



# Everybody Active Seed Grant Summer 2009 – Sample Grant Application ACT & REFLECT

Please type directly in this form.

**Lead Organization:**

Town of BCville

**Mailing Address:**

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**Contact person:**

John Smith

**Position:**

Recreation Director

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**1. WHAT ROLE DOES YOUR ORGANIZATION PLAY IN PROMOTING INCLUSION AND ACCESS TO PHYSICAL ACTIVITY FOR ADULTS ON LOW INCOME? HOW WILL THIS GRANT HELP YOUR ORGANIZATION?**

The Town of BCville is dedicated to ensuring services are accessible to the community. The department feels it is important that anyone can access recreation services to maintain and promote their health, no matter what their income.

We have never received an Everybody Active grant, but we have conducted activities that are reflective of the Everybody Active LEARN, ENGAGE and PLAN steps.

**LEARN:**

- Several of our staff have participated in Everybody gets to play™
- The Health Authority has presented information to our Town Council about determinants of health (see attached presentation)
- The department is moving towards incorporating socially inclusive principles

**ENGAGE:**

- The department conducted focus groups with low income community members to identify barriers to participation. A number of community members are now involved on a sub-committee. (see attached focus group summary)
- We work with a number of community service agencies that work with low income adults. They refer clients to our fee subsidy program.

**PLAN:**

- The Active Communities team has a sub-committee focused on access to recreation. This sub-committee is comprised of recreation, health, community school, community service agency staff and



several low income community members.

- The purpose of the sub-committee is to move forward with recommended actions as identified in the engagement activities. These actions have been included in the Active Communities plan. (see attached plan)

This grant will help our sub-committee move forward with recommended actions:

1. Advocate for policy adoption by council
2. Evaluate existing financial assistance program

**2. WHAT STEP(S) DO YOU WISH TO FOCUS ON WITH THIS GRANT? (SELECT ALL THAT APPLY)**

LEARN     ENGAGE     PLAN     ACT     REFLECT

**FOR EACH STEP SELECTED, PLEASE OUTLINE PROPOSED ACTIVITIES ON THE NEXT PAGES.**

**A. IF YOU SELECTED *LEARN*, FILL OUT THIS SECTION**

WHAT DO YOU WANT TO LEARN?

DESCRIBE WHAT LEARNING ACTIVITIES WILL BE CONDUCTED (INCLUDE TIMELINE & PARTNERS):

WHAT WILL YOU DO WITH THE INFORMATION COLLECTED?

**B. IF YOU SELECTED *ENGAGE*, FILL OUT THIS SECTION**

WHAT IS THE GOAL OF YOUR ENGAGEMENT PROJECT?

WHO DO YOU PLAN TO ENGAGE?

DESCRIBE WHAT ACTIVITIES YOU WILL CONDUCT TO ENGAGE (INCLUDE TIMELINE):

HOW WILL YOU KNOW YOU ACHIEVED YOUR GOAL?

WHAT WILL YOU DO WITH THE INFORMATION COLLECTED?



**C. IF YOU SELECTED *PLAN*, FILL OUT THIS SECTION**

WHO WILL BE INVOLVED IN PLANNING?

DESCRIBE HOW YOU WILL DEVELOP A PLAN WITH COMMUNITY STAKEHOLDERS (INCLUDE TIMELINE):

HOW WILL YOU KNOW YOU ACHIEVED YOUR GOAL?

**D. IF YOU SELECTED *ACT*, FILL OUT THIS SECTION**

WHAT PART OF YOUR ACTION PLAN IS BEING IMPLEMENTED?

Based on the plan that was developed through community engagement and partner involvement, our sub-committee will continue to work together to advocate for policy commitment to ensure low income community members can access physical activity opportunities in the community.

A policy will provide our organization, staff and Active Communities team with support and guidance to continue moving forward with the low income access plan. We would like to ensure that our decision-makers also see the need and community benefit in ensuring access to physical activity for low income community members.

DESCRIBE HOW THIS GRANT WILL BE USED TO IMPLEMENT PART OF YOUR PLAN (INCLUDE TIMELINE):

The grant will be used to host planning meetings with the sub-committee to plan how to move forward. Some preliminary ideas include the following presentations to Council (September to October 2009):

- Presenting the BCRPA Low Income Access resolution from 2009 Symposium
- Presentation by community partners (health authority, non-profit agencies) to support adoption of a policy
- Presenting information about current opportunities in the community that can be built on (fee subsidy, partner programs)
- Presenting findings from engagement activities with community members and partners, and recommendations for future action from the process
- Presenting a draft policy statement for Council to vote on

HOW WILL YOU KNOW YOU ACHIEVED YOUR GOAL?

Council has adopted a policy in support of promoting access to physical activity for the health of low income community members.

WHAT WILL BE DIFFERENT AS A RESULT OF YOUR PROJECT?

Our community has support from decision-makers to move forward with developing a strategy to implement the policy.



APPLICANTS APPLYING FOR FUNDS TO ACT MUST ATTACH DOCUMENTATION SHOWING THAT LEARN, ENGAGE, & PLAN HAVE ALREADY BEEN COMPLETED IN THE COMMUNITY.

**SUPPORTING DOCUMENTATION IS ATTACHED:**  YES

**LIST SUPPORTING DOCUMENTATION:**

- Health authority presentation & council minutes from meeting (2008)
- Focus group final report (2008)
- Active Communities sub-committee terms of reference and work plan (2009)

**E. IF YOU SELECTED REFLECT, FILL OUT THIS SECTION**

WHAT WILL YOU REFLECT ON?

We currently have a fee subsidy program, but we are not sure how well it is meeting the needs of low income community members. We would like to review this program.

DESCRIBE HOW THIS GRANT WILL BE USED TO HELP YOU REFLECT (INCLUDE TIMELINE):

Hire a project coordinator (September 2009)

Recreation coordinator to develop survey questions; project coordinator to conduct focus group/interviews with:

- Current users of the fee subsidy program
- Low income community members who do not use the program
- Community partners that work with low income community members
- Front-line recreation staff (Sep – Oct 2009)

Review findings with committee & identify recommendations (potentially recruit low income community members to join the committee) (November 2009)

HOW WILL YOU KNOW YOU ACHIEVED YOUR GOAL?

Barriers to using the fee subsidy program will be identified.

The existing fee subsidy program will address some identified barriers.

More people will access the fee subsidy program.

WHAT WILL YOU DO WITH YOUR LEARNINGS?

Develop a revised program and seek approval to pilot/implement (January – February 2010)



**3. AT THE END OF YOUR PROJECT, WHAT WILL BE DIFFERENT FOR LOW-INCOME ADULTS AS A RESULT OF THIS GRANT?**

- There will be a policy in place that supports removing barriers to and increasing access to recreation for the health of community members.
- The existing fee subsidy program will be evaluated and improved.

**4. ARE YOU INTERESTED IN HOSTING AN EVERYBODY ACTIVE WORKSHOP?  YES**

PLEASE SEE [WWW.PHYSICALACTIVITYSTRATEGY.CA](http://WWW.PHYSICALACTIVITYSTRATEGY.CA) FOR MORE INFORMATION. IDENTIFY THE WORKSHOP(S) THAT WOULD BE BENEFICIAL FOR YOUR PROJECT AND WHY:

**WORKSHOP NAME(S):**

Promising Practices in Recreation Access

**HOW WILL THIS HELP YOUR PROJECT?**

This workshop will help the committee learn about effective practices in improving access to physical activity for and with low income community members.

**6. ANTICIPATED COST** (*The maximum contribution from the Everybody Active Seed Grant is \$2,000. Participating organizations are encouraged to pool resources and are required to provide the balance.*)

Please attach an itemized budget that includes cash and in-kind contributions (see appendix).

Applications will be accepted until August 16, 2009.  
Summary Form is due by January 30, 2010. NO EXTENSIONS AVAILABLE.



# Everybody Active Seed Grant Summer 2009 - Sample Budget Form

Maximum request to Everybody Active is \$2,000.

**Lead Organization:** Town of BCville

ITEM	DESCRIPTION	COST	FUNDING SOURCE OR IN KIND CONTRIBUTION*	REQUEST TO EVERYBODY ACTIVE
<b>CONTRACT FEES</b>				
Recreation Coordinator: Policy proposal; design evaluation questions	Chair Active Communities Sub Committee, research and draft policy (\$30 x 15hr/mth x 4 mths)	\$1800	\$1800 BCville	
Project Coordinator: Financial Assistance Program Evaluation	Conduct interviews and focus groups, compile recommendations	\$1250		\$1250
<b>FACILITIES RENTAL</b>				
Focus group room	Community partner	4 x \$50	\$200 Comm. Partner	
<b>MATERIALS &amp; SUPPLIES</b>				
Healthy snacks	Focus group	4 x \$25	\$100 Health Auth.	
Bus tickets	Focus group	\$50		\$50
Childminding	Focus group	\$200		\$200
<b>OTHER</b>				
Honoraria	Community member participation on committee	\$500		\$500
<b>TOTAL</b>		<b>\$4100</b>	<b>\$2100</b>	<b>\$2000</b>

\* In kind contributions recognize the investment of time and administrative support generally required to facilitate discussions.