy sexuality is a positive outcome that individuals, families, communities and society as a whole should strive for. At different lifecycle stages different sexual health needs can be appropriately addressed. Children - need to be given a healthy start to develop a positive self-image and self-awareness and to establish satisfying relationships; Youth and young adults - need education on sexual feelings, decision making, how to avoid unintended pregnancy and sexually transmitted infections.

Project examples: Sexually Transmitted Infection prevention initiatives, healthy relationship promotion, safer sex campaigns, LGBTQ awareness events.

## ***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 all areas of development.

Project examples: For younger children, projects may focus on enhancing social skills (Roots of Empathy). 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. Other project examples are the Kids Live Well Marathon, Student Wellness Action Teams (SWAT) teams or other school based development programs.

## **What amount of funding is available?**

- Grants are available for a maximum of \$1000.00.
- Funding must be used within the same school year of receiving the grant (completed by June).

## Who can apply?

- All K-12 Schools in the Western Region are eligible for the School Grant Program.
- Previous grant recipients must have submitted their project report and receipts prior to submitting a new application.
- Applicants can only receive one funded project per school year.
- Applications should strive to be as inclusive of the entire student body as possible.
- Engaging partners may increase the success and sustainability of your project. Applicants are encouraged to partner with at least one other local group to carry out the project. Proposals with one or more partners identified receive a higher priority for funding. A partner is separate from your school such as Western Health, your local Town Council or youth service organization, etc. 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

## When are application deadlines?

Applications are accepted twice per year. Only applications received by 4:30 on the deadline day will be reviewed. Applications can be mailed, faxed, or e-mailed. Late applications are not considered. Deadline dates are:

November 1:                      For projects starting December 1 – February 28  
February 1:                      For projects starting March 1 – May 1

## What expenses are eligible?

- Materials and supplies (paper, resources, etc.)
- Minor equipment directly related to your project (only if it is deemed essential to the implementation and sustainability of the wellness initiative).
- Small honoraria or payment for guest speakers/professional fees. Payments will not be made to members of the partner organizations.
- Costs associated with booking or renting a venue.
- Food: must follow School Food Guidelines:  
<http://www.livinghealthyschools.com/pdf/sept2009/SchoolFoodGuidelines-forschoolfoodproviders.pdf>
- Travel expenses (please note: when requesting funds for bussing please provide a quote. WRWC will fund up to 50% of this cost).

### **What expenses are not eligible?**

- Contributions to fundraisers
- Registration fees for memberships, program participation, and conferences
- Capital expenditures (such as computers, tablets, fitbits, etc.)
- Major equipment
- Salaries and coordinating fees.
- Prize money, contest money, scholarships
- Activities considered outside of best practice for health and safety (e.g., helmet sharing, food rewards)

The WRWC Grant Review Committee reserves the right to determine suitable uses of grant funds, not limited to the above criteria.

### **How are applicants notified?**

The WRWC School Grant Review Committee will review all applications. Each applicant will be informed by letter about the status of their application within four weeks of the application deadline.

- Successful applicants will receive a letter outlining the conditions of the grant approval, a cheque for the awarded amount, a Project Reporting Form, link to the School Food Guidelines (if applicable) and a copy of the WRWC logo to be posted at the event.

### **What are the requirements if this application is approved?**

- You must complete the project as outlined in this application within the school year (i.e. completed by June). Any significant changes must receive approval from the Coalition in advance.
- Any funding not spent as outlined in the project budget must be returned to the Coalition at the end of the project or end of the school year (i.e. by June).
- Grant recipients shall acknowledge the contribution of the Western Regional Wellness Coalition as appropriate in their project e.g., in media interviews, displays, publications, etc. The coalition logo is available electronically and as a poster to all grant recipients.
- A Summary Report Form is provided to all grant recipients. Reports must be completed within two months of completing your project, or by the end of the school year (June).
- Receipts are required as part of the report. Originals are preferred but, photocopies or faxed copies are acceptable.
- Applications for future projects will not be accepted until reports and receipts are received.



## School Grant Application Form

Application Deadline (please check the appropriate date):

- November 1      For projects beginning December 1 – February 28
- February 1      For projects beginning March 1 – May 1

### 1. Applicant Information

Name of School: _____ Communities served: _____ _____	
<b>Contact Person 1:</b> Name: _____ Phone: _____ E-mail: _____  Mailing address: _____ _____	<b>Contact Person 2 (Principal):</b> Name: _____ Phone: _____ E-mail: _____  Mailing address: _____ _____
Project Name: _____ _____	
Projected Start Date:	Projected End Date:

## **2. Project Description**

Project Summary: Briefly describe the main aspects of your project and what activities will be included.

### **Goals and Objectives:**

Goal(s): What do you wish to accomplish with your project? How will your project benefit your school?

Objectives: What specific activities will you complete to meet your planned goal(s)?

**Project Partner(s)** and identified contributions or roles:

Please list the partners for your project: \_\_\_\_\_  
\_\_\_\_\_

Please identify your partner(s) contributions:

- Partner(s) are assisting with planning and delivery of project
- Partner(s) are contributing resources (funding, space, food, prizes, tools, equipment, etc.)
- Partner(s) are subsidizing costs (reducing prices for project materials)
- Other (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duration of project:**

- This is a one-time event.
- This project will run for \_\_\_\_\_ weeks.
- This project will run for \_\_\_\_\_ months.

**Target Audience** (Age or Grade):

The number of people you anticipate participating in this project:

**3. Eligibility**

Your project must promote *at least one* of the priority areas of wellness. Please check all which apply:

- |                                                                        |                                                         |
|------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Physical Activity                             | <input type="checkbox"/> Healthy Eating                 |
| <input type="checkbox"/> Healthy Environments                          | <input type="checkbox"/> Injury Prevention              |
| <input type="checkbox"/> Child and Youth Development                   | <input type="checkbox"/> Sexual and Reproductive Health |
| <input type="checkbox"/> Mental Health Promotion/Addictions Prevention | <input type="checkbox"/> Tobacco-Free Living            |

Has this school received WRWC grant funding in the past?

- Yes  No

If yes, have the final report and receipts been returned?

- Yes  No  Unknown

#### **4. Evaluation**

How will you know your project has been a success?

- An evaluation plan and tools are available as part of an existing program that we are using  
 Participants and organizers will complete a survey to share their feedback  
 We are recording the number of participants  
 The Leader(s) will complete a final report that includes their observations of program success

Other \_\_\_\_\_

#### **5. Sustainability**

Are there ways your project will help benefit the health and wellness of your school community even after the project is completed? For example, participants will use new knowledge, walking group will continue, etc.

#### **6. Acknowledgement**

How will you acknowledge the contributions of the Western Regional Wellness Coalition?

- Show WRWC poster at our event (A color copy can be provided)  
 Include WRWC logo on our print materials (flyers, posters, agendas, etc.)

Please send copy of WRWC logo to this e-mail address:

\_\_\_\_\_

- Verbally thank WRWC and all sponsors at event(s)  
 Other \_\_\_\_\_

7. Project Budget				
Project Needs (Please List)	Cost (Estimate)	Funding Source*		
		Coalition	Other Partners	In-Kind Service
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Total Cost (Each Source):				

\*Please list the sources from which you expect to receive support for each item (*Coalition* or *Other Partners*). *In-Kind Service* refers to any free services you expect to receive to support the program (volunteer time, use of space, etc.). All columns should add up to the total cost of your project.

## 8. Authorization

We the undersigned acknowledge that this application was completed with true and accurate information. If we are successful in receiving funding from the coalition, we will use those funds in accordance with our outlined project plan and budget and comply with the conditions outlined in the grant application.

Name of applicant (please print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Date: \_\_\_\_\_

Name of co-signer (Principal) (please print): \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Date: \_\_\_\_\_

## 9. Application Checklist

Have you contacted your local Wellness Facilitator to discuss your application?

Yes  No

Have you have completed all sections of the application?

Yes  No

Have you signed and dated Section 9: Authorization (Applicant AND Principal)?

Yes  No

Applications are kept in strict confidence. Please return this completed application to:

***School Health Promotion Liaison Consultant***

***P.O. Box 368, 10 Wellington Street, Corner Brook, NL, A2H 6G9***

**Tel: (709) 637-4021 Fax: (709) 634-1828**

**E-mail: kaileypauls@nlesd.ca**