

# HEALTH INVESTMENT FUND GUIDELINES

The Yukon *Health Act* provides for a Health Investment Fund. The Fund is to help people help each other in healthy ways, which strengthen their communities.

## OBJECTIVES:

- ⇒ to support actions that foster good health and healthy communities
- ⇒ to make options for healthy personal choices accessible, convenient, affordable and supported in people's social environments
- ⇒ to encourage communities and individuals to take greater responsibility for the health of the community, its residents and themselves
- ⇒ to encourage better coordination of community resources
- ⇒ to allow communities to take action on health issues of particular priority in their community, in a way that best suits the community
- ⇒ to support communication among those involved in promoting health and well-being
- ⇒ to help develop health and social leadership skills within the community

## WHO QUALIFIES FOR FUNDING:

Eligible groups are:

- ⇒ non-profit organizations
- ⇒ groups of community people (or community-based groups)
- ⇒ local governments in partnership with community-based groups
- ⇒ First Nations

Projects are to be sponsored by groups in which the expected participants define their own needs and take part in designing the project.

Local governments applying to the Fund should apply as a supportive partner to a proposal involving a community-based group.

Preference will be given to first time applicants and self-contained projects.

Evaluations of previous projects will be made available to interested applicants, if requested, along with contact names and telephone numbers. This will allow applicants to review other projects and contact those people involved to discuss their application.

## TO BE ELIGIBLE FOR FUNDING, PROJECTS SHOULD:

- ⇒ be focused primarily on health and a healthy community
- ⇒ meet a demonstrated community need
- ⇒ involve participants in the project planning
- ⇒ be run in a way that strengthens self-respect and self-reliance in the community
- ⇒ help provide real options for healthy personal choices
- ⇒ fill an unmet need in a community (They should not duplicate something that is already being done.)
- ⇒ use and build on existing community resources wherever possible

## TO DEMONSTRATE COMMUNITY NEED:

- ⇒ show the need for the project among the participants
- ⇒ show that the expected participants want the project (eg. they are involved in planning the project)
- ⇒ review of applications will take into account who has the "greatest need", based on solid information that links a particular need with a particular population group
- ⇒ the project aim and desired outcome (noted in the application form) will be expected to relate directly to the specific need you have identified

## FUNDING FOR PROJECTS:

- ⇒ groups can apply for contributions from \$100 to \$10,000
- ⇒ **maximum funding is usually \$10,000 per year to any one group**
- ⇒ **money is intended for specific projects, or as one-time "seed money" for start-up of long term projects**
- ⇒ joint applications from two or more groups are encouraged
- ⇒ **the larger the project, the greater the contribution you should have from other sources, in order to demonstrate broad community support**
- ⇒ support for the project from sources other than the Fund is required. Priority will be assigned to project applications which provide evidence of community support according to the following:
  - a) **where the funding requested from the Health Investment Fund is \$5,000 or less, that approved funding from sources other than the Yukon Territorial Government equal 20% or more of the amount requested in the application.**
  - b) **where the funding requested from the Health Investment Fund is greater than \$5,000, that approved funding from sources other than the Yukon Territorial Government equal 50% or more of the amount requested in the application.**
  - c) projects not providing the evidence of community support indicated in (a) and (b), but otherwise complying with Health Investment Fund guidelines may be considered for funding, where all other elements of the guidelines are met.

## **FUNDING FOR PROJECTS:**

- ⇒ support could include volunteer time, equipment or office space, project management time or other contributions
- ⇒ projects where the money stays in the Yukon and which use Yukon people and resources are preferred. It is recognized that there may be a need to use out-of-Yukon resource people for some projects.
- ⇒ projects requesting smaller amounts of funding will generally be preferred
- ⇒ projects eligible for funding from other sources should seek such funding before applying to the Health Investment Fund
- ⇒ projects which meet all funding criteria may still be denied funding because of other proposals taking higher priority

## **ELIGIBLE PROJECT COSTS:**

- ⇒ wages, salaries, honorarium (for speakers, project coordinators, etc.)
- ⇒ rental or lease of premises or equipment
- ⇒ program materials for the project such as books, videos, flip charts, etc.
- ⇒ advertising/promotion of the project
- ⇒ production of resources such as pamphlets, posters or manuals
- ⇒ travel in the Yukon (or in some instances to bring speakers, facilitators to the Yukon from other provinces/territories)
- ⇒ child care costs (where directly related to the project)

## **LIMITS TO FUNDING:**

- ⇒ honoraria/professional fees - up to \$200 per day for each individual
- ⇒ specialized labour - up to \$15 to \$18 per hour
- ⇒ casual labour - up to \$12 per hour
- ⇒ travel/meals - accurate, actual costs for gas, food etc. All airfare is to be booked at excursion rates. (NOTE: Health Investment Fund will not pay government rates for meals or travel.)

## **FUNDING IS NOT AVAILABLE FOR:**

- ⇒ delivery of on-going or recurring services or programs
- ⇒ core or O&M funding for a group
- ⇒ feasibility studies/needs assessments
- ⇒ travel of individuals or groups to conferences/courses **outside** the Yukon

- ⇒ projects which are within the areas of responsibility of existing government programs
- ⇒ projects which will lead to requests for development and/or expansion of government programs

## **FUNDING IS NOT AVAILABLE FOR:**

- ⇒ retroactive funding of projects that have already taken place
- ⇒ staff or professional development training, unless training is required for the proposed project
- ⇒ computers or word-processing equipment or software
- ⇒ purchase of capital equipment
- ⇒ construction or renovation of facilities
- ⇒ business ventures

## **TYPES OF PROJECTS SUPPORTED BY HEALTH INVESTMENT FUND:**

- ⇒ conference on FAS/FAE
- ⇒ pre-treatment program for chronic alcoholics
- ⇒ funding to assist with a quit smoking program
- ⇒ youth conference focusing on drug and alcohol issues
- ⇒ support group for new mothers experiencing stress after the birth of a baby
- ⇒ workshops in schools dealing with conflict resolution
- ⇒ seniors health conference
- ⇒ funding to assist with the "Heroes" Injury Prevention Program
- ⇒ summer camp for First Nation children
- ⇒ workshops focusing on support services to people diagnosed with cancer

## **APPLICATION PROCESS:**

- ⇒ Application forms are available from:

Department of Health & Social Services offices throughout the Yukon. They can also be provided to you from Whitehorse, if you contact the Fund Administrative Assistant.

- ⇒ fill out the application form, and send it to:

Health Investment Fund  
Administrative Assistant  
Department of Health & Social Services, H-1  
Box 2703  
Whitehorse, Yukon Y1A 2C6

Fax: (867) 667-3096

## **APPLICATION PROCESS:**

- ⇒ the application will be reviewed and will be either:
  - ⇒ approved in full
  - ⇒ approved in part
  - ⇒ approved with conditions; or
  - ⇒ rejected
  
- ⇒ once a decision has been made about your project, your group will be contacted by phone, and then by letter to let you know whether or not your project is going to be funded, and if not, why not.
  
- ⇒ upon project approval, the Fund Administrative Assistant will send you a written contribution agreement that your group must sign and return to the government. Once the government receives this signed agreement, a cheque can be issued.
  
- ⇒ no expenses that are incurred by a group before it receives such notice of project approval will be paid out of the approved contribution agreement.
  
- ⇒ on projects over \$5,000 there may be a 5% holdback on funding until the evaluations and summary of expense form are complete. The applicant will be advised of this when they are notified that their project has been approved.

As part of the contribution agreement, you will be required to submit a short written evaluation of your project once it is completed. Applicants may use alternate methods of reporting to supplement their evaluation report, such as videos, photographs, etc. A summary of expense form, **with receipts attached**, (photocopies of receipts are sufficient) must also be submitted upon completion of the project.

## **REVIEW OF APPLICATIONS:**

### **Projects over \$500**

Applications must be received by or before January 20, May 20, and September 20, to be considered at the next review meeting.

Applications for amounts over \$500 will be reviewed three times per year by the Application Review Committee - mid-February, mid-June, and mid-October.

### **Projects less than \$500**

Applications for amounts of less than \$500 generally will be reviewed and decided upon within 21 days of the Health Investment Fund Administrative Assistant receiving a full and complete application.

## **OTHER SOURCES OF FUNDING:**

- ⇒ YTG Community Development Fund (667-5470)
- ⇒ YTG Youth Works (667-8665)
- ⇒ YTG Arts Branch (667-5264)
- ⇒ YTG Sports & Recreation Branch (667-5254)
- ⇒ YTG Youth Investment Fund (667-8293)
- ⇒ City of Whitehorse Sports & Recreation (667-6401)
- ⇒ Health Promotion & Programs Branch (Health Canada) 393-6777
- ⇒ Lotteries Commission (667-6798)
- ⇒ First Nations
- ⇒ Council of Yukon First Nations
- ⇒ Businesses & Corporations
- ⇒ Service Clubs (eg. Lions, Rotary, etc.)
- ⇒ Yukon Foundation - proposals must have direct relevance to benefits for the Yukon and should contribute to the mental, cultural or physical well-being of the residents of the Yukon (667-7390)
- ⇒ Canadian Book of Charities - lists Canadian charities which provide assistance to those in need (available through the Whitehorse Public Library)
- ⇒ Canadian Directory to Foundations - provides information about family, corporate, community and special interest foundations which provide awards/grants to individuals or groups in Canada (available through the Whitehorse Public Library)

## **FOR MORE INFORMATION:**

For additional information, please contact:

Health Investment Fund  
Administrative Assistant  
Department of Health & Social Services, H-1  
Box 2703  
Whitehorse, Yukon Y1A 2C6

Phone: (867) 667-5689 (Whitehorse)  
1-800-661-0408, local 5689 (toll-free, outside Whitehorse)