

NWT HEALTH PROMOTION FUND CRITERIA AND GUIDELINES 2006/07

What is the Health Promotion Fund?

The Health Promotion Fund supports **new one-year community-based projects** that improve **the health of pregnant women, infants, children and youth**. It does not fund on-going programs (from year to year). The Health Promotion Fund is intended for **new** initiatives that support the territorial priority areas.

The Health Promotion Fund is the community development part of the Department of Health and Social Services Health Promotion Strategy. The goals of the strategy are to:

- **Improve** health and wellness through community development
- **Promote** healthy lifestyles
- **Reduce** preventable disease

Priority is given to proposals that demonstrate how they will improve the health of infants, children, youth and/or pregnant women.

The Health Promotion Fund provides funding to a maximum of \$10,000 per project. However, we receive many funding requests for less than \$10,000.

Eligible projects **must** address one or more of these priority areas:

Healthy Pregnancies, *for example:*



- Education for prenatal and breastfeeding women and babies, such as a grocery store tour, infant feeding workshop, health fair or other special event
- Breastfeeding Promotion, such as awareness campaigns, the “Breastfeeding Challenge”, traditional knowledge sharing by elders, breastfeeding support, etc

Active Living and Healthy Eating, *for example:*



- Active Living, Fitness and Nutrition Education Projects for the target group
- Joint fitness and nutrition education projects, with challenges such as www.getactivenwt.ca
- Projects where pregnant women, children and/or youth become more physically active

Tobacco Harm Reduction and Cessation, *for example:*



- Tobacco educational or awareness activities
- Projects promoting smoke free homes and public places
- Smoking cessation activities

Injury Prevention, *for example:*



- Awareness campaigns, educational events and/or other projects that increase awareness of preventable injuries in the target group
- The prevention of accidental injury in the target group

HEALTH PROMOTION GUIDELINES AND CRITERIA

ELIGIBILITY AND CRITERIA REVIEW

Proposals must demonstrate that...

- √ Your organization operates on a non-profit basis and works to benefit your community residents.
- √ The project supports the Health Promotion Strategy goals and priorities.
- √ Your organization will recognize the Health Promotion Unit, Department of Health and Social Services, GNWT as a funding source for activities and materials produced.



FUNDING LIMITATIONS



- **No** capital items will be funded (e.g. building renovations, equipment, computers, etc.).
- Funded materials/supplies must be **essential** to the project.
- Maximum administration fee of **5%** of total budget costs.
- For nutrition education or healthy eating projects, **one-quarter** of the total project budget can be used to buy nutritious foods.
- Up to **one-third** of the total project budget may be used for travel costs **within the NWT only**.
- Employees already paid a full-time salary **are not eligible for additional salary dollars from this fund**.
- Projects must be approved **prior** to the project/activity taking place.
- Your H&SS Board/Authority **endorses** your proposal (endorsement from your CEO can be provided by fax, e-mail or memo).
- All projects must be completed and all funding spent by **March 31, 2007**.

Timelines:

Projects can start at any time of the fiscal year. There are no specific deadlines for submitting your proposal. However, funding is available on a first come, first served basis. We recommend that you contact us as early as possible.

HEALTH PROMOTION FUND PROSPOSAL 2006/07

Step 1: DESCRIBE WHAT YOU WILL DO

Please use the proposal forms - if you or others need a proposal or budget form - visit Health Promotion on the Department's website, Programs and Services at: www.hltss.gov.nt.ca

This section describes what your group wants to do.

A **Goal** is just a broad simple statement that says what you want to see happen as a result of your project.

Objectives are statements that say how your program will achieve your goal(s). Program goals and objectives should fit the funding guidelines and criteria.

Activities are what you will do to meet your objectives.

Step 2: BUDGET AND FUNDING

Please use the proposal budget form. This form provides a framework for listing your project costs. List the following:

A. Materials and Supplies Costs

Please describe your materials and supplies costs. Examples are:

- Small equipment or special supplies, such as nutritious foods as part of a nutrition education program, fitness balls as part of an active living project, etc.
- Educational resources that you need to do your project, such as videos, booklets, demo models, etc.
- Special items - items you may wish to buy or make such as cookbooks, T-shirts, a breastfeeding poster, booklet, video, etc.

NOTE: Capital items are not allowable under this funding.

B. Training Needs and Coordination Costs

- Costs for trainers or others to help run or support your program. Please note linkages with other programs. Employees already paid full-time **will not be considered for additional salary dollars from this fund.**

C. Travel Costs

- Travel costs within the NWT will be considered to a maximum of 1/3 of total budget.



D. Other Costs

- List any costs not covered under **A through C** and explain what these costs are.

E. Subtotal (add A through D)

F. Administration Fees

- Administration fees are **5%** of the Subtotal (Budget line E), as per the directive of the Department of Health and Social Services Finance and Administration Division.
- To calculate, take 5% of budget line E.

G. TOTAL COST

- Write in your **budget cost** on the cover sheet (add E and F = total budget).
- Include other sources of funding, (column 2) such as Brighter Futures, CPNP, Healthy Children Initiative, and/or in-kind contributions, etc. Joint funded projects are encouraged and will be given priority.

Note: If you need to change your budget line items during the course of your program, please contact us, in writing, for prior approval.

Step 3: The Paperwork – Reporting and Funding

- Please contact a departmental, regional or community (e.g. Community Health Representative) health promotion specialist before sending in your proposal. We can give you some tips and direction that can shorten the approval process.

Department of Health and Social Services	Regional Health and Social Services Authorities – all priority areas
Elsie De Roose - Active Living and Healthy Eating (867)873-7904, elsie_deroose@hlthss.gov.nt.ca	Jo Russell Regional Health Promotion Coordinator Yellowknife Health and Social Services Authority (867)920-6552 joanna_russell@gov.nt.ca
Miriam Wideman – Tobacco Reduction (867)920-8826, miriam_wideman@hlthss.gov.nt.ca	Lorraine Walton Health Promotion Officer Inuvik Regional Health and Social Services Authority (867) 777-8177 lorraine_walton@gov.nt.ca
Lona Hegeman – Injury Prevention (867)873-7051, lona_hegeman@hlthss.gov.nt.ca	
Healthy Pregnancies – contact any of the above staff	

- Keep a copy of the proposal and budget for your files. This proposal and budget sheet can also be sent to you, or returned to us, by email attachment.

- As soon as your project is approved, a contribution agreement will be sent to you for signing. Contribution agreements outline when financial and activity reports are due (see Schedule C). If your group wants to make changes to your original budget or project activities, a request is needed in writing before any funding is spent on unapproved items.
- Half of the allotted funds will be sent once the Contribution Agreement is signed, while the remainder, less 10%, will be sent after we receive your semi-annual report. The final 10% will be held back until the year-end financial and activity reports are received.

YOU WILL BE REQUIRED TO SEND US THE FOLLOWING:

- A copy of your certificate of insurance.
- Semi-annual activity and financial reports (semi-annual reporting forms are sent along with your copy of a contribution agreement).
- Final activity and financial reports (year-end reporting forms will be sent with contribution agreement).
- A sample of all materials produced, with credit to the Health Promotion Strategy Fund indicated on any materials produced.
- Photos of project activities (if available).

