

# 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, and to fund capital costs that increase use, lower operating costs, improve safety and increase inclusion in schools, recreation and sport facilities.	\$10,000

Funding Categories	Description	Maximum Funding
<b>Programs</b>		
Basic Support	<p>To assist Recreation Committees in communities with a population under 7,000 residents and Seniors 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 <b>two</b> additional program grants.</p>	\$1,500
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>		
Capacity Building	Grants are available to municipalities, with a population under 7,000 and recognized under the Municipalities Act, and Indigenous governments to build knowledge and skills within their community that promote and support physical activity and healthy eating.	\$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 up until March 31<sup>st</sup>. Applicants are encouraged to apply early.

## Eligibility

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.

- Cities are incorporated under their respective Acts. (City of St. John's Act, Mount Pearl Act, Corner Brook Act) Recreation committees established by the city will also be incorporated under these acts.
- Towns are incorporated under the Municipalities Act, 1999. A recreation committee established by the town will also be incorporated under this act.
- Schools are incorporated under the School District.

All other community groups or organizations are required to be incorporated as a non-profit organization in Newfoundland and Labrador. For information on the benefits of incorporation and on the incorporation process, please visit

<https://cado.eservices.gov.nl.ca/CADOInternet/Company/ArticlesOfIncorporationMain.aspx>.

In addition to being incorporated non-profit organization 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, the applicant must be in good standing with Service NL's registry of Companies and Deeds and not have any outstanding Community Healthy Living Fund Final Reports. Visit [Companies and Deeds Online](#) and search your organization either by name or incorporation number to confirm if your organization is in good standing with the Registry of Companies
- Communities with a population under 50,000 residents must provide a letter of support from their Municipality or Local Service District endorsing their funding application. Schools must provide a letter of support from the School District if applying for Small Infrastructure. A template is provided in Appendix A.

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

- Not for profit organization or community group
- Municipality
- Local Service District
- Indigenous government or organization
- School (Supportive Environments only)

Applications will not be accepted from regional health authorities, hospitals, government agencies or individuals.

## **Inclusion**

When applying for funding applicants should consider how to make programs/projects 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 facility accessibility to a wide range of users such as people who may use strollers, wheelchairs or technology to communicate etc.

For more tips on improving accessibility visit:

[Guide To Accessible festivals and Outdoor Events](#)

## **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 follow these guidelines:

- choose foods that are included in [Canada's Food Guide](#);
- offer 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 and processed meats);
- offer water or milk to drink as the main choices; limit beverages high in sugar (fruit drinks, sport drinks and soft drinks)
- use and provide information about healthy eating in your program

To learn more about healthy eating and food safety:

- review and follow the food safety information found on the [Government of NL](#) and [Health Canada](#) Websites
- review and follow the [Community Healthy Eating Guide – Make the Healthy Choice the Easy Choice](#)

Once approved for funds related to healthy eating organizations information may 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. If you have any questions regarding the completion of your application please contact Linda Roberts, Community Recreation Consultant at 729-5270 or email [lindaroberts@gov.nl.ca](mailto:lindaroberts@gov.nl.ca).

### 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: Programs
- 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 schools, recreation and sport facilities in 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 the purchase of equipment that promotes physical activity or healthy eating in schools, recreation and sport facilities. 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 resistance bands;
- Physical activity equipment such as skates, snowshoes, skis and active games (Canadian Safety Association - CSA recommended);
- Community gardening tools and supplies;
- Small hardware or paint to repair physical activity equipment;
- Small scale playground equipment (CSA recommended); 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 examples of items 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, and to fund capital costs that increase use, lower operating costs, improve safety and increase inclusion in schools, recreation and sport facilities.

#### **Eligible Expenses**

Eligible expenses may include the following:

- Upgrades to existing schools, recreation and sport 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 recommended playground equipment with letter of compliance from distributor required;) 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 recommended playground equipment with letter of compliance from distributor required). 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 examples of projects not eligible for funding through the CHLF:

- Site or land improvements for beautification purposes such as flower gardens, shrubs, landscaping, garbage containers, gazebos 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
- 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: Programs**

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 additional Programs or three different Programs.

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

Funding up to \$1,500 is available to assist Recreation Committees in communities with a population under 7,000 residents and Seniors Groups with the delivery of community recreation opportunities that have the opportunity to increase physical activity and/or healthy eating.

Applicants who apply for Basic Support are only eligible to apply for **two** additional program grants.

#### **Eligible Expenses**

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

- community celebrations, such as festivals, parades and block parties
- supplies to support ongoing community recreation opportunities

#### **Ineligible Expenses**

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

- Capital expenditures – such as construction, or upgrading of facility or kitchen appliances
- Prizes



- Banquets and overnight trips

## **Section 4.2: Program Funding**

Grants up to \$10,000 per project (up to a maximum of three programs) are available to fund programs that increases physical activity and/or healthy eating. The program 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 program and deemed reasonable and necessary for the successful implementation of the program. Eligible expenses may include the following:

- Hiring new or extending the hours of current staff. The maximum eligible hourly rate is \$12.50 including mandatory employment-related costs.
- Facility rental fees if the facility is not owned/operated by the applicant;
- 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. 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 of \$200.00
- In-province training required to implement program; and
- Project evaluation expenses.

### **Ineligible Expenses**

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

- 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, large 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
- Clothing and uniforms

- Individual and team awards or prizes
- Fees related to “high risk” and/or “high cost” recreational activities

## Section 5: Capacity Building

Grants up to \$15,000 are available to municipalities with a population under 7000 and Indigenous 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;
- Hire a Recreation Director to support a minimum of three municipalities in the development and delivery of regional recreational services. Municipalities must provide matching funds.
- Training to support physical activity and healthy eating such as HIGH FIVE®, arena operators, aquatics, fitness, playground safety and food safety training.
- Volunteer recruitment and retention training.
- Membership fee with [Recreation Newfoundland and Labrador](#) for new members (one-time support only);
- 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 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 up until March 31<sup>st</sup>.

### **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 the final report; basic support, programs and capacity building projects do not require receipts to be submitted however receipts should be kept on file incase requested by the department. A copy of the Final Report can be found at [Department of Children, Seniors and Social Development](#).

## **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).

Alternate formats of applications and guidelines are available.