



# **Community Wellness Grant Program Information and Application**

**February 2024**

# Community Wellness Grant Information

## (Application begins on Page 8)

### What is the purpose of the Community Wellness Grant Program?

The purpose of the Eastern Regional Wellness Coalition (ERWC) Community Wellness Grant program is to:

- support community involvement and action to promote wellness.
- provide an opportunity to foster and strengthen community partnerships.

### What types of projects can be funded?

This Community Wellness Grant Program will support coalition members with initiatives and/or projects related to the Coalition's wellness focus areas outlined below:

#### Healthy Eating

Healthy eating is about the foods we eat *and* how we eat them. It includes eating together with family and friends, eating at home, at work, at school, and at social events. It's about eating what we enjoy, trying new foods, learning how to cook, having a routine of meals and snacks and so much more. All of these are part of how we develop healthy eating habits for a lifetime. Following Canada's Food Guide <https://food-guide.canada.ca/en/> 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

Physical activity 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 your community. Being physically active has many benefits across the life span. It promotes healthy growth and development in children and youth and is important for healthy aging, improving, and supporting quality of life and independence in older adults.

Project examples: walking or snowshoe 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, and awareness/educational sessions.

### **Healthy Environments**

Healthy Environments is about creating and supporting 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, renewing community green spaces, outdoor learning spaces, and composting community garden programs.

### **Mental Health Promotion**

Mental health promotion is about promoting 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; skill development groups such as decision-making, communicating, or conflict resolution; or programs/spaces designed to increase inclusion and reduce social isolation.

### **Injury Prevention**

Injuries can often be prevented if safety measures are considered ahead of time. Many of the injuries from automobile, snowmobile, or All-Terrain Vehicle (ATV) accidents, poisonings, falls, fire, or water-related incidents can be prevented or reduced.

Project examples: bicycle safety rodeo, water/boating safety program, or falls prevention activities or projects for seniors.

### **Child & Youth Development**

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

### **Sexual Health & Wellbeing**

The promotion of sexual health and wellbeing is about getting people to take control over, protect and improve their sexual health. Sexual health should be maintained as you would any other aspect of your health, such as healthy eating or active living.

Project examples: initiatives that promote healthy relationships and understanding consent, safer sex campaigns/sexual health programming and resources, and LGBTQ2S+ and sexual diversity awareness programs and activities.

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

Grants are available up to a maximum of **\$1000.00**.

### **Who can apply?**

To apply for a grant, all three of the following criteria must be met:

- ERWC members. Eligible groups must operate within the geographical area served by ERWC which covers from Port Blandford to Holyrood including the Bonavista and Burin Peninsulas, Placentia, and Trinity Conception areas. If your group is not currently a member, you can join by completing a membership form located on ERWC website [www.easternwellnesscoalition.com](http://www.easternwellnesscoalition.com) or call 466-6302 to get a copy. Membership is free.
- A non-profit group interested in promoting the health and well-being of their community. A group is considered non-profit if it meets all the following conditions: it is organized and operates solely for not-for-profit purposes and it does not make any of its income available for the personal benefit of any of its members. *Business and for-profit groups are not eligible to apply.*
- Members who are in good standing with the Community Wellness Grant Program (if your group received a Coalition grant previously, all required reports and receipts must be submitted).

### **What are the project requirements?**

- You must partner with at least one other community group to carry out the project. Partnerships are a close cooperation between two or more organizations/groups that have common interests, rights, or responsibilities. **A partner should be separate from your group/organization.**

- You must address one or more of the ERWC Community Wellness Grant Program wellness focus areas.

## What expenses are eligible?

Below are some examples for eligible expenses:

- Small scale sport, recreation, or exercise equipment (e.g., balls, nets, small weights, and snowshoes)
- Materials and supplies for smaller types of infrastructure projects (e.g., outdoor community/classroom spaces, upgrades, or additions to local trails).
- Materials for a community garden and/or community kitchens (e.g., seeds, topsoil, tools, and small kitchen equipment).
- Cost for food for community-based cooking skills programs.
- Healthy snacks to be provided for participants during the grant project or program. Up to a maximum of \$200 per grant. *If request for healthy snacks is not attached to a grant project, the group can apply for \$200 Discretionary Reimbursement Funding.*
- Guest speaker and instructor fees to a maximum of \$300. Speakers or instructors may include experts in wellness topics. **Please provide specifics when requesting fees for speakers/instructors.** The speaker/instructor cannot be a member of your group or organization and must provide an invoice to your group as documentation for fee payment.
- Limited transportation costs when connected to supporting participation in a community related wellness project/program. It will not cover transportation for visits or group outings within or outside of the region. This will be looked at in the context of the grant application.
- Rental costs for a venue/space related to the project. This would not include ongoing core operating expenses (e.g., a space you own or regularly use).

## What expenses are not eligible?

- Fund-raising drives/events, prizes, or contest money
- Registration or conference fees
- Services which are mandated through agencies/organizations (e.g., individual or group services that are offered through NL Health Services to community)
- Core operating expenses (e.g., utilities, rental fees, light, heat, routine office functions, salaries)
- Scholarships, bursaries
- Capital costs (e.g., computers, furniture, remodeling/renovations)
- Travel for outings and/or visitation purposes
- Activities considered outside best practice for health and safety (e.g., helmet sharing, food rewards)
- Larger Infrastructure (e.g., playground equipment)

- Advertising/printing (e.g., brochures, pamphlets)
- Large scale exercise equipment that encourages single use (e.g., treadmills, stationary bikes, elliptical equipment)
- Clothing (e.g., T-shirts, uniforms)
- Items considered more individual-based (e.g., self-care kits, hygiene related products)
- Project items 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)

## **How will a group/organization know if they are approved/not approved for a grant?**

The ERWC Finance Sub-Committee reviews and approves all applications. All applicants will be mailed a letter about the status of their application. This can take up to 6-8 weeks.

*The ERWC Finance Sub-Committee-reserves the right to determine suitable uses of the grant funds.*

## **Is a final report needed?**

**YES!** All grant recipients must complete a final report.

- Reports must be completed within one year of receiving funding.
- Receipts (originals or copies) 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 and receipts are received.

## **When are the application deadlines?**

- Applications must be received on or before the deadline date. Applications received after the deadline date will not be considered. However, a group can reapply for the next grant round if they choose to do so. **Coalition members can only be approved for funding once in a calendar year.**
- Applications must fit within the periods listed below:
  - February 1:** Applications for spring grants must be received.
  - October 1:** Applications for fall grants must be received.

Please Note: New applications will not be accepted until reports and receipts are received from any previously approved projects.

### **How does a Coalition member apply for a community grant?**

Interested Coalition members must complete the grant application form (pages 7-11). The completed form can be forwarded by mail, email, or fax on or before deadline date to:

**Eastern Regional Wellness Coalition  
Health Promotion Division  
35 Tilley's Road  
Clareville, NL A5A 1Z4  
Email: [tammy.greening@easternhealth.ca](mailto:tammy.greening@easternhealth.ca)  
Fax: 709-466-6305**

Additional copies of the Community Wellness Grant application can be downloaded from the Coalition's website at [www.easternwellnesscoalition.com](http://www.easternwellnesscoalition.com) or call the number below.

### **Who can a group/organization contact if they have questions about the application or about their project or initiative?**

You can contact the Coalition's Co-Chair: Tammy Greening at 466-6316 or email: [tammy.greening@easternhealth.ca](mailto:tammy.greening@easternhealth.ca)

### **Acknowledgement**

Grant recipients are asked to acknowledge the contribution of the Eastern Regional Wellness Coalition as appropriate in their project such as in written materials, displays, media interviews. The Coalition logo and promotional items are available upon request.



## Eastern Regional Wellness Coalition Community Wellness Grant Application

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(If this person will not be the lead person for your project, please indicate who will be leading the project:  
\_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Please write down the name of the group that should appear on the grant cheque:  
\_\_\_\_\_

### **Important Dates to Remember:**

**February 1:** Applications for spring grants must be received.

**October 1:** Applications for fall grants must be received.

Please note: Previously funded grant recipients must have a final report and receipts (original or copied) submitted prior to reapplying.

**Send completed application by mail, email, or fax to:**

**Eastern Regional Wellness Coalition  
Health Promotion Division  
35 Tilley's Road  
Clareville, NL A5A 1Z4  
Email: [tammy.greening@easternhealth.ca](mailto:tammy.greening@easternhealth.ca)  
Fax: 709-466-6305**

### **For Office Use Only:**

Date Received:  
\_\_\_\_\_

Date Reviewed:  
\_\_\_\_\_

Approved By:  
\_\_\_\_\_







9. How will this project help your community?

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10. What will you do to find out if your project worked?

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11. What else would you like us to know about your project?

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

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Budget				
Project needs (list each specific item along with how many)	Estimated Cost	Funding Sources*		
		Wellness Coalition	Other Cash	In-kind
Example: 10 snowshoes	\$100 each= \$1000			

\*Please note that Funding Sources include where all money for the project is expected to come from. You may not have any other funding sources.

- **Wellness Coalition** - Please write down the amount of funding you are requesting for each item.
- **Other Cash**- includes money your group/organization can contribute as well as funding from other sources. Some money may be provided to cover costs like printing, nutrition breaks, rental etc.
- **In-Kind** – *Please estimate if possible.* Includes any contribution that you do not receive or pay money for. Examples are use of meeting space, outdoor space for a community garden, equipment from another group.

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

<b>Total Cost and Funding</b>	
<b>Total funding requested from Wellness Coalition (maximum \$1,000.00)</b>	\$
<b>Total cash from other sources</b>	\$
<b>Total for in-kind donations</b>	\$
<b>Total cost for this project</b>	\$

**Please Note: Two signatures are required. Application must be signed by authorized member within your group/organization**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of another person in your group

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date