

Community Healthy Living Fund

INTRODUCTION

The Community Healthy Living Fund (CHLF) is a program that supports "The Way Forward: A Vision for Sustainability and Growth in Newfoundland and Labrador" and provides funding to communities and organizations for initiatives that demonstrate direct measurable results towards the targets outlined in "The Way Forward", specifically:

- increase physical activity rates; and
- increase the rate of vegetable and fruit consumption.

CHLF GUIDELINES AND ELIGIBILITY

Applicants are eligible to apply for three (3) different categories of funding and up to six (6) different grants, depending on eligibility. Carefully review the detailed funding category descriptions contained in this guide to determine which grant your organization may be eligible for.

During the public health emergency, initiatives that respond to COVID-19 by offering opportunities for physical activity and/or healthy eating must clearly indicate how the proposal can be delivered while respecting and meeting public health guidance requirements

Funding Categories	Description	Funding
Supportive Environments		
Physical Activity and Healthy Eating Equipment	To support schools, recreation and sport facilities to purchase equipment that promotes physical activity and/or healthy eating.	Up to \$3,000
Small Infrastructure	To retrofit and renovate existing facilities and to fund capital costs that increase use, lower operating costs, improve safety and increase inclusion in recreation/sport facilities and schools.	Up to \$10,000
Programs		
Basic Support	To assist Recreation Committees in communities with a population of under 7,000 residents and Seniors Groups with the delivery of community recreation opportunities that have the	Up to \$1,500

	ability to increase physical activity and/or healthy eating. Applicants who apply for Basic Support are only eligible to apply for two (2) additional Programs	
Program	To support programs that increase physical activity and/or healthy eating. Initiatives may be targeted at specific populations such as youth, families, seniors or be available for all members of a community. Applicants can apply for up to three (3) different programs.	Up to \$10,000 (per program)
Capacity Building		
Capacity Building	Available to municipalities, with a population under 7,000 and Indigenous governments to build knowledge and skills within their community that promote and support physical activity and/or healthy eating.	Up to \$15,000

Deadline

Applications are accepted anytime from the date the program launches through to December 18th. Applicants are encouraged to apply early.

Funding decisions are made regularly up until March 31st

Eligibility

All applicants seeking funding in excess of \$1,000 must be incorporated. Incorporation provides an organization with legal status and is an indication of stability.

- Cities are incorporated under their respective Acts (City of St. John’s Act, Mount Pearl Act, Corner Brook Act). Recreation committees established by the city will also be incorporated under these acts.
- Towns are incorporated under the Municipalities Act, 1999. A recreation committee established by the town will also be incorporated under this Act.
- Schools are incorporated under the School District.

All other community groups or organizations are required to be incorporated as a non-profit organization in Newfoundland and Labrador. For information on the incorporation process, please visit [Companies and Deeds Online](#).

In addition to being incorporated applicants must:

- Reside in Newfoundland and Labrador and funding must be used for projects in Newfoundland and Labrador;
- Be in “good standing” with the Government of Newfoundland and Labrador. For example, the applicant must be in good standing with Service NL’s registry of Companies and Deeds. Visit [Companies and Deeds Online](#) to search your organization either by name or incorporation number to confirm if your organization is in good standing with the Registry of Companies;
- All outstanding Community Healthy Living Fund Final Reports have been submitted;
- Applicants from communities with a population under 50,000 residents must provide a letter of support from their Municipality or Local Service District endorsing their funding application. A template letter is provided in Appendix A; and
- Schools applying for Small Infrastructure must supply a letter of support from one of the following:
 - Newfoundland English School District - [Director of Facilities & Custodial Management with the Newfoundland and Labrador English School District](#)
 - Conseil scolaire francophone de Terre- Neuve-et-Labrador

A template letter is provided in Appendix A.

In addition to meeting the criteria identified above eligible applicants must be either a:

- Not for profit organization or community group;
- Municipality;
- Local Service District;
- Indigenous government;
- School (Supportive Environments only)

Applications will not be accepted from regional health authorities, hospitals, government agencies, or individuals.

Inclusion

When applying for funding, applicants should consider how to make programs/projects accessible to everyone, by ensuring the project is available to a wide range of people. When planning, remember to include all ages and abilities, consider space and facility accessibility for a wide range of users, such as those who utilize strollers, wheelchairs and/or technology to communicate etc.

For more tips on improving accessibility visit:

[Guide To Accessible Festivals and Outdoor Events](#)
[Universal Design NL](#)

Partnerships

Partnerships are highly recommended for all applicants. Applications demonstrating effective partnerships, may be given additional consideration. Each partner, must be involved in one or more of the project phases (planning, development, implementation and evaluation) and receive full copies of the project application, reports and products as soon as they are available.

Cost-sharing

A minimum contribution of 10 per cent of the total eligible project expenses is encouraged from the applicant and should be included as an in-kind contribution within the budget section of the application under each category that is being applied for.

Healthy Food Guidelines

If your organization is applying for healthy eating equipment or will be preparing and/or serving food or beverages as part of your initiative, please follow these guidelines:

- choose foods that align with [Canada's Food Guide](#);
- offer [vegetables and fruits](#) as at least half of the food choices available with other options coming from [whole grain foods](#) and [protein foods](#);
- limit highly processed foods which are high in sodium, sugar and/or saturated fats (hotdogs and other processed meats, french fries and baked goods);
- offer water to drink. Other healthy drink options you can serve include, white milk, unsweetened fortified plant-based beverages (e.g. soy beverage) and unsweetened coffee or tea. Do not serve any sugary drinks (100% fruit juice, energy drinks, sports drinks, fruit drinks, soft drinks etc).

To learn more about healthy eating and food safety:

- review and follow the food safety information found on the [Government of Newfoundland and Labrador](#) and [Health Canada](#) websites
- review and follow the [Community Healthy Eating Guide](#)

Once approved for funds related to healthy eating, an organization's information may be shared with the Eat Great and Participate Coordinator and/or the Regional Nutritionist to support you in advancing healthy eating in your community.

Physical Activity

Being physically active has huge health benefits and improves the quality of life for all individuals. It not only strengthens the body, but also makes individuals feel good about themselves, reduces stress, strengthens the heart and lungs, brings people together and helps prevent non-communicable chronic disease.

Small changes such as taking the stairs instead of the elevator, walking to your friend's house instead of taking the car or simply parking at the back of the parking lot, are simple ways to incorporate more movement into your daily life.

To learn more about physical activity:

- review and follow the physical activity and sedentary behavior information found on the [Government of Newfoundland and Labrador website](#); and
- review and follow the [Canadian Physical Activity and 24 Hour Movement Guidelines](#).

The Government of Newfoundland and Labrador encourages you to print and share the physical activity resources noted above with your community to help increase the physical activity levels of individuals in our province.

Individuals can also download a free [ParticipACTION app](#) on their mobile device, to assist with tracking their physical activity levels, as well as receive tips and videos on ways to be active.

Preparing your Application Form

There is one application form for all funding categories. The following information will walk you through completing this application form. You may wish to have a copy of the application form with you as you read these guidelines. If you have any questions regarding the completion of your application please contact Linda Roberts, Recreation and Sport Consultant at 729-5270 or email lindaroberts@gov.nl.ca.

Section 1: General Information

This section is to be completed by all applicants. Please complete this section in full, including the full legal name of your organization. Your contact information is important as we may need to communicate with you about your application and notify you of funding decisions.

Section 2: About Your Organization

This section is to be completed by all applicants. Answer the questions provided. Your response will provide us with an understanding of the purpose of your organization, as we give your application consideration.

Whether you complete section 3, 4 and/or 5 will depend upon the type of funding you are applying for:

- Section 3: Supportive Environment
 - 3.1 Physical Activity and Healthy Eating Equipment
 - 3.2 Small Infrastructure
- Section 4: Programs
 - 4.1 Basic Support
 - 4.2 Programs
- Section 5: Capacity Building

Section 3: Supportive Environment Funding

There are two funding categories under Supportive Environments. You may apply for one or both:

- 3.1 Physical Activity and Healthy Eating Equipment; and
- 3.2 Small Infrastructure

Funding under this category is to support schools, recreation and sport facilities to develop healthy active living environments that promote physical activity and/or healthy eating.

Section 3.1: Physical Activity and Healthy Eating Equipment

Funding up to \$3,000 is available to support schools, recreation and sport facilities to purchase equipment that promotes physical activity and/or healthy eating. You are required to attach quotes to support your funding request.

Eligible Expenses

Eligible expenses may include the following:

- Small-scale sport equipment such as balls, racquets, hockey sticks, bats and nets;
- Exercise equipment such as exercise mats, weights, or resistance bands;
- Physical activity equipment such as skates, snowshoes, skis, active hallway decals and games (Canadian Safety Association (CSA) recommended);
- Community gardening tools and supplies;
- Healthy eating equipment such as blenders, fridges/coolers, toaster ovens, soup kettles. A maximum of \$1,000 can be approved per large appliance.
- Small hardware or paint to repair physical activity equipment; and
- Small scale playground equipment (CSA recommended).

Ineligible Expenses

The following are examples of items not eligible for funding through the CHLF:

- Electronic game systems and other electronic equipment such as televisions, sound systems, computers, smart boards, tablets, recreational transmission and navigation equipment and audio visual equipment. Exceptions may be made if the applicant can quantify how equipment will increase physical activity and/or healthy eating;
- Large scale exercise equipment that encourage single use such as treadmills, ellipticals, stationary bikes, motorized fitness equipment and single use strength training machines, as the program is designed to support community based participation;
- Clothing or uniforms;
- Second-hand equipment;
- Behavior management equipment;
- Catering and other food service equipment such as barbeques; and
- High risk equipment such as trampolines, scuba equipment and rifles.

Section 3.2: Small Infrastructure

Funding up to \$10,000 is available to retrofit and renovate existing facilities, and to fund capital costs that increase use, lower operating costs, improve safety and increase inclusion in recreation/sport facilities and schools.

Eligible Expenses

Eligible expenses may include the following:

- Upgrades to existing community and/or school, recreation and sport facilities that support physical activity and healthy eating. Some examples may include, replacing a roof or furnace, safety upgrades such as the instillation of hand washing/hand sanitization stations, renovations to ensure physical distancing, accessibility upgrades, remediation of recreation spaces, outdoor play spaces and playground/upgrades (CSA recommended playground equipment with letter of compliance from distributor required;) and/or sport field upgrades;
- Development of new small-scale facilities that result in no user fees such as skate parks or playground development (CSA recommended playground equipment with letter of compliance from distributor required). Organization must identify funding sources for the entire project;
- Trash containers for discarding trash, tissues and personal protective equipment (e.g., masks and gloves), which may otherwise become a public health hazard;

- Barriers to ensure physical distancing, entrances and exits etc. during activities for participants and spectators;
- Facility signage including signs to advise of the risks of COVID-19, proper cough etiquette, hand hygiene, physical distancing, etc. to be posted in entrances or high visibility areas and to promote a separate entrance and exit to facilities;
- Projects that promote active transportation and physical distancing, such as walking and hiking trail development or repairs and community bike lanes. Applicants must demonstrate land ownership;
- Labour when required to be provided by certified professional; and
- Supplies to construct and/or maintain a community garden.

Ineligible Expenses

The following are examples of projects not eligible for funding through the CHLF:

- Site or land improvements for beautification purposes such as flower gardens, shrubs, landscaping, gazebos, etc;
- Trails used primarily for motorized vehicles;
- Parking lots;
- Wharf projects and waterfront structures;
- Operational costs such as salaries and utilities;
- Purchase of land;
- Projects not providing written consent of the landowner (if applicable);
- Motorized vehicles used only for transportation, such as boats, snowmobiles, ATVs, cars, trucks, side-by-sides;
- Rental of facilities;
- Open water pools;
- Work undertaken/completed prior to approval of the application;
- Projects related to “high risk” recreational activities; and
- Physical activity and healthy eating equipment requests are not eligible under small infrastructure category of funding.

Section 4: Programs

Funding under this category is to support the development of healthy active living initiatives and/or programs that increase physical activity and/or healthy eating. You may apply for Basic Support and two additional Programs or up to three Programs.

Section 4.1: Basic Support

Funding up to \$1,500 is available to assist Recreation Committees in communities with a population of under 7,000 residents and Seniors Groups with the delivery of community

recreation opportunities that have the ability to increase physical activity and/or healthy eating.

Applicants who apply for Basic Support are eligible to apply for **two** additional programs.

Eligible Expenses

Eligible expenses are directly related to activities and deemed reasonable and necessary for the successful implementation of recreational activities. Eligible expenses may include the following:

- community celebrations, such as festivals, parades and block parties; and
- expenses related to ongoing community recreation opportunities, such as rent, utilities, project supplies, insurance, etc.

Ineligible Expenses

The following are examples of expenses that will not be covered by the CHLF even if they are related to the project:

- Capital expenditures – such as construction, or upgrading of facility or kitchen appliances;
- Prizes, fireworks and uniforms/clothing; and
- Meals, banquets Come Home Years, and day or overnight trips.

Section 4.2: Program Funding

Funding up to \$10,000 per program is available to support initiatives that increase physical activity and/or healthy eating. Initiatives may be targeted at specific populations, such as youth, families, seniors, or be accessible to all members of the community.

Eligible Expenses

Eligible expenses are directly related to the program and deemed reasonable and necessary for successful implementation of the program. Eligible expenses may include the following:

- Hiring new staff or extending the hours of current staff. The maximum eligible hourly rate is \$12.50, including mandatory employment-related costs;
- Facility rental fees if the facility is not owned/operated by the applicant;
- Program materials and supplies;
- Travel expenses for participants (bus or taxi only, no personal vehicle expenses);

- Healthy snacks that meet the Healthy Food Guidelines provided in this document. Meals are not eligible. Food items required for the delivery of programs, such as Kids in the Kitchen should be listed under materials and supplies;
- Expenses related to providing virtual programming maybe considered;
- Promotion expenses up to maximum of \$200.00;
- In-province training required to implement program;
- Project evaluation expenses; and
- Program Instructor fees (fitness, yoga, cooking etc.)

Ineligible Expenses

The following expenses will not be covered by the CHLF, even if they are related to the project. Ineligible expenses may include:

- Capital/infrastructure expenditures (e.g. building renovations, sports fields or walking trail construction or renovations, exercise equipment such as treadmills or universal weights, office furniture and equipment, large kitchen appliances, computers, etc.);
- Projects which are a duplication of existing activities in your community/region;
- Contributions to annual fundraising drives;
- Core operating expenses (e.g. core staff, office space);
- Employee wellness programs;
- Individual scholarships or bursaries;
- Re-granting activities, such as using CHLF funds to provide grants to other organizations;
- Alcohol, banquets and meals;
- Clothing and uniforms;
- Individual and team awards or prizes; and
- Fees related to “high risk” and/or “high cost” recreational activities

Section 5: Capacity Building

Funding up to \$15,000 is available to municipalities with a population of under 7,000 and Indigenous governments, to build knowledge and skills within their community that promote and support physical activity and/or healthy eating.

Eligible Expenses

Eligible expenses are directly related to the project and deemed reasonable and necessary for the successful implementation of the project. Eligible expenses may include the following:

- Hiring a consultant to develop a Community Recreation Healthy Active Living Plan, or Active Transportation Plan;
- Hire a Regional Recreation Director to support a minimum of three municipalities, in the development and delivery of regional recreational services. Municipalities must provide matching funds;
- Training to support physical activity and healthy eating, such as HIGH FIVE®, arena operators, aquatics, fitness, playground safety and food safety training;
- Training related to facility operations and program offerings while living with COVID – 19;
- Volunteer recruitment and retention training;
- Membership fee with [Recreation Newfoundland and Labrador](#) for new members (one-time support only);
- Regional Games; and
- Other innovative projects related to Living with COVID-19 and Community Recreation proposed may be considered.

Ineligible Expenses

The following expenses will not be covered by the CHLF, even if they are related to the project:

- Contributions to annual fundraising drives;
- Core operating expenses (e.g. heat, light, core staff);
- Small infrastructure and equipment expenditures (e.g. construction/building renovations, infrastructure, office furniture/equipment, etc.). Supplies may be considered if they are required for the project; and
- Projects which are a clear duplication of existing activities in your community/region.

Section 7: Project Checklist

This section of the application form is to be reviewed by all applicants prior to submitting the application to ensure you have provided all required information.

Section 8: Authorization

This section is to be completed by all applicants and must be completed and signed by someone with signing authority in your organization. This acts as a funding contract, if funding is approved.

Frequently Asked Questions

What is the application deadline?

Applications are accepted any time from the date the program launches through to December 18th. Applicants are encouraged to apply early. **Funding decisions will be made regularly up until March 31st**

How are applications assessed?

Applications will be reviewed on their individual merit, and assessed to determine if they meet eligibility criteria. The population of the community and number of people reached by the project/initiative will be considered.

Proposed projects must demonstrate:

- An increase physical activity rates; and/or
- An increase the rate of vegetable and fruit consumption.

All previously funded and completed projects must have a Final Report submitted to be eligible to be considered for funding. The Minister of Tourism, Culture, Arts and Recreation has final approval on any requests for funding.

How long does my group have to use the funds?

From the date the payment is issued, successful applicants have one year to use all funds.

What are the reporting requirements?

A final report must be submitted **no later than 30 days after the project ends**. All Supportive Environment grants require submission of receipts with the final report; basic support, programs and capacity building projects do not require receipts to be submitted however receipts should be kept on file in the case requested by the department. A copy of the Final Report can be found at [Department of Tourism, Culture, Arts and Recreation](#). Any change in the use of approved funds by the organization or community from the original application requires permission from TCAR.

What if my initiative is cancelled due to reasons beyond my control?

Funding from the Department of Tourism, Culture, Arts and Recreation (TCAR) may be used only for the purposes specified in the application. Once TCAR has agreed to provide financial assistance, no substantial change in these activities shall be made without the consent of TCAR, and it shall be at the discretion of TCAR to determine what constitutes substantial change in each case. Any funding not used for the purposes funding was

approved, must be returned to TCAR or becomes a debt due the Crown. The organization/group is wholly responsible for its own debts. If due to unforeseen circumstances, your initiative had to change direction please contact lindaroberts@gov.nl.ca

Does my group have to sign a funding contract?

Applicants must complete and sign Section 8 “Authorization” of the application form. This will be considered the funding contract if funding is approved.

How do I submit my application?

It is preferred that applications be submitted electronically, but they will be accepted by mail.

- Open the document and save it to your computer;
- Close the webpage where you found the application form;
- Open the saved document from your computer using internet explorer (other browsers, such as google chrome may not be compatible); and complete the application form;
- When you are finished, re-save the document and email to chlf@gov.nl.ca. All emailed applications will receive an email confirming receipt of application; and
- If you choose to print your application, you can also scan it and attach it to an email and send it to chlf@gov.nl.ca.

Who do I contact if I have questions or need more information on the Community Healthy Living Fund?

You may call 709-729-5270 or email the Community Healthy Living Fund at chlf@gov.nl.ca.

Alternate formats of applications and guidelines are available.