

**Healthy Child Coalition  
Central Region  
Grant Application  
October – March 31<sup>st</sup>, 2021**

Healthy Child Coalition Central  
Region



Name of Organization: \_\_\_\_\_

Have you received HCC-CR funding for three or more consecutive years in the past?

If yes, what years and amounts did you receive?

Year:

Amount:

---

---

---

Name of Rural Municipality: \_\_\_\_\_

School Division/s: \_\_\_\_\_  
(Use back of page if needed)

List of Communities served: \_\_\_\_\_  
(Use back of page if needed)

Preschool Population in area served: \_\_\_\_\_

Description of Organization: Is your organization incorporated?    Yes                      No

If not, please state the name of your incorporated partner:  
\_\_\_\_\_

Mandate:

Briefly describe the mandate of your organization.

---

---

---

---

---

---

---

Does your organization complete Child Abuse Registry and Criminal Record Checks for all staff and volunteers.

Yes No

We have attached two letters of support for this application.  
(If never have applied for funding previously)

Yes No

We have attached a copy of our Current Certificate of Liability Insurance for this application.

Yes No

**Person Responsible for the Program / Activity Evaluation:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Period for which Funding is being requested:** \_\_\_\_\_

**Total Value of Funding Request:** \_\_\_\_\_

(This figure should equal the total of all HCC-CR grant funding in program budgets attached).

Please describe if you had any unspent funds in previous funding period and why?  
(Use back of page if needed)

---

---

---

---

# Program Description

When applying for more than one program/activity, please complete one program description and budget for each.

<b>Name of Proposed Program</b>										
<b>Identification of Program Needs:</b> How was the need for this program in the community identified?										
Discussion with Community		Research /Best Practices		Other:		Describe:				
Early Development Instrument-EDI		Needs Assessment								
<b>Healthy Child Manitoba Priority</b>		Parenting		Nutrition & Physical Health		Learning & Literacy		Capacity Building		
<b>Target Group</b>	Parent /Child		Parents Only		Youth under 18		Projected Enrollment			
	Preschool Ages (0-5)		Ages 6-12		Community Member		Adults		Children	
	Other:									
<b>Programs Description</b>										
What are you planning to do? List the planned actions and/or activities. Describe plans for inclusion and overcoming barriers to participation in program (i.e. Transportation, location) and evaluation.										
		Number of sessions			Length of Sessions					
<b>Would you be able host this programming virtually?</b>		_____ Yes			_____ No			Reason:		
<b>Program Completion Date</b>										

Please list any other parent-child programs operated by your organization without HCC-CR funding (use additional sheet if necessary).

---



---



---



---



---

### Parent Child Program Budget

Please complete one budget for each separate program for which funding has been applied. Do **not** include budget information for programs that will not be funded by HCC-CR. Total budgeted income should equal total budgeted expenses.

Budget			
Expenses		Income	
Facilitation and preparation: __ hrs/week X __ weeks x ____/hr __ hrs/week X __ weeks x ____/hr __ hrs/week X __ weeks x ____/hr		Healthy Child Coalition Grant	
Childcare __ hrs/week X __ weeks x ____/hr		Other Funding Sources	
Supplies (i.e. craft, handouts)			
Food / refreshments			
Training		Fundraising	
Travel		Donations	
Promotion / Advertising			
Other (please specify)			
<b>Total Expenses</b>		<b>Total Income</b>	

<b>In Kind Services &amp; Resources</b> (please list all in kind services and all supporting partners)		

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone:

\_\_\_\_\_  
Email:

Healthy Child Coalition – Central Region requires that the incorporated partner review and sign this application for funding (if applicable).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**Attachments Required**

- ✓ A copy of the organization’s projected budget for the program year.
- ✓ A list of the organization’s current executive and directors.
- ✓ Two letters of support (applicants with less than three years of consecutive HCC-CR funding)
- ✓ **Current Certificate of Liability Insurance**

**Send completed application with attachments to:**

Karyn Davis, Regional Coordinator  
**Hcc.centralregion@gmail.com (Email is preferred)**  
 234 Princess Avenue Portage la Prairie, MB R1N 0R1  
 Cell Ph. (204) 823-0369 Fax. (204) 857-2869  
 Website: [www.healthychildcentralregion.ca](http://www.healthychildcentralregion.ca)  
 Facebook: Healthy Child Coalition Central Region

If you have any questions, or require more information in completing the grant application, please contact **Karyn Davis by email: [hcc.centralregion@gmail.com](mailto:hcc.centralregion@gmail.com) or call/text (204) 823-0369.**

# RECOMMENDED BEST PRACTICE GUIDELINES

<b>PARENT CHILD PROGRAM CHECKLIST</b> (for programs operated and supported by Parent Child Centred Coalitions)				
PROGRAM NAME: _____				
HOURS OF OPERATION: _____				
MAILING ADDRESS: _____				
PROGRAM CONTACT: _____				
PARENT CHILD COALITION CONTACT: Karyn Davis, Regional Coordinator				
DATE: _____				
Guideline	AGREEMENT			Comments
	YES	NO	N/A	

***\*All agencies/facilitators are advised to ensure that all program activities coincide with provincial and public health guidelines around COVID-19 at all times. Information and updates are posted on the government’s COVID-19 website: (<https://www.gov.mb.ca/covid19/>). Programs are encouraged to visit the website regularly to ensure continued operations are responsive to the COVID-19 situation, as it evolves.***

## HEALTH AND SAFETY

<b>Fire Safety:</b> Program is conducted in a space with a current fire inspection report.				
<b>Health:</b> Will follow current Provincial health guidelines.				
<b>Emergency Numbers and Procedures:</b> Program has an emergency evacuation plan. Procedures and numbers are accessible.				
<b>Fire Extinguisher:</b> Operating fire extinguisher is on site and staff responsible are knowledgeable about the use of the fire extinguisher.				
<b>Poisonous Substances:</b> All poisons and inflammables are stored in an area inaccessible to children.				
<b>Smoking:</b> No person shall smoke on				

the premises or in the presence of children.				
<b>Hot Beverages:</b> Adults do not drink hot beverages in areas where children are engaged in activities.				
<b>First Aid Kit:</b> Each program provides a first aid kit on site and for outings.				
<b>Menus and Food Provided:</b> Parents are informed of food provided – nutritious foods, low choking potential, no peanut products to children under three.				

## RECORD KEEPING

<b>Child Information Records:</b> Program keeps current child and family information, appropriate for the program being delivered.				
<b>Attendance Records:</b> Programs keep attendance records.				
<b>Confidentiality Policy:</b> Information about a child or family is kept strictly confidential.				
<b>Research, Photography, Videotaping:</b> Parental consent forms are signed and on file.				
<b>Daily Record:</b> Any records about children are kept confidential. Parents may have access to records concerning their child.				
<b>Outings:</b> Parents are given notice of outings, child information records are taken.				
<b>Insurance:</b> Program has current liability coverage.				
<b>Transportation Policy:</b> If parents are not on site, a written transportation policy is in place.				

## STAFFING

<b>First Aid Training:</b> At least one staff on site has current training in first aid and CPR.				
<b>Investigation Authorizations:</b> Each staff and volunteer working with children completes a written authorization for criminal records check and child abuse registry.				
<b>Adult Supervision:</b> There is an adult responsible for the direct supervision of children.				
<b>Behaviour Management Policy:</b>				

Programs develop a positive written behaviour management policy which is provided to all staff, parents and volunteers.				
<b>Child Abuse Reporting:</b> Programs will immediately report any case of suspected child abuse concerning a child in the program.				

**SUPERVISION**

<b>Supervision:</b> All children are supervised at all times.				
<b>Ratio:</b> If parents are not on site, ratios as determined by Manitoba Child Care are recommended.				

**SPACE**

<b>Room: Maximum Enrollment:</b> Program maintains a safe maximum in numbers of participants to ensure all children’s needs are met including physical distancing measures in place. This includes virtual cues to guide distancing measures.				
<b>Program Activity:</b> Play activity is offered in appropriate group size and allows for a variety of developmentally appropriate options.				
<b>Sleeping and Toileting:</b> Routines are flexible to meet the developmental needs of children.				

**EQUIPMENT**

<b>Telephone:</b> Program has a telephone on site or easily accessible.				
<b>Children’s Equipment and Furnishings:</b> Program provides equipment for eating and storage of personal effects.				
<b>Toilets and Washbasins:</b> Program provides a minimum of one toilet and one washbasin with running water for each group of 10 children. <b>Ensure proper signage is available for hand washing.</b>				
<b>Diapering and Toilet Training Facilities:</b> Program provides diapering and toilet training facilities for children who require them.				

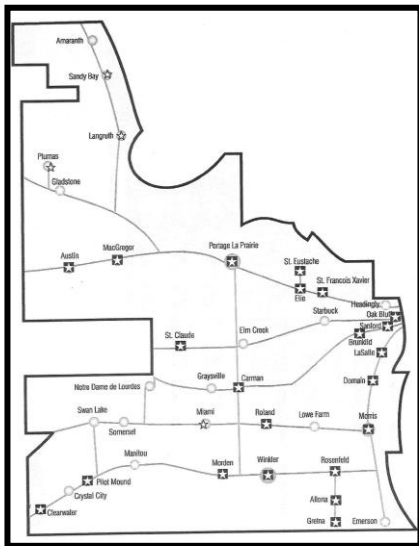


<p><b>Drinking Water and Cups:</b> Program ensures that children have access to drinking water and separate drinking cups.</p>				
<p><b>Play Equipment:</b> Program provides safe and developmentally appropriate play equipment for children in attendance. Equipment is cleaned and disinfected on a regular basis.</p>				

**Thank you for completing!**



**For funding period: October – March, 2021**



Healthy Child Coalition – Central Region is one of 26 parent-child coalitions funded by Child & Youth Services, Dept. of Families. The Coalition's boundaries are the boundaries of the former Regional Health Authority of Central Manitoba. The coalition makes up to 70% of its annual funding allotment available to regional communities in the form of program grants.

Grant applications are due no later than September 15<sup>th</sup>, 2020 and will be accepted by postal mail, fax or email. If faxed or emailed, an original copy of the final page with required signatures must also be sent by postal mail.

## ELIGIBILITY REQUIREMENTS

1. Programs must operate within Central Region boundaries.
2. Programs must focus on children aged 0-4, with a priority focus on children aged 1-4.
3. Programs must focus on one or more of the four pillars established by Healthy Child Manitoba; i.e.
  - a) Positive parenting
  - b) Nutrition and physical health
  - c) Learning and literacy
  - d) Capacity building.
4. Programs must support parents and children learning together. **Parents and/or caregivers must attend the programs with the children** where appropriate.
5. The organization applying can be a not for profit incorporated body or have an incorporated partner willing to act as a sponsor, or be affiliated with a Recreation District, School Division, R.M. or incorporated Coalition Partner. In the case of an unincorporated organization, the application form must be signed by a representative of the incorporated sponsor, as well as a representative of the unincorporated organization.
6. The organization's management must be directed by a board of volunteers and must meet at least four times a year.
7. The organization must have the ability to:
  - a. Develop a budget
  - b. Have an adequate system of records and reports
  - c. Have an annual financial report or an audited statement
  - d. A certificate of current liability insurance (which may be requested). **Please provide a copy of this with your grant application**

8. The organization must demonstrate community partnerships and utilize existing community assets.
9. The programs must respond to community need (i.e. utilizing the EDI and recognized community needs assessments).
10. The organization must complete Child Abuse Registry and Criminal Record Checks for all staff and volunteers.
11. Parenting programs must reflect positive parental approaches and not condone or imply that physical punishment is an acceptable option. HCC-CR endorses the Joint Statement on Physical Punishment of Children and Youth.

**Eligible and ineligible expenses are set out by Healthy Child Manitoba and are not at the discretion of individual regional coalitions.**

<b>ELIGIBLE EXPENSES</b>	<b>INELIGIBLE EXPENSES</b>
<b>Facilitator costs for parent-child programming</b>	<b>Capital expenditures</b>
<b>Food costs</b>	<b>Rent</b>
<b>Supplies costs</b>	<b>Utilities</b>
<b>Toy and equipment libraries</b>	<b>Renovations</b>
<b>Mileage</b>	<b>Food banks or breakfast programs</b>
<b>Promotion</b>	<b>Therapy services</b>
	<b>After school child care</b>

#### **Funding Guidelines:**

1. Program facilitators may be funded up to a maximum of \$20 per hour. For every one hour of delivery, one hour of planning may be requested.
2. Program childminders may be funded up to a maximum of \$15 per hour.
3. Mileage will be paid at provincial rates, currently \$0.41 cents per kilometre.
4. Child-minding ratios will follow provincial legislation **including public health guidelines regarding COVID-19.**
5. **Virtual programs may be a viable option in light of Provincial guidelines around COVID-19. Please discuss this with the HCC-Central Region Coordinator.**
6. **Supply packages and kits (ie: busy bags) will not be covered unless they directly connect with an approved program. Approved programs include in person and virtual programming.**

#### **Review Process:**

1. The HCC-CR steering committee will review grant applications and a decision will be made in early October, 2020.
2. Incomplete applications will not be considered. If there are any questions about form completion, please contact the coordinator prior to submission to ensure that your application is completed correctly.

3. When determining funding applications, the committee will take into account the following:
  - Programming outreach to surrounding areas
  - Preschool population based on the most recent Census data
  - Cost of programs
  - Isolation factors and density issues
  - Past experience
4. Funding is dependent on the availability of funds from the Province of Manitoba and levels cannot be guaranteed from year to year.
5. HCC-CR is accountable to Child & Youth Services, Dept. of Families for all grants awarded.

**List of Healthy Child Coalition – Central Region (HCC-CR) currently approved funded programs, and funding amounts for each program**

*\*Use this list as a guide only when determining amounts to be requested. Other programs will be accepted at similar funding levels if they meet provincial HCC – Central Region program criteria. Please discuss any program changes to the HCC-Central Region Coordinator.*

Name of Program	Maximum Funding Per Session	Maximum Funding For Program
Kit & Kaboodle		\$1000.00
Rock & Read		\$1000.00
Shake Rattle & Roll		\$1000.00
Alphabet Soup		\$1000.00
Wiggle Tales		\$1000.00
Wiggle Giggle Munch		\$1000.00
Mother Goose	\$ 75.00	
S.T.A.R.T		\$1000.00
Stay N Play	\$100.00	
Family Learning Olympics		\$1000.00
Getting Ready for School		\$1000.00
Play to Learn, Learn to Play		\$1000.00
Growing Up Green		\$1000.00
Musical Story Time		\$1000.00
Toddler Shenanigans		\$1,000.00
Mindful Munchkins		\$1,000.00
<b>Parenting Programs</b>		
Triple P		\$1,000.00
Nobody's Perfect		\$1,200.00
Positive Discipline in Every Day Parenting		

**Funding Approval**

Upon approval of a grant application, the Steering committee will send notification to the organization.

## Grant Payments

Approved programs will receive 50% of the Healthy Child Coalition – Central Region grant by late October, 2020. The final 50% of the funds will be distributed by late January, 2021.

Grants awarded for less than \$1,000 or for a specific project to be completed prior to the end of the calendar year will receive 100% of the grant in late October, 2020.

## Responsibilities of successful Programs receiving grants:

1. A representative of the program is expected to attend the Coalition's annual general meeting in September 15<sup>th</sup>, 2020. **This includes in person or online. Date is subject to change.**
2. **We still might be in phase 3 re: Covid-19 and want to ensure that ALL proposed funding organizations will be following ALL recommendations provided by Provincial public health guidelines. This is required and essential for funding, the link for the current guidelines is:**

[https://www.gov.mb.ca/asset\\_library/en/covid/famcirculares/Covid-19\\_ELCC\\_Practice\\_Guide\\_-\\_UPDATED\\_June\\_2020.pdf](https://www.gov.mb.ca/asset_library/en/covid/famcirculares/Covid-19_ELCC_Practice_Guide_-_UPDATED_June_2020.pdf)

**Your initials and signature on the Letter of Agreement assures the HCC Central Region you will abide by these Provincial guidelines.**

3. **Programs coordinators/program reps are required to attend Family Resource Networking Sessions held minimum twice a year (October 22nd 2020 & January 21st, 2021). Dates are subject to change.**
4. **Programs coordinators/program reps are required to attend Coalition trainings held minimum twice a year (November 19<sup>th</sup>, 2020 & February 18th, 2021). Dates are subject to change.**
5. **Program Representatives are required to check in with the HCC-Central Region Coordinator a minimum 2 times per funding year.**
6. **Funded programs must advise HCC-CR of any changes to programming plans. This includes changes from in person programming to virtual programming.**
7. **Final reports must be completed and submitted by April 30<sup>th</sup>, 2021.**
8. **Funded programs are expected to have up to date signage in place outlining current Provincial Guidelines around COVID-19.**

## Unspent Funds

On occasion a group may be unable to implement their plan for reasons beyond their control. This means grant funds remain unspent. **If 50% or more of the Healthy Child Coalition funds are unspent the group is required to provide an accounting to the Steering Committee of the Healthy Child Coalition at each reporting period (January & June).**

The Accounting will include:

- ⊕ Reasons the program has not been implemented.
- ⊕ A revised plan to spend unused funds.

Unspent grant monies must be expended within six (6) months of submission of the revised plan.

## Final Reports

1. Final reports will include both a financial and a program evaluation component.
2. Completion and submission of final reports is a consideration for awarding future grants.
3. In the case of unincorporated organizations, the final report must be signed by a representative of the sponsoring incorporated partner, in addition to a rep of the unincorporated organization.
4. Scanned and emailed signature copies are acceptable.

## Other Funding Resources:

Raise a Reader

ABC CANADA / Starbucks Gift of Words

Literacy for Life

Winnipeg Goldeyes

Community Foundations

School Division Early Childhood Development Initiative Grants

In Motion Grants

BMO Fountain of Hope Kids in Motion

Local Government (Town, Council or Rural Municipality)

Local Business

Corporations

\* \* \* \* \*

