



Western Regional Wellness Coalition

Promoting Wellness Throughout the Western Region of Newfoundland and Labrador

Wellness is a state of emotional, mental, physical, social and spiritual well-being that enables people to reach and maintain their optimal level of health.

Provincial Wellness Plan, 2006

Community & School Grants Program Application Guidelines

What is the Purpose of the Community Grants Program?

The Western Regional Wellness Coalition (WRWC) is dedicated to the promotion of healthy living and wellness to all people in the western region of Newfoundland and Labrador. The purpose of the grant program is to support community involvement and action to promote wellness.

Guided by the Provincial Wellness Plan, the WRWC is focusing on 8 priority areas:

1. **Healthy Eating**-Improving healthy eating practices
2. **Physical Activity**-Increasing the number of people who are physically active
3. **Tobacco Control**-Reducing smoking rates and exposure to second-hand smoke
4. **Injury Prevention**-Reducing injury rates
5. **Mental Health Promotion**-Strengthening positive mental health
6. **Child and Youth Development**-Enhancing the health of children and youth
7. **Environmental Health**-Creating healthy environments-air, water, land
8. **Health Protection**-Protecting the health of the public

Who is Eligible to Apply?

All individuals, community groups, organizations and schools, in the western region, who are interested in promoting wellness, are eligible to apply for project funding through the WRWC. If you are planning an activity, an event or a project that focuses on one or more of the priority areas, you may be eligible to apply for a community or school grant. The maximum amount of funding that may be requested for a community event is \$1000 and \$500 for a school event. To receive funding, the activity, event or project **MUST** be consistent with the objectives of the WRWC in promoting wellness and focusing on the 8 priority areas.

Community Grant: Any community group, organization or individual interested in promoting wellness

School Grant: Any school in the Western Regional School District-any teacher, student, principal or parent interested in promoting wellness may apply

Please Note: Schools may not apply for community grants and community groups may not apply for school grants

What Are the Guidelines For Applying?

All grant applications must follow these guidelines:

1. All grant applications must be completed in full and will NOT be considered if they are incomplete or improperly filled out.
 - a. All grant applications must have a co-signer; if the co-signer information is incomplete, the application will not be considered
 - b. A target population must be identified (please be as specific as possible)
 - i. Community Grants: any community group
 - ii. School Grants: students, teachers and/or parents
2. All projects must operate within the geographical boundaries of the Western Regional Wellness Coalition (for reference to the Western Region, view the map on our website: www.westernwellnesscoaliton.com)
3. All grant proposals must have a clear focus on wellness
 - a. Project activities must include the following components: health promotional activities or education (displays, guest speakers, videos, learning exercises, group activities etc.)
 - b. Project activities must relate to one or more of the 8 priority areas outlined on page 1.

What Projects Will Not Be Funded?

Projects will not be funded if they are requesting:

- c. Core operating expenses (i.e. rent, heat, lights, office supplies etc.)
- d. Major equipment (minor equipment will be considered on an individual basis and will only be considered if it is felt that the requested equipment is important in developing and maintaining the project)
- e. Individual expenses (i.e. bursaries, scholarships, professional development)
- f. Start-up expenses for a business plan
- g. Travel (some exceptions may apply)

When Can We Apply?

All grant applications must be received no later than 4:30pm on the closing date specified on the appropriate grant application.

Projects will not be considered for funding if the project has started and/or finished before the grant review committee meets. There is a four-week turn-around once the deadline has passed, so please account for this when submitting your application. Here are the application deadlines:

<u>Deadline for Community Grant Application</u>	<u>Eligible Start Date for Project</u>
September 15	October 15
December 15	January 15
March 15	April 15
June 15	July 15
<u>Deadline for School Grant Application</u>	<u>Eligible Start Date for Project</u>
October 15	November 15

February 15

March 15

All applicants will receive notification about their grant application within four weeks after the closing date outlined on the appropriate application form.

- Successful candidates will receive a letter outlining the grant approval, a cheque for the awarded amount, an evaluation/tracking form to be completed upon the conclusion of the event, and a copy of the WRWC logo to be posted at the event.
- Original receipts to account for the spending of the awarded funds must be sent back to the WRWC upon the conclusion of the event (**please note**: copies are not accepted).
- If the total amount of the grant awarded was not spent the remaining funds should be sent back to the WRWC.
- **Please note**: any applicant who does not fulfill the terms of the grant and the conditions outlined above will not be eligible to receive any future grants. Such applicants will be notified in writing as to the status of their grant record and a copy of the letter will be kept on file with the WRWC and the Provincial Wellness Division.

If granted funding for a project, you must agree to complete and return an Activity Tracking Form (provided by the WRWC upon acceptance) to the WRWC steering committee upon completion of the project. Individuals who do not return the Activity Tracking Form will not be eligible for future project funding.

All projects that receive funding should include the WRWC logo in the promotional campaign, such as display the WRWC logo on posters, materials etc. If promotional materials are required, please specify on your application.

How Do We Apply?

The appropriate application must be sent to:

Community Grant Applications:

Tanya Barnes Matthews-
Regional Health Educator
PO Box 2005
Corner Brook, NL A2H 6J7
Telephone: (709) 637-5000 Ex. 5355
Fax: (709) 637-5160
Email: tanyamatthews@westernhealth.n.ca

School Grant Applications:

Pam Moores-
Parent & Child Health Coordinator
PO Box 156
Corner Brook, NL A2H 6C7
Telephone: (709) 632-2919
Fax: (709) 632-2636
Email: pammoores@westernhealth.nl.ca

If you would like more information or if you require assistance in filling out your grant application, please contact Tanya or Pam.