

# Guidelines in Developing and Writing Provincial Wellness Grants Proposals March, 2011



# Presentation Outline

- ❖ Background of Provincial Wellness Grant (PWG) Program
- ❖ Selection Process
- ❖ Funding Guidelines
- ❖ Completing Application Form
- ❖ Process for Working with Funded Projects

# Provincial Wellness Plan (PWG)

## Program Background

- ❖ PWG program is a component of Provincial Wellness Plan (PWP). The aim of the PWP is to improve overall health and wellness by focusing on health promotion and by strengthening community action to address the wellness priority areas for:

Healthy Eating  
Physical Activity  
Tobacco Control  
Injury Prevention

Mental Health Promotion  
Child & Youth Development  
Environmental Health  
Health Protection

# Overall Selection Process

- ❖ Call for Proposal
- ❖ Initial Screening by Health Promotion and Wellness Division (DOHCS)
- ❖ Proposals from each Region reviewed by RHA and Health Promotion and Wellness Division

# Overall Selection Process Con't

- ❖ Proposals also reviewed by other Government Divisions and Departments based on focus of proposal
- ❖ Reviews will be then consolidated and recommendations will be made to the Minister

# Funding Guidelines

- ❖ Organizations must be not-for-profit and community based
- ❖ Repeat funding considered only for new or further developed existing projects
- ❖ Eligible & Ineligible Expenses- see FAQ section of Application Guidelines

# Completing Application Form

- ❖ **Organization(s)**- required to provide contact information and why they are in a position to carry out the project
- ❖ **Partnership(s)** – List all groups who will be contributing to the to the project
- ❖ **Project Summary**- what the project is about and what you hope to accomplish

# Completing Application Form C'ont

- ❖ **Rational-** Explain why the project is needed and why you have selected this particular project to address the need
- ❖ **Community Capacity Building-** Describe how the project will help build capacity within the community.



# Completing Application Form C'ont

- ❖ **Objectives** - Describe what changes you expect to occur as a result of your project. May be more than one
- ❖ **Plan of Action**- list of activities organizations will take one to meet each of their objectives
- ❖ **Intended Participants and Communities**- Identify the participants who will be involved or you hope to reach through the project

# Completing Application Form C'ont

- ❖ **Intended Outcomes-** describes what changes you expect to see as a result of the project
- ❖ **Project Management-** Describes who will be responsible for the direction and day-to-day management of the project, such as an advisory group or a board of directors and identify the person(s), e.g., staff, volunteers who will lead the project.

# Completing Application Form C'ont

- ❖ **Evaluation Plan:** : Describes how you will evaluate the impact the project had on the participants and/or the community.
- ❖ **Communication Plan-** Describes your plans to share:
  - project reports and progress with your partners and community/region for informational and feedback purposes
  - completed project with other communities and regions for potential implementation
  - evaluation results and lessons learned from your project with other communities/regions

# Completing Application Form C'ont

- ❖ **Future Plans-** Provides information on your plans on how your project will be continued in your community/region after the funding has ended

# Process for Working with Funded Projects

- ❖ Written agreement between Health Promotion and Wellness Division and funded organization outlining their responsibilities
- ❖ A regional and provincial lead will be assigned to each project
- ❖ Organization responsible to complete a work plan, midterm and final report.

- Thank you! Questions????