



HEALTHY EATING IN RECREATION SETTINGS GRANT 2019-2020 APPLICATION GUIDE

Introduction

Communities ChooseWell is a provincial program that fosters the wellbeing of Albertans by engaging and supporting communities to transform local practices, places, policies, and partnerships so that healthy eating and active living become easier choices for everyone.

The goal of the Healthy Eating in Recreation Settings Grant is to support activities that improve healthy food choices in one or more of your community's recreation facilities or settings. This may include increasing the availability of healthy food and beverages, reducing the availability of less healthy food and beverages, and/or engaging in strategies that increase the selection/sale of existing healthy food choices by patrons. The focus of projects should be on changing aspects of the physical (e.g. vending, concessions), social (e.g. nutritional policy, awareness) or economic environment (e.g. pricing, food contracts) to support healthy eating in recreation facilities and not on the general promotion of healthy eating. See Appendix A: Municipal Recreation Food Environment Framework for the food-related recreation operational areas that projects may wish to address. See Appendix B for resources to create a healthy food environment in recreation settings.

Grants of up to \$5000.00 are available to a maximum of one grant per community. The grants are intended to support collaborative local action to create healthy recreation food environments that foster wellness. We encourage the development of partnerships between different sectors, such as health, local governments, education, and not-for-profit.

This document provides applicants with the 2019 Healthy Eating in Recreation Setting Grant eligibility criteria, key dates and details on the application process, the reviewers' expectations for each section of the application, online resources to assist in the completion of the application form, and answers to frequently asked questions. For any additional information, questions, or concerns, please contact the Communities ChooseWell staff or visit www.arpaonline.ca/choosewell.

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Eligibility

In order to qualify for a Healthy Eating in Recreation Settings Grant, you must meet the following criteria:

✓	<p>You are registered as a ChooseWell Champion for the 2019 Communities ChooseWell program. If you are not currently registered, you can join for free through the website here: https://arpaonline.ca/choosewell/get-involved/</p>
✓	<p>Your team must have representative(s) from:</p> <ol style="list-style-type: none"> your recreation facility/department/setting the health region (example: Public Health Dietitian or Health Promotion Facilitator)
✓	<p>Your proposed project is focused on enhancing healthy eating environments in your recreation facility/setting. Note: If you are not sure whether your project is eligible, please contact us to discuss</p>
✓	<p>The expenses associated with your proposed project meet the eligibility criteria</p> <p>Eligible expenses:</p> <ul style="list-style-type: none"> • Activities that have not yet taken place • Enhancements to existing programs or activities • New programs, projects, or activities • Staffing costs to support project coordination • Project materials such as food, printing etc. <ul style="list-style-type: none"> ○ Note: Requests for food items should follow the <i>Alberta Nutrition Guidelines for Children and Youth</i> (see http://bit.ly/2h2sHL8) • Funds for private vendors/food service operators to offset lower profits from introducing/selling healthy food items • Capital expenses: equipment costs for preparing and storing healthy foods • Insurance for project activities <p>Ineligible expenses:</p> <ul style="list-style-type: none"> • Activities that have already taken place • Existing programs or activities with no enhancements • Administrative costs indirectly related to or removed from the project
✓	<p>Your proposed project expenditures and activities will take place between September 1, 2019 – March 31, 2020</p>
✓	<p>You agree to submit a final report within 30 days of completing your proposed project activities (due no later than April 17, 2020)</p>
✓	<p>You agree to provide additional information about your recreation setting food environment before and after your project implementation for evaluation purposes</p>

Application Key Dates

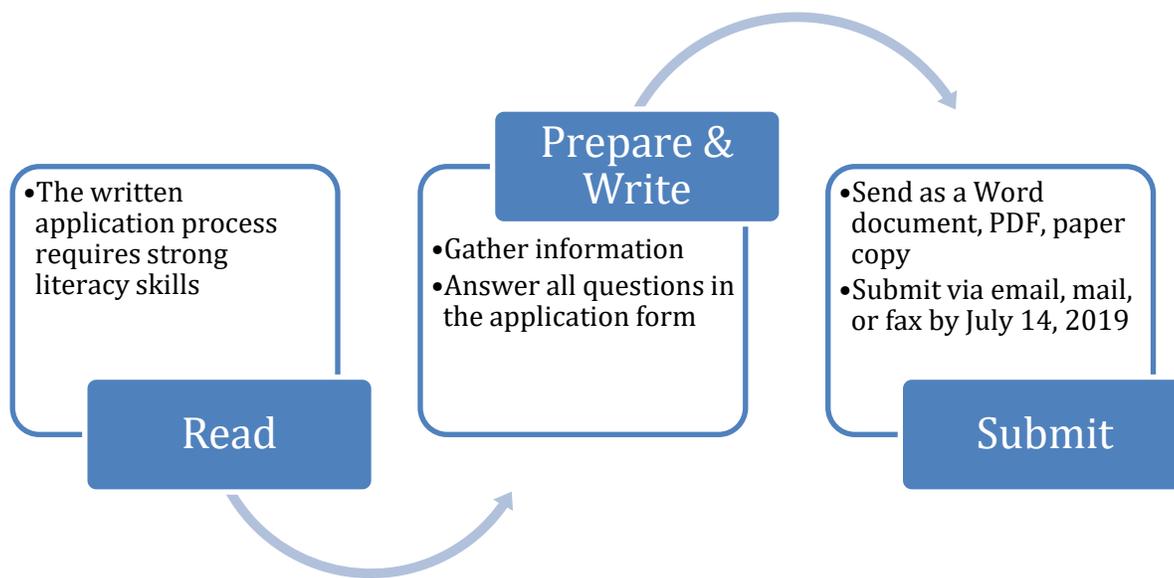
Date	Action
June 17, 2019	Application process opens
July 5, 2019	Deadline: Last day to book an Interview Application
July 14, 2019	Deadline: All applications must be received by 11:59 pm (MDT) on this date
August 12, 2019	Applicants will receive notification of the grant selection results by this date
August 31, 2019	Cheques will be issued and mailed in time for receipt by this date
March 31, 2020	All project activities must be completed by this date
April 17, 2020	Deadline: All projects that receive a grant are required to submit a final report, using the ChooseWell template, within 30 days of completing activities , or by this date

Selecting the Right Application Process for You

Communities ChooseWell recognizes community members have a range of abilities and we want to make sure your strengths are highlighted through the grant application process. Therefore we offer three ways to complete your Healthy Eating in Recreation Settings Grant application: through a written, oral, or interview application process.

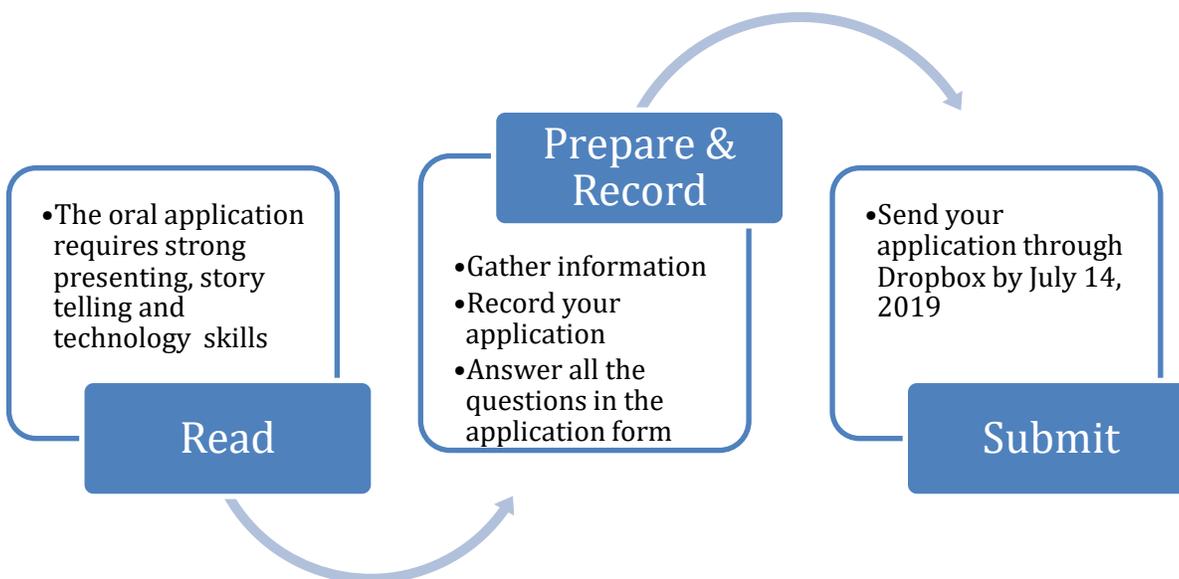
WRITTEN APPLICATION PROCESS

If you have applied for a Communities ChooseWell grant in the past, you will be familiar with the written application process. Take a look at the Healthy Eating in Recreation Settings Grant Application Form 2019-2020 and complete the sections within the document by filling in each text box. We recommend this process for individuals who like to take more time to respond to the questions, and who have strong literacy skills. While clear writing is important for the judges to understand your proposal, applications will be selected based on the quality and need for the proposed project, not on the quality of your writing. For more information on the written application, see the Appendix C: Sample Healthy Eating in Recreation Settings Grant Written Application 2019-2020. View Submitting Your Application on page 11 to see options for sending your written application.



ORAL APPLICATION PROCESS

Check the Healthy Eating in Recreation Settings Grant - Oral Application Form 2019-2020 to see what questions must be answered within your video or audio recording. This process is recommended for individuals who have **strong presenting or storytelling skills**. **A knowledge of technology is also important** because you are required to digitally record your application (either an audio or video recording) and send it to us via Dropbox.

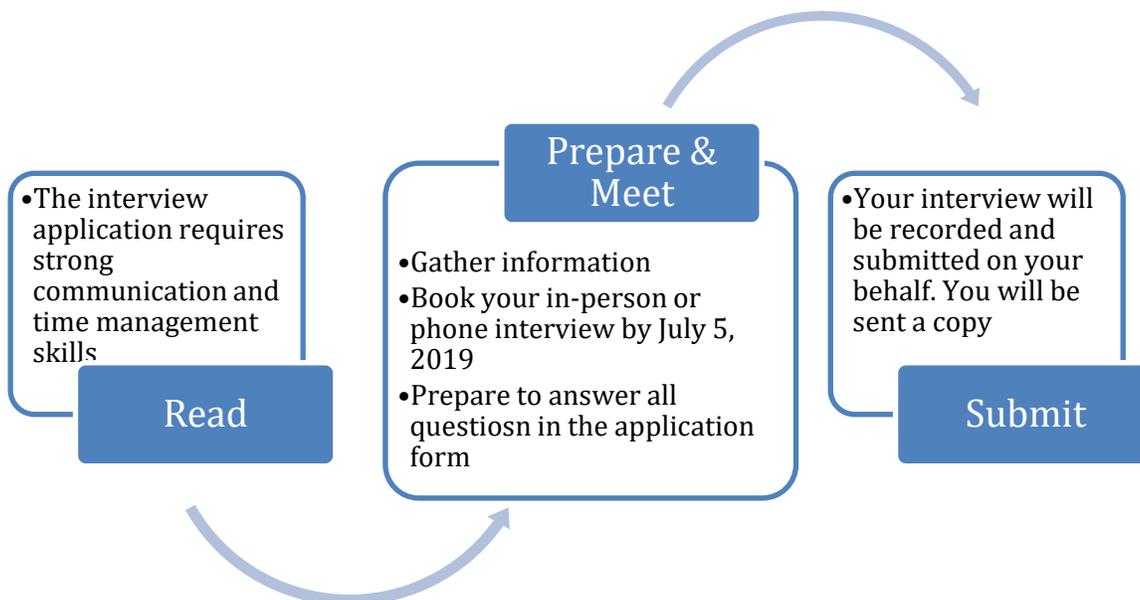


Recording

Grant decisions will be based on the quality and need for the proposed project, not on the best quality video recording. You do not need to hire a film crew to create your recording! You can use your smartphone or a digital camcorder to record your application. Make sure you answer all the questions in the application form within 15 to 25 minutes. Review your recording to check that the video/audio is clear. **Applications will not be accepted if they are inaudible and will be accepted but cut off at the 25 minute mark if they go over the time limit.** View *Submitting Your Application* on page 11 to see options for sending in your oral application.

INTERVIEW APPLICATION PROCESS

The interview process is recommended for people with strong oral communication and time management skills.



Prepare

Take the time to read through the application form before booking your interview. Make sure you are prepared to answer all the questions within the 30 minute interview, including specific financial information. If you would like the full application read to you before your interview, please contact Sindhuja Dasarathi, Program Officer, at 780-638-2915.

Book an Interview

In order to ensure all applicants wishing to complete the Healthy Eating in Recreation Settings Grant - Interview Application Form 2019-2020 can be accommodated, **the deadline to book an interview is July 5th, 2019, but appointments can take place during business hours between June 17th, 2019 and July 12, 2019.** Interviews will be conducted over the phone or in-person at the Percy Page Centre in Edmonton. During your interview, Sindhuja will ask the questions listed in the application form. The full interview will be recorded and submitted for review to the judiciary

committee. Please have responses prepared and keep them within the suggested length of time (see the Healthy Eating in Recreation Settings Grant - Interview Application Form 2019-2020). The interview is 30 minutes. **Please contact Sindhuja Dasarathi, Program Officer, at 780-638-2915 or sdasarathi@arpaonline.ca by July 5th, 2019 to book an interview.**

Completing Your Application

Application Information

This section requires you to identify your community, your organization, recreation facility/setting and a primary and secondary contact. Remember that you must be registered for the 2019 Communities ChooseWell program in order to receive funding. Please ensure that all of the contact information provided is up-to-date and accurate so that we are able to call or email you with application questions and results.

WHAT? Your Project

Question 1

To start off the application we ask you to briefly (in 250 words or less/within 5 minutes) explain your project and how you will use the Healthy Eating in Recreation Settings Grant to support your project. You should aim to include the following information in your response:

- ✓ The title of your project
- ✓ The type of project (e.g. new menu items, sourcing new vendors, taste tests, contracts)
- ✓ The general purpose of your project and what you will do with the funding

Question 2

In question two we ask you to identify if your proposed project will be part of a larger project. For example, your recreation setting is revamping your concession for \$15,000.00 and you are asking for the \$5000.00 Healthy Eating in Recreation Settings Grant to hire a Dietitian to help with healthy menu suggestions, food safety training for your staff, and promotional activities. This allows the reviewers the opportunity to see the level of impact Healthy Eating in Recreation Settings Grant will have on your project. If your project is not part of a larger project, please leave this box empty.

Question 3

In question three we ask you to identify which elements of the Municipal Recreation Food Environment Framework (Appendix A) your project addresses. The municipal food environment framework includes the different areas within a recreation facility where food and beverage changes can be made. It can help you to identify areas to focus on when working towards creating a healthier food environment and helps you consider your local context, need, opportunity, and readiness for the proposed project.

Question 4

Question 4 asks you to list the goals of your project and how you know the project has achieved those goals. In this section, it will be helpful to:

- ✓ List your project goals and measures of success (how you will know your project has achieved the goals)

Goals describe the desired results of your project. They are broad statements that reflect your

project's purpose. See the Sample Application on page 16 for reference.

If you would like to be more specific about what you will achieve through your project, you can also write outcomes. Outcomes are specific and measurable results that you expect to produce based on your activities. Outcomes will help to give direction to your project, to evaluate your project's success, and let you know when your goal is achieved. There are often multiple outcomes for a single goal. Outcomes should be 'SMART', meaning that they are **S**pecific, **M**easurable, **A**ttainable/achievable, **R**elevant, and **T**ime-bound. By creating SMART outcomes, it will be easier to evaluate the project's impact. Your project goals and outcomes should be aligned with the identified barrier(s), the purpose, and activities of the proposed project.

An example of an outcome is:

By October 2019, 75% of youth who use the community garden will report an increase in the number of servings of vegetables they consume each day.

Resource Rescue: S.M.A.R.T.

More details on S.M.A.R.T outcomes can be found here:

<https://www.nao.org.uk/successful-commissioning/designing-services/smart-outcomes/>

Determining Success

Reviewing your project goals can help you to understand the impact your project has made, what parts were successful or unsuccessful, and what you could do differently in the future. Here are some good resources to help you determine the impact your project will have on your community.

Resource Rescue: An introduction to program evaluation:

<http://ctb.ku.edu/en/table-of-contents/evaluate/evaluation/framework-for-evaluation/main>

Resource Rescue: ChooseWell program evaluation webinars:

<http://arpaonline.ca/choosewell/what-we-do/webinars/>

- Tammy Horne - "Surveys for Evaluation: When to Use Them, When Not to, and How to Get the Most Out of Them"
- Laurie McCaffrey - "Evaluation: What? So What? Now What?"

WHY? Your Reason

Question 5

This section asks you to explain why your project is important to help improve healthy eating environment in your recreation setting. When completing this section, you should aim to address the following questions:

- ✓ What is the problem or opportunity that you want to address through your project?
- ✓ How will your project improve this issue?
- ✓ Who is your project focused on supporting (e.g. sports teams, children etc.)?
- ✓ What specific changes do you hope to see as a result of your project?

WHO? Your Participants and Partners

Question 6

Having representative(s) from your community's recreation setting/facility and the health region (Alberta Health Services) on your project team is required for the Healthy Eating in Recreation Settings Grant. Make sure to identify representative(s) from your recreation setting and the health region (e.g. Public Health Dietitian or Health Promotion Facilitator) who can take action in your proposed project.

Question 7

Question 7 is focused on project partners who will undertake some level of responsibility for the project financially and/or logistically (e.g. recreation facility managers, food service providers etc.)?. These people could include individuals, groups, businesses, and/or organizations.

Partnership identification and engagement are extremely important in creating a successful and sustainable project. Partners can offer a diversity of resources, expertise, and perspectives, as well as increase the reach and capacity of the project. By creating a network of partners, project sustainability is also more likely. Make sure you list in order:

- ✓ The partner's position, and the organization where they work or volunteer (if applicable)
- ✓ Their role in the project or how they will be contributing to the project
- ✓ Whether this is a new partnership for you or your organization

Question 8

This question asks you to consider the number of community members, customers or patrons who will be impacted by your proposed project. To answer this question, we recommend you consider the number of people who visit the facility/setting where your project will occur and provide this number, or use the proportion of these people who typically purchase food or beverages or who will be exposed to your project.

Question 9

Your project will likely impact a range of people within your recreation setting. It is therefore important to identify how these community members or facility patrons have been involved in identifying the need for and planning your proposed project. The more people who support the project, the more likely the project will succeed and continue into the future. In this section, be sure to identify:

- ✓ Which of the people who will be impacted by the project have you engaged (e.g. patrons, sports teams, schools, etc.)?
- ✓ How have you engaged, or will engage, them in the project?

HOW and WHEN? Your Plan

Work Plan - Question 10

The work plan is a way to demonstrate how you will complete your proposed project. State the activities you plan to complete as part of the project and the timeline for each activity. Please note that **all activities must be completed by March 31, 2020**. This section will be reviewed by the selection committee for its relevance in relation to the need (question 5) and the proposed project goals (question 4). Tell us about the things you will do to carry out your project.

Budget - Questions 11, 12, 13, 14

All activities that were listed in question 10 should be included in the budget if they require funding or resources to be completed. The budget should show all of the resources you need for your project and any evaluation activities to be completed within the funded year. This section will be reviewed to see if the proposed budget is realistic and if alternate funding or support has been pursued or secured from other sources.

Question 11

State the total cost of your project. If your proposed project costs more or less than the \$5000.00 Healthy Eating in Recreation Settings Grant, be sure to list the overall cost (e.g. \$10,000.00 or \$500.00). This allows reviewers to assess the impact of the Healthy Eating in Recreation Settings Grant on your project.

Question 12

The purpose of this question is to provide a list of the project's anticipated expenses that will be covered by the Healthy Eating in Recreation Settings Grant. See page 3 for a list of eligible and ineligible expenses. Please note that food items should follow the Alberta Nutrition Guidelines for Children and Youth (see <http://bit.ly/2h2sHL8>). **The total should total \$5000.00 or less as that is the maximum amount of the Healthy Eating in Recreation Settings Grant.**

Question 13

In the first column, list the funder or funding source (e.g. Communities ChooseWell, service clubs, government agencies, private donations, other grants) that will cover any project cost not covered by the Healthy Eating in Recreation Settings Grant. This may include some of the partners that were listed in question 7. In the second column, list the amount that will be contributed by each funding source. Note that the total funding amount should add up to the same number you put down in question 11 unless you have not been able to secure funds for the total cost of the project.

Question 14- In-Kind Donations

In-kind donations are gifts (other than money) that will directly support your project, which you would otherwise need to purchase. Some examples may include volunteer time, employee services from another organization provided at no cost to your facility or recreation setting, equipment, vehicle use, supplies, buildings, or space. Please include all in-kind donations that will allow you to complete your project and the associated value of each item.

Resource Rescue: Instructions on how to calculate in-kind contributions

<https://www.multicultural.vic.gov.au/images/2016/Inkindcontributioncalculationform.pdf>

Question 15

All applicants who receive the Healthy Eating in Recreation Settings Grant must spend the total amount received between September 1, 2019 and March 31, 2020 and are required to submit a final report within 30 days of completing the project and no later than April 17, 2020. A reporting template will be shared with those who receive the grant. In order to be eligible for the grant, you must agree to these terms.

Question 16

All applicants who receive the Healthy Eating in Recreation Settings Grant are required to provide more information about their recreation setting food environment at the start and end of the projects to support evaluation. This will likely take the form of short surveys. The surveys will be shared with those who receive the grant. In order to be eligible for the grant, you must agree to provide this information.

Submitting Your Application

All applications must be received by 11:59 pm (MDT) on July 14, 2019. Depending on the application process you have selected (written, oral, or interview) we will accept your application in a variety of different ways. Please follow the instructions below for the process you have chosen

Sending Your WRITTEN Application

We accept written applications through three methods: email, mail, or fax.

Email	Mail	Fax
Please email your final application as a Word document or PDF to sdasarathi@arpaonline.ca by midnight on July 14, 2019.	Please mail your final application to: <i>Sindhuja Dasarathi,</i> <i>Program Officer</i> <i>Communities ChooseWell, ARPA</i> <i>11759 Groat Road NW</i> <i>Edmonton, Alberta</i> <i>T5M 3K6</i> Be sure to mail your application with enough time for it to be received by July 14, 2019	Please fax your application to 1-780-451-7915 by midnight on July 14, 2019.

Sending Your ORAL Application

We will accept oral application recordings through Dropbox before the application deadline. You do not need a Dropbox account to send us your file. Here are the steps to send in your application:

Dropbox
<ol style="list-style-type: none">1. Title your video/audio file as Community_Year_Yourlastname. For example, PaddlePrairieArena_2019_Janvier.AVI. Title your Application Form Word file the same. For example: PaddlePrairieArena_2019_Janvier.docx2. Click on this link or copy and past it to your search bar and click "Enter": https://www.dropbox.com/request/PN24nRyBWgkRK19fVS2w3. Send your video/audio file by dragging and dropping it over the folder symbol or upload it from your computer or an existing Dropbox account4. For more support, contact Sindhuja. See page 12.

Once we have received your **written or oral** application, we will contact you to confirm that we have received your application and are able to view/hear it. If there is a problem with the application and we are not able to view/hear it (for example, we are not able to open it in the format you have sent it in), we will ask you to please fix the error and send it again before the deadline.

[Sending Your INTERVIEW Application](#)

Interview applications will be submitted on your behalf by Sindhuja once your interview recording is complete.

Frequently Asked Questions

Question	Answer
Can applicants who received Healthy Community Grants in previous years apply for the Healthy Eating in Recreation Setting grant?	Yes, however, a final project report must have been submitted for the projects completed up until 2017 in order to be eligible for a new grant.
Can a community submit more than one grant application?	Yes, more than one application may be submitted from within the same community; however, each community is eligible to receive a maximum of one grant. Collaboration between parties interested in applying is strongly encouraged.

CONTACT INFORMATION

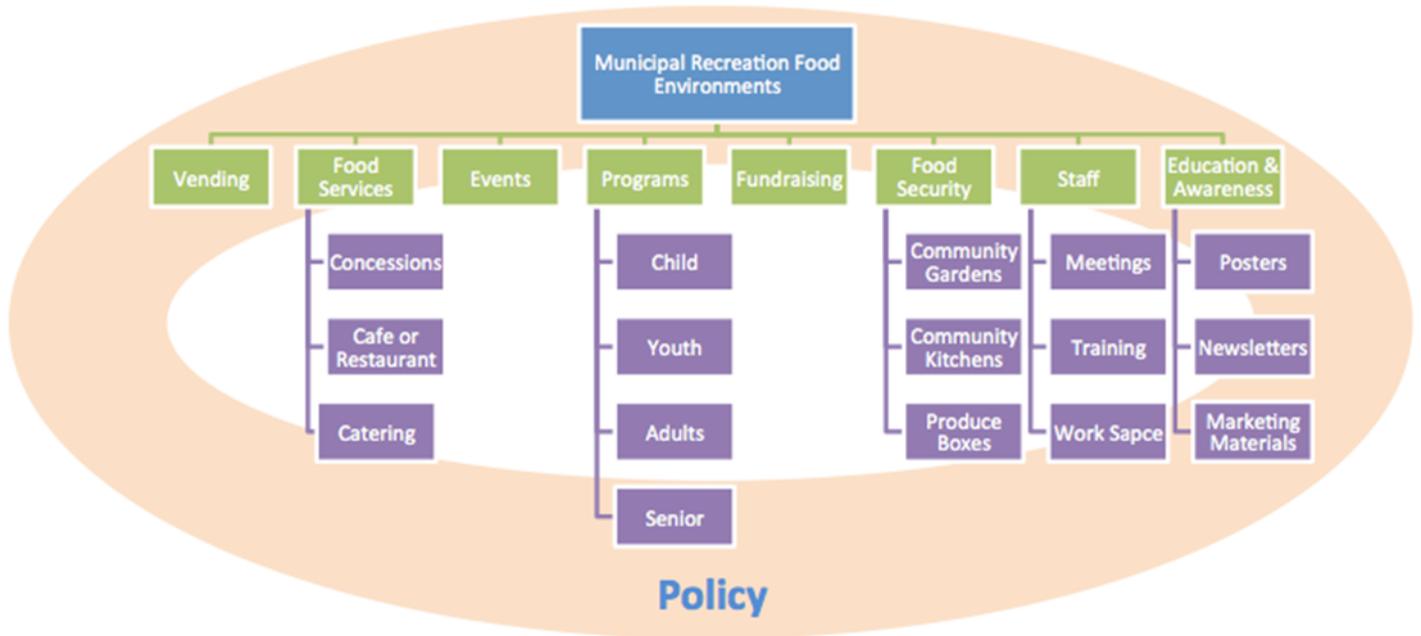
Sindhuja Dasarathi
 Program Officer – Communities ChooseWell
 Alberta Recreation and Parks Association
sdasarathi@arpaonline.ca
 Phone: 780-638-2915
 Fax: 780-451-7915
 11759 Groat Road NW
 Edmonton, Alberta
 T5M 3K6

The Healthy Community Grants are administered by the Alberta Recreation and Parks Association's Communities ChooseWell program, which is funded by Alberta Health.



Appendices

Appendix A: Municipal Recreation Food Environment Framework



Source: BC Recreation and Parks Association (2019). Food environment framework. Retrieved from <https://stayactiveeathealthy.ca/managers/food-environment-framework/>

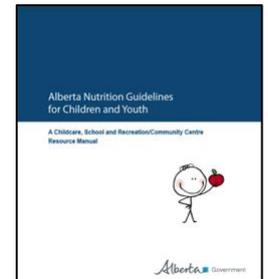
Resources to Create a Healthy Food Environment in Recreation Settings

Alberta Nutrition Guidelines for Children and Youth: A Childcare, School, and Recreation/Community Centre Resource Manual

Alberta Health

The Alberta Nutrition Guidelines for Children and Youth (ANGCY) can assist Albertans to create an environment that provides healthy food choices and promotes healthy attitudes about food.

Link: <https://open.alberta.ca/publications/5906406>

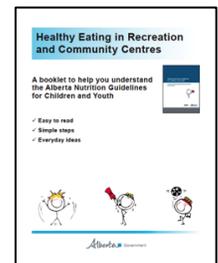


Healthy Eating in Recreation and Community Centres

Alberta Health

This booklet supports Alberta recreation and community centres to apply the ANGCY to recreation centres.

Link: <https://open.alberta.ca/publications/healthy-eating-in-recreation-and-community-centres>



Healthy Eating Starts Here website

Alberta Health Services

This website provides many resources to support healthy eating where people live, work, learn and play. It includes education materials for individuals, parents, families, childcare centres, schools, community settings and workplaces

Link: www.healthyeatingstartshere.ca



Healthy Vending Toolkit

Alberta Health Services

This toolkit guides users through a step-by-step process to take action on healthy vending in schools, recreation centres, or workplaces. It contains evidence-based strategies and tools to create successful healthy vending. Vending machine business owners may also find this toolkit useful.

Link: www.albertahealthservices.ca/nutrition/Page13884.aspx



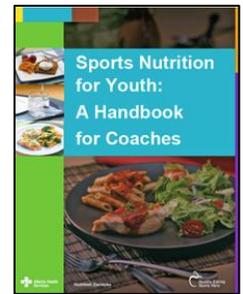
Sports Nutrition for Youth Resources

Alberta Health Services

These tools provide sports nutrition recommendations, teaching tools and learning activities for school and community coaches to guide recreational athletes and active youth aged 12 to 18 years. It includes the following resources:

- **Sport Nutrition for Youth: A Handbook for Coaches** outlines ways that coaches can help athletes create healthier eating environments at home, at school, while traveling and in recreation centres.
- **Sport Nutrition Modules:** a series of six brief teaching modules to highlight key concepts with athletes and parents. These modules require no technology and can be taught anywhere (dressing room, on the field, pool side, etc.)
- **Infographic Posters:** a series of four posters focusing on key sport nutrition topics that can be displayed in gyms, locker rooms or in recreation centres.

Link: <https://www.albertahealthservices.ca/nutrition/Page9597.aspx>



Hosting Healthy Sporting Events whiteboard video:

Ever Active Schools

This 4-minute video is a great tool to spread the word about why healthy food choices in school and recreation settings are important.

Link: <http://www.everactive.org/hosting-healthy-sporting-events-video>



Food Action in Recreation Environments (FARE)

Alberta Policy Coalition for Chronic Disease Prevention

This website provides a collection of policy tools and resources to help individuals and communities take action to create healthier eating environments in recreational facilities. Link:

<http://www.apccproject.com/>



Stay Active Eat Healthy website

BC Recreation and Parks Association

This website is based on BC's nutrition guidelines and is designed to support recreation centres in providing healthy food and beverages in their facilities. This resource provides a step-by-step approach to offering healthy choices.

Link: <https://stayactiveeathealthy.ca/managers/>



How to Get Started

If you are interested in making some changes to the foods served in your community facilities, please contact publichealthnutrition@ahs.ca to get in touch with a Public Health Dietitian in your community.

Appendix C: Sample Application



WRITTEN APPLICATION FORM Healthy Eating in Recreation Settings Grant

Administered by the Alberta Recreation and Parks Association

Contact:

Sindhuja Dasarathi, Program Officer
11759 Groat Road NW

Edmonton, AB T5M 3K6

Phone: 780-638-2915 | Fax: 780-451-7915

Email: sdasarathi@arpaonline.ca

Web: www.arpaonline.ca/choosewell

APPLICATION DEADLINE
Applications will be accepted until July 14, 2019
FUNDING DECISION NOTIFICATION
Applicants will be notified by August 12, 2019
RECEIPT OF FUNDS
Applicants will receive cheques by August 31, 2019
PROJECT COMPLETION DEADLINE
Projects must be completed by March 31, 2020
FINAL REPORT SUBMISSION DEADLINE
Final reports must be submitted within one month of project completion or by April 17, 2020

BEFORE YOU START

1. Make sure you are registered for the 2019 Communities ChooseWell program. Check here: <http://arpaonline.ca/choosewell/>.
2. Review the application guide available at <https://arpaonline.ca/choosewell/what-we-do/funding/>. The application guide will describe who can apply for a grant and provide helpful resources and explanations for each section of the application.
3. Review the scoring rubric available at <https://arpaonline.ca/choosewell/what-we-do/funding/>.
4. Read through the entire application form before beginning to start your application.
5. Review the checklist on the last page of the application form before submitting your application.
6. Contact a Communities ChooseWell staff member if you have any questions regarding your application.

APPLICANT INFORMATION

Community Name	Town of ChooseWell	
Lead Organization/Group <i>(Cheque will be addressed to this group)</i>	The ChooseWell Recreation Centre	
Project Title	Eat Healthy Move Healthy	
Type of recreation facility/setting	Aquatic and Fitness Centre	
Contact information for key project leader(s)	Primary Contact	Secondary Contact
Name	Sindhuja Dasarathi	Marissa MacIsaac

Position	Program Officer	Program Officer
Organization	Alberta Recreation and Parks Association	Alberta Recreation and Parks Association
Mailing Address	11759 Groat Rd. NW Edmonton, AB T5M 3K6	11759 Groat Rd. NW Edmonton, AB T5M 3K6
Phone Number	780-638-2915	780-643-1252
Email Address	sdasarathi@arpaonline.ca	mmacisaac@arpaonline.ca

THE PROJECT

WHAT? Your Project

1. What do you plan to do with the Healthy Eating in Recreation Settings Grant? Briefly describe your project. (250 words or less)

The “Eat Healthy Move Healthy” project focuses on offering and promoting healthy food choices in the ChooseWell Recreation Centre. The project aims to improve awareness about the importance of healthy food choices and build the capacity of our food service operators to serve healthy food options in the cafeteria.

The “Eat Healthy Move Healthy” project aims to consult with a Public Health Dietitian to create a new Healthy Choices Menu and recipes that meet the nutritional guidelines for Sell Most and Sell Sometimes from the Alberta Nutrition Guidelines for Children and Youth. We plan to conduct taste tests of new recipes with our staff and clients to ensure they taste good and meet their requirements. We will display the healthier options in prominent positions on our menu and the cafeteria. Also, we want to purchase equipment for preparing and storing healthy foods including a small blender, food warmer, and a food cooler.

A promotional campaign will also be initiated to inform the patrons about the project and encourage them to purchase items from the Healthy Choices Menu. Educational and promotional messages will be developed and placed in effective locations throughout the recreation centre.

2. If your proposed project is part of a larger project, please describe the larger project. If it is not, please leave this section blank. (250 words or less)

This project relates to the new strategic plan of the ChooseWell Recreation Centre. Their new mission is “to make the healthy choice an easy choice” in the recreation centre. As a part of this new strategic plan, the ChooseWell Recreation Centre is developing a food policy and revamping their cafeteria to increase the availability of healthier food options.

3. What elements of the Municipal Food Environment Framework (Appendix A) does your project address? Check or highlight all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Vending | <input type="checkbox"/> Food security |
| <input checked="" type="checkbox"/> Food services | <input type="checkbox"/> Community Gardens |
| <input checked="" type="checkbox"/> Concessions | <input type="checkbox"/> Community Kitchens |
| <input checked="" type="checkbox"/> Café or Restaurant | <input type="checkbox"/> Produce Boxes |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Staff: |
| <input type="checkbox"/> Events | <input type="checkbox"/> Meetings |
| <input type="checkbox"/> Programs | <input type="checkbox"/> Training |
| <input type="checkbox"/> Child | <input type="checkbox"/> Work Space |
| <input type="checkbox"/> Youth | <input checked="" type="checkbox"/> Education & Awareness |
| <input type="checkbox"/> Adults | <input checked="" type="checkbox"/> Posters |
| <input type="checkbox"/> Senior | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Fund raising | <input checked="" type="checkbox"/> Marketing Materials |

4. What are the goals of your project? How will you know the project has achieved its goals? (250 words or less)

Goals:

- Increase the availability of the healthy food choices in our cafeteria
- Increase the awareness and encourage patrons to choose new healthy food options available in cafeteria

Outcomes indicating our projects success:

- Three consultations with the Public Health Dietitian
- A new Healthy Choices Menu
- Availability of healthy smoothie options, salads, fruits and yogurt, vegetables and dip, and warm and healthy soups in our cafeteria
- Increasing sales growth of our new Healthy Choices Menu items over the first 3 months

*Refer to the Application Guide for more information about writing goals and measuring success.

WHY? Your Reason

5. Why is your proposed project needed in your recreation setting? And who will benefit the most from your project? (250 words or less)

The ChooseWell Recreation Centre offers services and programs to all age groups. Most of the patrons are busy with work, school, or other activity schedules, and have limited time in the evenings to prepare meals at home for supper. Often they purchase snacks or meals at the cafeteria in our recreation facility. Our cafeteria currently offers typical fast food items such as fries, burgers, hotdogs, poutine, and other prepackaged foods and there is very limited choice of healthy food items. Patrons, especially children and youth, look at eating at our recreation facility as a treat and parents are more frequently requesting that we provide healthy options for their families at our recreation centre. With the help of the Healthy Food Environments in Recreation Settings Grant we aim to work with our food services operator to offer and promote healthy food choices in our recreation centre. Patrons who frequent our recreation centre, especially families and sport teams, will benefit the most from our project.

WHO? Your Participants and Partners

6. Do you have the following representatives on your project team?

a. Your recreation setting/facility/department: Yes No

b. The health region (example: public health dietitian, health promotion facilitator): Yes No

7. Who will you be working with to carry out your project and how will they be involved? Please list the organizations, groups, businesses, and/or individuals who are/will, support your project. Identify their role and if they are a new partner.

Partner (Include position and organization, if applicable)	Role (i.e. How are they involved in the project?)	Is this a new or existing partnership?
Alberta Health Services- Public Health Dietitian	Assisting in creating new healthy choices menu and offering nutritional literacy	New partnership
ChooseWell Café- Food services operator	Offer new menu items and encourages patrons to purchase them	Existing partnership
ChooseWell Recreation Centre	Will provide employee time to coordinate and implement the project tasks and funds towards equipment	Existing partnership
Town of ChooseWell	Assists in promoting the project, building partnerships, and funds towards equipment	New partnership

8. How many community members/patrons are likely to be impacted by your project?

9. Think about the community members who will be affected by your project. Please tell us how you involved the people who will be impacted by your project (example: consumers, food service operators) in the planning process? (150 words or less)

Before the Eat Healthy Move Healthy project took the current shape, we had multiple meetings to brainstorm ways in which we could make changes to the food environment in our recreation centre. Our food services operator was involved throughout the process and we consulted him regarding the readiness and supports he would need to offer healthier options in the cafeteria. We engaged 12 of our patron families in a short consultation session. We shared our plans about introducing healthier options in the cafeteria, asked what they thought about the changes, and if they have any feedback. Most of the families thought it would be great if healthy options were made available for their kids. As well, patrons will be involved more during the taste tests to finalize the Healthy Choices Menu items.

HOW and WHEN? Your Plan

Work Plan

10. What activities will be carried out as part of your project, and when will each activity take place?

Activity	Timeline
Work with a Dietitian to develop new healthy options for the menu	September to October 2019
Conduct taste tests with the staff and patrons to finalize the menu items	November 2019
Purchase equipment to prepare and store healthy foods (blender, food warmer, cooler)	December 2019
New healthy food choices become available for patrons	January 2010
Designing promotion materials	September to October 2019
Promoting the new healthy food choices in the cafeteria	November to March 2020

Budget

11. What is the total cost of your project?

\$7000

12. How will the Healthy Eating in Recreation Settings Grant be used? In the chart below, please list each item/activity to be covered by the grant, and the cost of each item/activity, to a maximum total cost of \$5000.

Project Item/Activity	Cost
Dietitian consultations	\$1000
Blender	\$250
Food warmer	\$250
Refrigerated display case	\$3000
Food items and promotion materials	\$500
Total Cost	\$5,000.00

**Please note that requests for food items should follow the Alberta Nutrition Guidelines for Children and Youth (see <http://bit.ly/2h2sHL8>)*

13. Do you have financial support from other sources for other components of your project? If so, please list them and the amount they have committed to your project.

Funder	Amount
ChooseWell Recreation Centre	\$1000
Town of ChooseWell	\$1000
Total Funding	\$2000

14. Will you receive any in-kind donations for your project? If so, in the chart below, please list each item/activity that will be donated, the donors, and the approximate dollar value of each item/activity.

Project Item/Activity Donated	In-Kind Donor	Approximate Value
Development of promotion materials	Town of ChooseWell	\$300
Staff time for coordination of project tasks (20 hours/ month* 7 months* 25\$/hr)	The ChooseWell Recreation Centre	\$3500
Total		\$3800

*Refer to the Application Guide for more information on in-kind donations

15. All projects receiving grant funding are required to submit a final report within thirty days of completing the proposed activities and no later than April 17, 2020. A report template will be provided.

I agree to submit a final report of the project activities and expenses as outlined above.

Yes No

16. All grant recipients are required to provide more information on their recreation setting food environment at the start and end of the projects to support evaluation. Further information and resources will be provided.

I agree to submit the information on my recreation setting food environment as requested.

Yes No

BEFORE SUBMITTING YOUR APPLICATION

Please ensure you have checked the following:

- ✓ I am registered for the 2019 Communities ChooseWell program.
- ✓ My proposed project meets the eligibility criteria described in the application guide.
- ✓ I have reviewed my application and ensured that I have completed each section and answered all of the questions in the Application Form.
- ✓ I give Alberta Recreation and Parks Association permission to share information about my project with the Communities ChooseWell advisory committee, the evaluation team, and our funder AB Health.
- ✓ I agree to provide additional information to the Alberta Recreation and Parks Association about my recreation setting/facility to support project evaluation if my application is successful.

APPLICATION DEADLINE
Applications will be accepted until July 14, 2019
FUNDING DECISION NOTIFICATION
Applicants will be notified by August 12, 2019
RECEIPT OF FUNDS
Applicants will receive cheques by August 31, 2019

Submit your application by email, mail, or fax. All applications must be received by 11:59 pm (MDT) on July 14, 2019.

EMAIL sdasarathi@arpaonline.ca	MAIL 11759 Groat Road NW Edmonton, Alberta T5M 3K6	FAX 1-780-451-7915
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The Communities ChooseWell Healthy Eating in Recreation Settings Grants are administered by the Alberta Recreation and Parks Association. Communities ChooseWell is funded by Alberta Health.

