

Healthy Living Supports Program

Application Guide 2017-2018

Creating supportive environments for healthy living in Peel.



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Overview

The Healthy Living Supports Program

Healthy living, including **physical activity** and **healthy eating**, contributes to overall well-being and the reduction of risk for many chronic diseases. Making choices towards healthy living can be challenging. These choices are impacted by the design of indoor and outdoor environments, and so, Peel Public Health has prioritized creating supportive environments for healthy living with the Healthy Living Supports Program.

The program provides funding for eligible organizations within the Region of Peel to make **infrastructure** changes that will encourage physical activity and healthy eating among residents; thereby optimizing the health promoting potential of Peel's communities.

Projects will be funded up to a maximum of \$15,000 and should be completed within two years. To ensure equitable distribution of funds, only one project per applicant will be funded. Projects may focus solely on healthy eating or physical activity, or they may have a combined focus on both areas.

Applicants can use this guide to determine whether they are eligible, and how to apply for funding. Applications will be assessed by a committee against a set of criteria to ensure fairness and accountability. Successful applicants will be responsible for project completion and reporting on the work for which they have received funding.

Infrastructure or equipment funded by the Healthy Living Supports Program must be in compliance with the Accessibility for Ontarians with Disabilities Act, 2005.

NOTE: All words and phrases in bold font are defined in the Glossary of Terms at the end of this document.

Healthy Living Supports Program Goal and Objectives

Program Goal:

- To fund infrastructure projects that create **supportive environments for healthy living** in Peel

Program Objectives:

- Increase opportunities for physical activity
- Decrease **sedentary behaviour**
- Increase opportunities for healthy eating

The following sections numerically align with the Application Form and are designed to clarify the application process.

Section 1: Applicant Profile

1.1. Organization Overview

Eligible Applicants

The following types of organizations or community groups are eligible to apply for the Healthy Living Supports Program:

- Organizations or community groups that:
 - are located in and serve the residents of Peel (i.e. Brampton, Caledon, and Mississauga)
 - are non-profit, including places of worship or faith-based settings
 - have been operating for at least one year
 - are in good standing (e.g., financial, reputation)
 - have the **capacity** to manage a **project**
- Schools (elementary, middle, secondary, and post-secondary)

To confirm eligibility, applicants are required to submit one of the following documents as an attachment to their application email:

- Article of Incorporation, or
- documentation of non-profit status

Ineligible Applicants

The following types of organizations are not eligible to apply for the Healthy Living Supports Program:

- Organizations that are not located in Peel
- Municipal governments that do not have a non-profit or charitable partner^{*}
- For-profit organizations
- Individual residents
- Organizations less than one year old
- Organizations whose purpose is related to political activity – as defined by the Canada Revenue Agency. For more information on political activity, please visit the [CRA website](#) and/or the [Regional Lobbyist Registry](#).

Ward (local boundary)

Indicate the ward or local boundary in which your organization is located. Click [here](#) for a ward map of the Region of Peel.

^{*} Eligible organizations or schools partnering with their local municipality are required to apply on behalf of the project

First Date of Operation

Indicate the first date that your organization began its services.

1.2 Description of Services

Provide a brief description of your organization's services and activity. This description should highlight what your organization does and who you serve.

1.3. Partnering Organization Overview

If the applicant organization is partnering with other organizations to carry out their project, they must provide information about the partnering organizations.

Section 2: Proposed Project – Need & Description

2.1 Proposed Project Information

In this section, applicants will indicate the amount of funding requested and the length of the proposed project. Applicants are also asked to indicate their project focus (i.e. healthy eating, physical activity, or both) and confirm the following:

Project Zoning

Prior to submitting an application for the Healthy Living Supports Program, applicants must ensure that the proposed project site is appropriately zoned for the type of infrastructure you plan to develop. This can be done by contacting your local municipality to confirm zoning compliance.

Project Site (Rental Unit)

Applicants currently renting a space for their organization's daily functioning should not plan to make changes to the physical property without expressed written consent from the property owner(s).

Organizations that are tenants should only install appliances/infrastructure that can be removed when the tenancy has expired.

Liability

Successful applicants will be required to ensure that maintenance and safety regulations are followed as per equipment manufacturer specifications. As such, the Region of Peel is not responsible or liable for any accidents or injuries that occur on or around infrastructure funded by the Healthy Living Supports Program.

Eligible Projects

2.2 Population of Interest or Target Population

The project must identify the primary recipients or primary users of the infrastructure. Priority consideration will be given to projects that:

- a. Target one or more of the following communities and populations:
 - i. **Children**
 - ii. **Youth**
 - iii. **Older adults**
 - iv. **Ethno-culturally diverse** communities
 - v. Low-income populations or communities
- b. Create or strengthen **community partnerships**

2.3 Community Needs/Challenges

The project must address a clearly defined need or challenge for physical activity and/or healthy eating infrastructure by developing projects that promote one or more of the following:

- a. Healthy living
- b. Mobility, walkability, and various modes of **active transportation**
- c. Access to vegetables and fruit, **healthy food** and beverage options, and food skills

2.4 Project Goals

The goal of the project must align with the Healthy Living Supports Program goal and objectives:

- a. Healthy Living Supports Program Goal:
 - a. To fund infrastructure projects that create supportive environments for healthy living in Peel.
- b. Healthy Living Supports Program Objectives:
 - a. Increase opportunities for physical activity (For project examples, see Appendix A - Active Design Guidelines, New York City, 2010)
 - b. Decrease sedentary behaviour
 - c. Increase opportunities for healthy eating (For project examples, see Appendix B - Healthy Eating Infrastructure Resources)

Applicants are encouraged to use the SMART format to create their goals. SMART goals are:

Specific

Measurable

Appropriate

Realistic with resources available

Time bound

An example of a SMART goal is to install three bike racks for elementary students on school grounds by July 2018.

2.5 Proposed Project Summary

Outline your proposed project with enough detail to demonstrate the potential to have a positive impact on physical activity or healthy eating within the target community.

The proposed project summary should include details such as:

- a. Development, design, installation, construction, renewal or expansion of infrastructure or equipment
- b. Timelines and major milestones (e.g. construction is expected to be completed by May 2018)
- c. How partner organizations will be supporting the project, if applicable

Specific examples of eligible projects can be found in Appendices C and D.

Section 3: Project Impact & Comprehensiveness

3.1 Reach

Demonstrate your project's potential to reach and impact the intended population.

3.2 Complement

Demonstrate how your proposed project will complement your organization's existing policies, programs, or initiatives in meeting the objectives of the Healthy Living Supports Program.

3.3 Comprehensive Approach

Here is an example of a community garden project. The table below demonstrates a comprehensive plan highlighting the project's potential to reach and impact the intended population.

Components	Specific Activities
Plan for related education and awareness about the project focus area (i.e. healthy eating, physical activity, or both)	(How will you use your project to promote the project focus area, i.e. healthy eating, physical activity or both) Examples: <ul style="list-style-type: none">• Create posters to be displayed around the garden and in the lobby at our organization.<ul style="list-style-type: none">○ E.g., Information posters<ul style="list-style-type: none">▪ Community gardens can increase opportunities for healthy eating• Engage partners who are knowledgeable about community gardens and can discuss the importance of healthy eating and nutrition.
Plan for promoting use of the infrastructure/equipment	(How will you ensure that your project's infrastructure is used by your target community?) Examples:

Components	Specific Activities
	<ul style="list-style-type: none"> • Put up road signs around the garden site • Send marketing emails to our community contacts and partners • Advertise on our website • Word-of-mouth advertising to our clients • Banners and posters to be put up in our building lobby
Plan for sustainability and maintenance	<p>(How will you ensure continued operation, maintenance, and use of your project?)</p> <p>Examples:</p> <ul style="list-style-type: none"> • Designate staff on a rotating basis to maintain garden <ul style="list-style-type: none"> ○ Planting ○ Watering ○ Harvesting ○ Cleaning in and around garden • Designate recipient organizations each year for vegetable and fruit donations (creating accountability for our organization to plant and harvest each year) • Build a fence around garden to minimize risk of vandalism and theft • Partner with organizations who have expertise and resources in community gardening
Plan for evaluating impact	<p>(What will you measure to know that your project is successful?)</p> <p>Examples:</p> <ul style="list-style-type: none"> • Number of volunteers and community members engaged • Types and numbers of vegetables and fruit harvested • How the vegetables and fruit were used • Measurements will be compared from year to year. Feedback from gardening participants and community members will also be collected to evaluate impact.

Section 4: Capacity

To ensure that organizations have the capacity to successfully carry out the proposed project, applicants are asked to describe the collective resources, experience and expertise between their organization and partnering organization(s). Applicants may expand on details such as project staff and their skills, knowledge, and abilities to complete the project successfully. Roles and responsibilities of the primary applicant and any partners should be clearly defined.

Successful applicants will be required to submit progress reports and spending records to demonstrate accountability for the funding received.

Section 5: Financial Summary

5.1 Project Budget

Provide a detailed budget including all expenses for the proposed project. The following are examples of what can and cannot be included in the budget:

Eligible Expenses

Eligible expenses include infrastructure costs deemed reasonable and necessary for the successful implementation of the project. Eligible expenses may include:

- Purchase and installation of equipment
- **Design costs**
- **Engineering costs**
- **Construction costs**

Ineligible Expenses

The following expenses will not be covered by the Healthy Living Supports Program:

- Programming (e.g. workshops, seminars, speakers, etc.)
- Staffing costs
- Training
- Food costs
- Seeds, seedlings and soil for community gardens
- Vehicle costs
- Website design and maintenance
- Land purchase or lease
- **Recoverable HST**
- Prize/contest money
- Fundraising events
- Conferences (organizing or hosting)
- Projects outside of the geographical boundaries of the Region of Peel
- Projects completed before grant application was reviewed and approved
- Field trips
- Research
- Marketing
- Accounting services
- Legal services

Financial Statements

To support “Section 5” of your application (Financial Summary), provide a copy of or link to the most recent year-end financial statements, with the third party report corresponding to your organization’s annual operating budget (outlined in the table below). Attach the statements as separate documents in the application email.

	Operating Budget		
	\$0 - \$100,000	\$100,000 - \$500,000	> \$500,000
Report Required	Notice to Reader Statement	Review Engagement Report	Audited Financial Statements

For example: If your organization’s annual operating budget is \$90,000 you will submit a copy of a Notice to Reader Statement.

Legal Funding Agreement

Successful applicants will be required to sign a funding agreement outlining the terms and conditions upon which funding is issued from the Region of Peel to the recipient, prior to the release of funds. In signing the legal funding agreement, the organization agrees to public acknowledgement of support from Peel Public Health’s Healthy Living Supports Program in the recipient’s reports, advertising, presentations, and publicity. Peel Public Health reserves the right to publicize approved projects and use supporting documentation submitted (e.g., pictures, videos, reports) as part of Regional communications.

Financial Records

Successful applicants must indicate grant funding separately on their books of accounts (e.g., financial statements) and are required to keep and maintain these records for at least seven years after the project has ended.

5.2 Other Sources of Income

List and describe any additional sources of funding being provided for the proposed project. Other sources of income might include other grants, fundraising, or donations.

5.3 In-Kind Support

Describe any in-kind contributions donations of products, time, or services donated to the proposed project.

Section 6: Signatures

Once the application is complete, the signing authority for the applicant and any partner organization(s) must review the application and sign to certify that all information provided in the application is true and correct to the best of their knowledge.

Applications will be considered incomplete unless they are signed by all participating organizations and all required supporting documentation is attached to the application email.

How to Apply

Applicants can access the fillable PDF application form at www.healthypeelbydesign.ca under the Healthy Living Supports Program section. Applications are to be completed fully and submitted via email with all required attachments to hlsp@peelregion.ca by November 29, 2017 at 4:30 pm.

Application Timeline

Submissions

Applications will be accepted until November 29, 2017 at 4:30pm.

Expected Decisions

Applicants will be contacted in early 2018.

Funding Release

Funding will be issued in early 2018.

Information and Assistance

Please contact us if you have any questions, concerns, or need clarification on application instructions.

Phone: 905-799-7700

Email: hlsp@peelregion.ca

Glossary of Terms

Active living: A way of life that integrates physical activity into daily routines.[†]

Active transportation: Using human power to get from place to place. It promotes daily physical activity that links residents to their everyday destinations of work, school, and recreation (Active Transportation Plan, Region of Peel, 2011).

Applicant: The entity that submits an application to the Region of Peel for funding under the Healthy Living Supports Program. The applicant is responsible for the project and is the party to enter into an agreement with Peel Public Health if the project is approved for funding. The applicant must meet all eligibility requirements for the Healthy Living Supports Program and, if funded, is responsible for all reporting, contractual obligations, and communication with the Region of Peel.

Capacity: The applicant's ability to plan, implement, and evaluate an infrastructure project (e.g., staffing, resources, etc.)

Children: Defined as 12 years of age or younger.

Comprehensiveness (of project): The project includes a variety of components that contribute to impact and reach. For example, a comprehensive project in conjunction with infrastructure change will include:

- partnerships and collaboration
- an education and awareness component
- a plan for promoting the use of the infrastructure
- a plan for evaluating the impact of the infrastructure and;
- the creation of organizational policies/guidelines (that support physical activity and healthy eating).

Community partnerships: Collaborative working relationships with a minimum of one community organization formed to accomplish shared goals and build community capacity.

Construction costs: Expenses associated with the physical installation or erection of infrastructure (e.g., materials, labour, maintenance, retrofits).

Design costs: Expenses associated with designing buildings, public spaces and landscapes (e.g., architecture, aesthetics, greening and beautification of a space).

Eligible expenses: Expenses that are directly related to the project and deemed reasonable and necessary for the successful implementation of the project.

Engineering costs: Expenses associated with the structural or mechanical design of any infrastructure or pieces of equipment.

Ethno-culturally diverse: Pertaining to groups or populations of various ethnic and or cultural origins.

[†] Active Living Network (2008). What is Active Living? Retrieved: Feb 1, 2017 http://www.activeliving.org/about/what_is_activeliving

Evaluation plan: A plan intended to measure the success of a project in relation to its objectives and overall potential impact.

Healthy eating: Healthy eating is a pattern of eating that contributes to best possible health through positive relationships with food and diverse, balanced food choices that meet a person's needs for nutrients and energy. Healthy eating promotes and supports social, physical, and mental wellbeing for people at all ages and stages of life and contributes to the overall health of individuals, families, and communities (Adapted from Health Link BC, 2012).

Healthy food: Foods that contribute to healthy diets if consumed in appropriate amounts.

Healthy food environments: Food environments that provide the conditions, opportunities and resources that enable healthy eating (Adapted from Health Link BC, 2012).

Healthy living: At a population level, healthy living refers to the practices of population groups that are consistent with supporting, improving, maintaining and/or enhancing health. As it applies to individuals, healthy living is the practice of health enhancing behaviours, or put simply, living in healthy ways. It implies the physical, mental and spiritual capacity to make healthy choices (Public Health Agency of Canada, 2017).

Impact: The effect a project has on the community pertaining to creating supportive environments for healthy living (e.g., change in skills, practices, behaviour, environments).

Ineligible expenses: Project expenses that would not be approved for funding.

Infrastructure: The physical structures or equipment used to support physical activity and/or healthy eating within the project's target area or population.

Physical activity: A behaviour involving any body movement produced by muscle action that increases energy expenditure.

Older adults: Defined as 55 years of age or older.

Project: A project is a set of activities or functions that a recipient undertakes whereby an activity would benefit from the financial assistance of the Healthy Living Supports Program. A project will have clear start and end dates, and demonstrate measureable outcomes related to the Healthy Living Supports Program goal and objectives.

Reach: The approximate number of people the project will impact. A project's reach may range from small groups, to an entire community.

Recipient: Refers to the applicant who has been awarded a grant under the Healthy Living Supports Program.

Recoverable HST: The Harmonized Sales Tax (HST) is the 13 per cent tax paid on purchases and expenses, and for some organizations can be recovered from (refunded by) [The Canada Revenue Agency](#) (CRA) when a business files its HST return. If the HST paid is recoverable, it cannot be submitted as part of the budget consideration for Healthy Living Supports Program funding.

Sedentary behaviour: Sedentary behaviour refers to any waking activity characterized by very low energy expenditure in a sitting or reclining posture. Common sedentary behaviours include TV viewing, computer use (collective termed “screen time”), driving automobiles, and reading.

Supportive Environments for Healthy Living: Physical and social environments that support individual decision making towards healthy living (e.g., providing bike racks for cyclists, installing water refill stations).

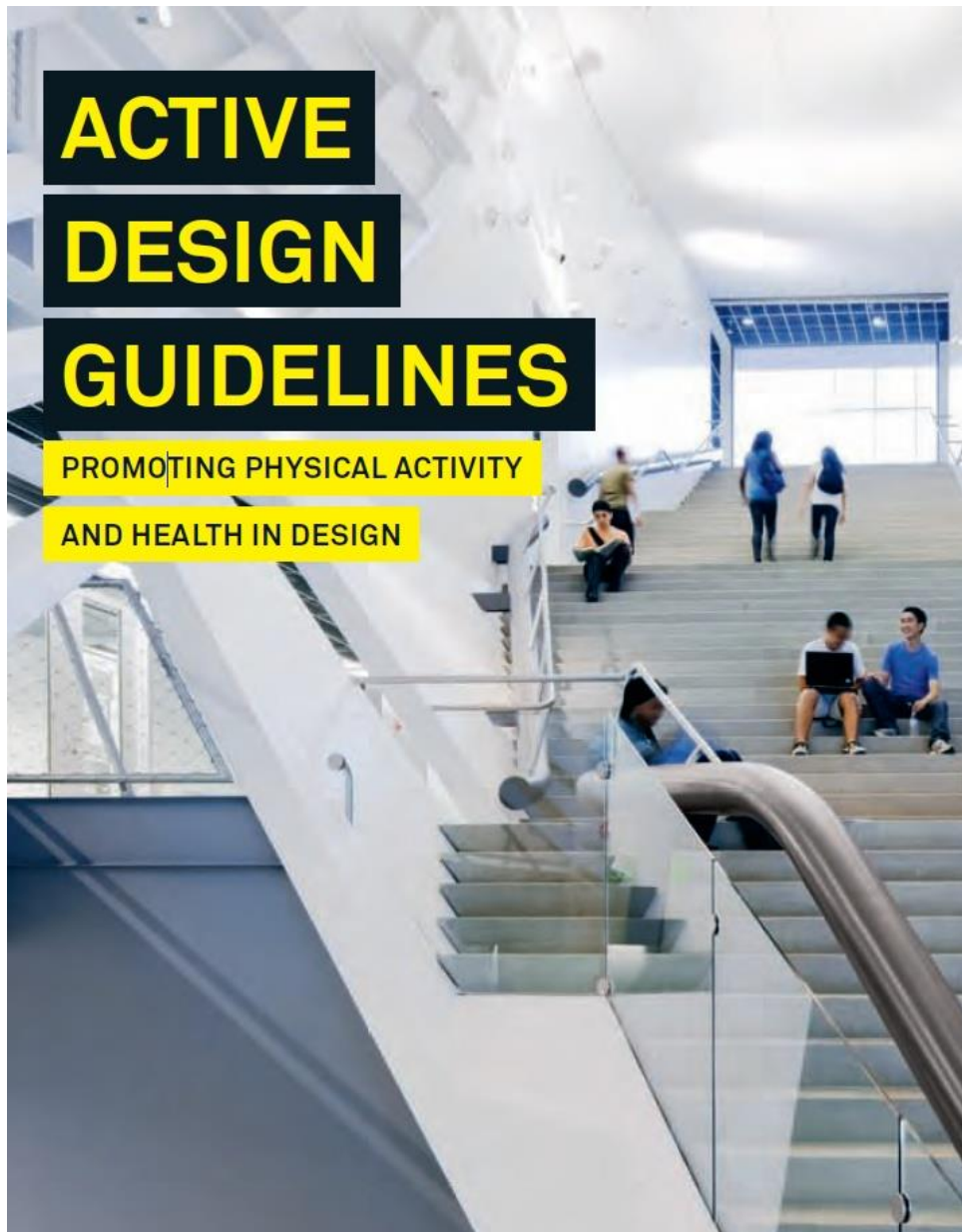
Sustainability: The ability of the project to maintain a positive impact on the target community or population over time.

Youth: Defined as 13-24 years of age.

Appendices

Appendix A: Active Design Guidelines

The Active Design Guidelines were developed by the Centre for Active Design (New York City, 2010), and they outline strategies for environmental design that are shown to encourage physical activity and healthy eating. The document can be accessed [here](#). Design strategies are highlighted within chapter two of the Active Design Guidelines.



Appendix B: Healthy Eating Infrastructure Resources

Any infrastructure being funded as a Healthy Eating project must be used for the purposes of increasing opportunities for **healthy eating** and creating **healthy food environments**. This could be in the form of:

- Growing food
- Preparing food
- Storing food
- Eating food (including infant feeding)

For strategies and examples on how to encourage healthy eating in community settings, please refer to the following resources:

[Building Healthy Places Toolkit](#)

[Tips for Offering Healthier Options and Physical Activity at Workplace Meetings and Events](#)

[Healthy Built Environment Linkages](#)

[Increasing Access to Drinking Water in Schools](#)

[Salad Bar Tools & Resources](#)

[Community Gardens Toolkit](#)

Appendix C: Sample Physical Activity Eligible Projects

Playgrounds and Fitness Structures

- New installation, retrofit, or upgrade of children or adult fitness structures
- New construction, retrofit, or upgrade of non-municipal sports fields, courts and diamonds
- Installation of seating in playgrounds
- Design and construction of naturalized playgrounds in schools
- Beautification or greening of outdoor public spaces
- Creation of outdoor classrooms
- Replacement of old or damaged equipment in school playgrounds

Trails and Walkways (on private property)

- New construction of, or repairs to surface material on paths that connect to existing trails or sidewalks to improve community walkability and connectivity
- Extension of private walkways to improve community connectivity and accessibility
- Installation of signage, wayfinding, lighting, or seating on private walkways

Non-Profit Recreation and Sport Facilities

- Retrofits or upgrades to community sports and recreational facilities
- Improvements to existing field space to improve use

Cycling Infrastructure

- Bike repair racks (“fix-it stations”)
- Creation or upgrades to bicycle parking, lock-ups and storage
- Cycling facilities for showering and/or changing
- Painted cycling lanes (e.g., paths, arrows) within parking lot areas or private roads

Greenways

- Improvements to multi-use non-municipal activity trails (e.g., walking, cycling, rolling, jogging, cross-country skiing)
 - Rails to Trails initiatives

Amenities

- Installation of water fountains at indoor and outdoor non-profit recreation facilities
- Construction, retrofits or upgrades to improve accessibility
- Planting of new trees and greenery

Appendix D: Sample Healthy Eating Eligible Projects

Breastfeeding / Lactation Rooms

- Seating
- Sink
- Signage (e.g., “Occupied/Vacant”)

Cafeterias and Dining Areas

- Purchase and installation of large or small kitchen appliances that will improve the capacity for **healthy food** storage and preparation, including but not limited to:
 - Steamers
 - Refrigerators
 - Freezers
 - Blenders
 - Industrial baking ovens
- Purchase and installation of mobile salad bars
- Dining area infrastructure or enhancements (e.g., seating)

Community Gardens

- Purchase and installation of infrastructure required for new or existing community food gardens, including but not limited to:
 - Lumber for raised beds
 - Liners for raised beds
 - Gardening containers
- Purchase of green carts or boxes to collect and distribute locally grown produce from gardens to community groups and residents

Community Kitchens

- Purchase and installation of large or small kitchen appliances that will improve the capacity for healthy food storage and preparation, including but not limited to:
 - Steamers
 - Refrigerators
 - Freezers
 - Blenders
 - Industrial baking ovens

Hydration

- Purchase and installation of water refill stations with faucets for refilling water bottles