



**Everybody Active Seed Grant
Summer 2009 – Sample Grant Application
LEARN, ENGAGE, PLAN**

Please type directly in this form.

Lead Organization:

City of BCtown

Mailing Address:

1234 Main Street, BCtown, BC V1A 2B3

Contact person:

Mary Jones

Position:

Recreation Coordinator

Phone:

250-555-1234

E-mail:

mary.jones@bctown.ca

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 City of BCtown 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.

Several of our staff have participated in Everybody gets to play™. From that, we learned that we really need to build our partnerships in order to gain support for our access initiatives.

We currently provide meeting space to a number of community partners who provide services to lower-income community members, but we do not have direct involvement in their programs. With this grant, we hope to LEARN from and ENGAGE more directly with their clients and build more collaborative relationships with the organizations. We also hope to PLAN with our partners, how the community as a whole can help make physical activity possible for low income community members.

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?

We would like to learn who isn't participating in physical activity & why. Who are we missing?

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

Learn about health inequities from internet – September 2009

Learn about my community by seeking out community profile information – September 2009

Begin the process of a needs assessment – September 2009

- Confirm approval
- Hire a project coordinator
- Begin talking to community partners about their clients' physical activity needs
- Develop needs assessment questions

WHAT WILL YOU DO WITH THE INFORMATION COLLECTED?

We will use the information gathered from community partners to raise awareness among staff and will leverage new relationships in order to meet with low income community members.

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

WHAT IS THE GOAL OF YOUR ENGAGEMENT PROJECT?

We would like to engage low income community members in order to build trust and find out what their barriers to participation are. We also want to find out how important physical activity is to them and what supports are needed.

WHO DO YOU PLAN TO ENGAGE?

Active Communities team, Social Planning group, Health Authority, School District, women's resource centre, food bank, employment services, mental health association, and poverty response committee.

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

Project coordinator to conduct a community needs assessment – October to November 2009

Host a meeting with community agencies to build support (early October)

- Presentation from Health Authority regarding health inequity
- Discussion about interest in working together
- Identify opportunities and best methods of gaining input from community members

Meet community members through community partners (October - November)

- Go to partner's programs, food bank, etc (October - November)
- Conduct focus groups (November)



Coordinator compiles needs assessment data (early December)

Liaise with community partners – ongoing

HOW WILL YOU KNOW YOU ACHIEVED YOUR GOAL?

Received input from a wide range of low-income adults.

A listing of barriers and solutions has been compiled.

WHAT WILL YOU DO WITH THE INFORMATION COLLECTED?

We will use the information collected to develop a plan with community partners to begin addressing issues raised

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

WHO WILL BE INVOLVED IN PLANNING?

Our existing networks include Active Communities and the local Social Planning group. We plan to include organizations that were involved in helping with the engagement activities, such as the Health Authority, School District, Food Bank and women's resource centre. We will also invite participation from the private and non-profit recreation providers in the community.

To avoid creating another committee, we hope that the Active Communities or the Social Planning networks will adopt this initiative so that it has a future "home". The plan is to help expand the existing networks and promote new organizational connections.

We also hope to maintain the involvement of some of the low-income community members who participate in the needs assessment.

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

1. Reconvene committee - Present needs assessment findings (presentation by Recreation Department)
2. Have a group brainstorm about the needs assessment findings and how we can work together to address barriers identified and solutions suggested by community members
3. Identify what each organization or individual can contribute and their level of commitment
4. Develop an action plan (3-5 actions) that can be carried out by the group.

These discussions will be held over 2 meetings in January.

HOW WILL YOU KNOW YOU ACHIEVED YOUR GOAL?

A plan of recommended actions is developed.

The group is committed to taking future action.

More people/organizations have joined the network.

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

WHAT PART OF YOUR ACTION PLAN IS BEING IMPLEMENTED?



HOW WILL THIS IMPROVE YOUR ORGANIZATION'S CAPACITY TO RESPOND TO THE PHYSICAL ACTIVITY NEEDS OF LOW INCOME ADULTS?

DESCRIBE HOW THIS GRANT WILL BE USED TO IMPLEMENT YOUR ACTION (INCLUDE TIMELINE):

HOW WILL YOU KNOW YOU ACHIEVED YOUR GOAL?

WHAT WILL BE DIFFERENT AS A RESULT OF YOUR PROJECT?

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:

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

WHAT WILL YOU REFLECT ON?

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

HOW WILL YOU KNOW YOU ACHIEVED YOUR GOAL?

WHAT WILL YOU DO WITH YOUR LEARNINGS?

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 group of individuals and organizations committed to promoting access to physical activity for the health of low income adults.
- There will be a better understanding of the barriers faced by low income community members.
- There will be a plan in place with recommendations as to how barriers can be addressed.



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

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

WORKSHOP NAME(S):

Social Inclusion & Engagement

HOW WILL THIS HELP YOUR PROJECT?

These workshops will help us learn more about social inclusion & how to effectively engage low income community members who are not currently participating.

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.

SAMPLE ONLY



Everybody Active Seed Grant Summer 2009 - Sample Budget Form

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

Lead Organization: City of BCtown

ITEM	DESCRIPTION	COST	FUNDING SOURCE OR IN KIND CONTRIBUTION*	REQUEST TO EVERYBODY ACTIVE
CONTRACT FEES				
Project Coordinator	Coordinate needs assessment project, conduct engagement activities, compile needs assessment, present findings (57 hours x \$35/hour)	\$1995	\$995 BCtown	\$1000
	Facilitate planning meeting, compile recommended actions & write final report	\$500		\$500
FACILITIES RENTAL				
Focus group room	Community centre room	3 x \$50	\$150 BCtown	
MATERIALS & SUPPLIES				
Healthy snacks	Focus group	3 x \$25		\$75
Bus Tickets	Focus group	\$50		\$50
Childminding	Focus group	\$200		\$200
OTHER				
Focus group/Discussion incentives	Swimming/Skating passes		Donated by BCtown	
Honoraria	Community member participation	\$175		\$175
TOTAL		\$3150	\$1150	\$2000

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