

Ministry of Education

HEALTHY EATING IN SECONDARY SCHOOLS

GRANT APPLICATION 2014

DEADLINE: February 14, 2014 to be submitted to Healthy.Schools@ontario.ca.

To support a continued change to the food culture in schools, the Ministry of Education has developed the healthy eating in secondary schools grant program. Publicly funded school boards/secondary schools in Ontario, can apply for funding for initiatives aimed at increasing awareness of, and access to, food and beverages that comply with the nutrition standards set out in the School Food and Beverage Policy (SFBP). Incorporated non-profit organizations and post-secondary institutions can also apply for funding provided that they are partnered with a publicly funded school board/secondary school in Ontario.

Grants of up to \$50,000, for a total of approximately 44 projects, will be provided to innovative, strategic, sustainable and transformational initiatives that address an identified need and engage students and the school community. Initiatives can be regional, board-wide, or targeted to an individual secondary school.

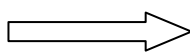
Funding will be awarded to selected proposals by March 31, 2014 (to be expended by August 31, 2015).

Who can apply?

Publicly funded school boards/ secondary schools in Ontario

Incorporated non-profit organizations

Post-secondary institutions



Must be partnered with a school board or publicly funded secondary school and **submit relevant letters of support.**

Examples of projects eligible for funding:

(Please refer to **Appendix A** for funding category limits and a list of expenses **not** covered by the grant)

- **Developing a cafeteria chef development program** - e.g., school boards/secondary schools partnering with a post-secondary culinary program to develop chef placement opportunities and/ or to create quality menu items for secondary school cafeterias.
- **Creating student nutrition action committees** - e.g., creating a healthy eating student club to organize menu tastings, thematic food days, and healthy eating promotional activities in the school(s); hiring a diverse range of student ambassadors to develop, implement and evaluate a healthy eating campaign.
- **Offering student training opportunities** - e.g., supporting the participation of a diverse range of student representatives at a healthy eating conference; creating a youth engagement strategy that gives students the confidence and motivation to take action to implement creative healthy eating ideas in their school(s).
- **Collaborating with community partners** - e.g., partnering with a public health unit to train traditional and non-traditional student leaders; working with local farmers to showcase Ontario produced foods and the importance of eating local in schools; inviting a celebrity chef to revamp cafeteria menus.
- **Rethinking/refreshing cafeteria and eating spaces in schools** - e.g., featuring student artwork, creating urban gardens, reorganizing the cafeteria layout, posting healthy eating information and news in cafeterias; purchasing equipment to make healthier food choices available; hosting events in the cafeteria.

SELECTION CRITERIA:

To be eligible for consideration, projects must successfully meet all criteria listed below. A selection committee will evaluate submissions based on the project criteria. **All applicants will be notified about the status of their funding proposals by February 28, 2014.**

Project Submission Criteria	Evaluation Criteria
Project Planning	
The proposal describes an existing challenge related to the food culture (e.g., attitudes/ knowledge surrounding food) in the school board/secondary school(s) based on evidence.	Thorough description of the identified challenge(s), including relevant data sources.
The project is innovative and describes specific goals.	Goals described align with the identified challenge(s), and build on past practices proven to be successful (e.g., SMART goals – specific, measureable, attainable, realistic, and timely).
Students are engaged in planning the project and assessing the challenge(s).	Students are actively involved in all components of the project with leadership opportunities throughout.
Project Implementation and Monitoring	
There is a working group responsible for the planning, implementation and monitoring of the project.	The working group includes relevant and diverse partnerships that will be involved with all components of the project; partnerships will be sustained past the completion of the project.
A detailed action plan that outlines the activities, intended outcomes, performance measures, and timelines is completed.	Action plan is complete, coherent and realistic.
Students are engaged in the implementation and monitoring of the project.	Students are actively involved in all components of the project with leadership opportunities throughout.
Connections to the Ontario curriculum and the Foundations for a Healthy School framework are identified.	Comprehensive connections are included, with examples provided.
Budget	
A cost-effective budget has been articulated with capital/equipment expenditures not exceeding 25%.	A cost effective budget is articulated, and funds from additional sources are identified.
Sustainability	
The project includes a realistic plan to sustain the outcomes beyond the funding period.	Long-term sustainability is evident and the project is transformational.

HEALTHY EATING IN SECONDARY SCHOOLS GRANT APPLICATION

This application is to be submitted by email to Healthy.Schools@ontario.ca no later than February 14, 2014.

Please Note:

- All questions must be completed, unless not applicable, and all relevant documents must be attached before submitting your application.
- Prior to submitting the completed application, save and print a copy for your records.
- All successful applicants will be required to complete an interim and a final report for the Ministry.
- Subject to the Freedom of Information and Protection of Privacy Act, and the Municipal Freedom of Information and Privacy Act, all information pertaining to this grant is public information and may be released to third parties upon request.
- Completed applications are to be submitted in PDF format, along with any attachments, to Healthy.Schools@ontario.ca using the subject line HEALTHY EATING GRANT APPLICATION, and the name of your organization.

STEP 1: APPLICANT INFORMATION

1. Name of school board/ organization:
2. Address:

3. Telephone:
4. Fax:
5. E-mail:
6. Project leader and title:

Non-profit organizations must complete questions 7 – 9.

(not required for school boards/secondary schools or post-secondary institutions)

7. To be eligible to apply, a non-profit organization must:
 - ✓ Be incorporated as non-profit in any jurisdiction in Canada
 - ✓ Have operated within Ontario for at least the past 2 years
 - ✓ Not represent any government levels, hospitals, for-profit corporations, or individuals
 - ✓ Be compliant with Ontario's *Human Rights Code* and all other applicable laws
 - ✓ Have comprehensive general liability insurance of \$2,000,000+ for property damage, and bodily and personal injury for the activities/projects being funded

Does your organization meet **all** the criteria listed above?

Yes

No → If No, your organization is ineligible to apply.

8. Please attach the following information, if available (*please check off all items you are attaching*):
 - a list of Board of Directors
 - an organizational chart
 - a copy of your organization's by-laws or constitution
 - a recent annual report
9. Please attach a brief description of your organization, its history, mandate and mission/vision.

STEP 2: PROJECT OVERVIEW

1. Project title:

2. Project summary: (*please provide a short description of what the funding is to be used for – 100 words maximum*)

STEP 3: GRANT INFORMATION

3.1 Planning of the Project

1. What challenges have been identified as priority areas related to the food culture in the school(s)? (*e.g., to increase the number of students staying at school and using the cafeteria at lunch*)

2. How were the challenges identified? (*e.g., data on students perception of food choices available in their cafeteria; existing school data*)

3. Who will benefit from this project and how? (*e.g., entire school population; rural schools or communities; First Nations, Metis, and Inuit populations; newcomer youth*)

4. What are the goals of the project? (*e.g., describe your SMART goals to address the identified challenge*)

5. Does this project align with the school board's policies and facility management/plant improvement plans?

Yes

No

Provide a brief explanation for your response:

3.2 Project Implementation and Monitoring

1. List the working group members (key partnerships) responsible for the planning, implementation and monitoring of the project. Include the organization they represent and check all responsibilities that apply.

Working Group Member	School board, secondary school, non-profit organization, post-secondary institution	Responsibilities for the Project (Check all that apply)
		<input type="checkbox"/> Planning <input type="checkbox"/> Implementation <input type="checkbox"/> Monitoring
		<input type="checkbox"/> Planning <input type="checkbox"/> Implementation <input type="checkbox"/> Monitoring
		<input type="checkbox"/> Planning <input type="checkbox"/> Implementation <input type="checkbox"/> Monitoring
		<input type="checkbox"/> Planning <input type="checkbox"/> Implementation <input type="checkbox"/> Monitoring
		<input type="checkbox"/> Planning <input type="checkbox"/> Implementation <input type="checkbox"/> Monitoring
		<input type="checkbox"/> Planning <input type="checkbox"/> Implementation <input type="checkbox"/> Monitoring

2. Complete the Action Planning template below.

Implementation		Monitoring	
Activity or Action <i>How will you put your goals into action?</i>	Intended Outcome <i>What do you expect to achieve by doing this activity or action?</i>	Performance Measure <i>How will you know that the activity or action met your intended outcome?</i>	Timeline <i>What is the duration of the activity or action?</i>

3. What is the role of students in each component of the project? (Complete all sections of the chart below).

<p style="text-align: center;">Planning <i>(e.g., traditional and non-traditional student leaders will discuss the challenges and related goals of the project)</i></p>	<p style="text-align: center;">Implementation <i>(e.g., students will lead, facilitate or participate in specific activities/actions)</i></p>	<p style="text-align: center;">Monitoring <i>(e.g., the intended outcomes will be shared with students)</i></p>

4. How do your activities and/or actions connect with the Ontario curriculum and the Foundations for a Healthy School framework?
(e.g., align with the intent of the curriculum whereby students have opportunities to develop skills to reflect and make reasoned decisions related to healthy eating)

3.3 Budget

The total funding request cannot exceed **\$50,000 dollars** (GST included). All grant funds must be expended by August 31, 2015.

Please refer to **Appendix A** for funding category limits and a list of expenses not covered by the grant.

1. Itemized/detailed Project Budget

(Use the following categories: Capital/Equipment; Professional Development; Resources; Promotion; Meeting Costs; Other)

Category	Detail	Amount
Total funding request (any capital/equipment cannot exceed 25% of the total)		

2. Do you anticipate receiving funding from other sources for this project? If, yes, please describe:

Description	Funding Source	Amount
Total funding from other sources		

3.4 Sustainability

1. How do you plan to sustain the intended outcomes beyond the funding period?

Note: successful applicants will be required to provide the Ministry with an interim and a final report.

STEP 4: APPLICATION SUBMISSION

Completed applications are to be submitted in PDF format, along with any attachments, to Healthy.Schools@ontario.ca using the subject line HEALTHY EATING GRANT APPLICATION, and the name of your organization.

You will be notified via email once your application has been received.

Submitted By:

Submitted Date:

This project is approved by the school board

Director of Education or Designate:

Position:

Date:

If you have any inquiries or require any assistance completing the application form, please do not hesitate to contact your regional office.

APPENDIX A

FUNDING CRITERIA

Funding category limits:

- **Capital/Equipment** costs cannot exceed 25% of the total funding request

What is not eligible for funding:

- Cost associated with the Student Nutrition Program (e.g., purchasing of food)
- Cost of food used for sale
- Payment to staff including co-ordinators, consultants, and administrative staff
- On-going operational costs (e.g., leasing of offices, long-term administrative costs, maintenance of website, financial commitments lasting longer than the funding term)
- Activities that have already taken place
- Purchase of goods and services that the Ministry of Education already pays for (e.g., instructional materials for students)
- Travel outside Ontario
- Debts or financial losses that result from the project

Please note that all purchases using this money must be in compliance with the BPS Procurement Directive (<http://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/EN/bps-procurementdirective>)