

Application Guide

SAYCW Healthy Schools and Communities Grant

Background

Because of a generous contribution from **Cameco Touchdown for Dreams** and **AstraZeneca** SAYCW is able to offer the SAYCW Healthy Schools and Communities Grant. The grant is meant to positively impact youth health in Saskatchewan by supporting actions and initiatives at the school and/or community level.

Application Process

Submit the application form by creating an account on the [SAYCW website](#). You'll be able to work at your own pace, save your progress and submit when you're ready. For assistance completing the application form online or accessing a hard copy, please contact our [Community Action Coordinator](#).

Important Dates

The first application period closed on November 16, 2016.

The second application period is open on January 16, 2017. The deadline for applications for the second application period is 11:59pm on February 28, 2017.

The Grant Review Committee will review applications over the month of March, 2017. Successful applicants can expect to receive funds in April 2017.

Grant Requirements

Grant applications must identify and maintain one lead person for the action or initiative and notify SAYCW should that individual change. Schools or communities are eligible to put forward multiple applications, as long as these applications are distinct from one another and have different lead persons responsible. Funding multiple applications will be considered based on available funds.

Actions and initiatives can be led by individuals within the **school**, such as teachers, administrators, or students. Applications can also be submitted by individuals within the broader **community**, from community based-organizations, health professionals, Universities and Colleges, municipalities, faith groups, etc. Although applications submitted by individuals within the broader community will be accepted, those applications with the strongest connection to schools will be given preference.

Successful applicants will be expected to sign a Letter of Agreement with the Saskatchewan Cancer Agency on behalf of SAYCW. The Letter of Agreement stipulates the terms and conditions of the grant funding. **Please note, applications approved for funding that are submitted by persons under the age of 18 will require signature by an adult.**

Grant applicants must relate their action or initiative to the SAYCW Youth Health Survey.

- What did you learn about youth health issues that you can address in your school and/or community?
- Think about the risk and protective factors identified in the SAYCW Youth Health Survey. What themes can you address in your school and/or community?

Using SAYCW Youth Health Survey Reports...

If you did not participate in the SAYCW Youth Health Survey – don't worry! You can still apply for the SAYCW Healthy Schools and Communities grant. But we do require that you make use of the information you have available to you, whether that's a school level report, school division report, health region report, or the [provincial report](#). The provincial report was released December 2016.

Using data and information from any level of report will help ensure your action or initiative is relevant because it will be based on the issues identified by the youth themselves through their survey responses. Consider the survey themes and how they could be impacted by an action or initiative in your school and/or community.

For more information about the SAYCW Youth Health Survey and to find out how to participate in future surveys, contact the [Community Action Coordinator](#).

The SAYCW Youth Health Survey data provides health and well-being information on Grade 7-12 students. Therefore, action aimed at this age-group is encouraged, though a broader age-group is also welcomed.

Grant applications must include two letters of support, at least one from an outside stakeholder. We believe the most successful actions and initiatives are supported by

others in the community. A letter of support shows that they consider the activity to be worthwhile. A letter of support should include the following information:

- The name, position and/or organization of the person writing the letter.
- Why the project is important for youth in the school/community.
- What assistance or involvement will be provided by the person or organization writing the letter, if any.
- Why they believe you will be able to deliver the project successfully.

Please note, applicants from all over Saskatchewan are encouraged to apply, but because of a commitment to support health equity in the north, **priority may be given to applications coming from Northern communities (e.g. North of Saskatoon).**

Grant Funding

The grant is intended to support schools and communities to start, carry-out and evaluate an action or initiative. The grant funding can also be used to enhance or expand an existing initiative, so long as no expenses incurred prior to April 2017 are included in the request for funding (SAYCW cannot fund retroactively). The grant funding is not intended to support organizations in the ongoing implementation/maintenance of annual operations or existing programs.

The SAYCW Healthy Schools and Communities Grant includes a 2 level funding system:

Level 1: \$250 - \$5000

Level 2: \$5000 - \$10,000+

If the grant does not cover the expense of your activities, consider other partnerships and resources you can draw on within your community or network. In-kind contributions of time, space or resources from partners are considered a sign of a strong and collaborative action or initiative by the Grant Review Committee.

Ineligible Expenses: Grant funding CANNOT be used for:

- Staffing positions/wages.
- General administration fees or overhead.
- Deficit reduction.
- Activities completed or cost incurred before the grant approval process. (Expenses incurred prior to April 2017 are not eligible for funding. SAYCW cannot fund retroactively.)
- Rental of office space or the purchase of office equipment, utilities, property taxes or insurance.
- Political, religious or special interest groups where there are membership criteria that would prohibit school or community participation.

- Fundraising events.
- Donation to another organization.
- Purchase of items that would benefit a private business (i.e., gym owner applying for equipment for their own business).
- Cash prizes or gift cards.
- Purchase of alcohol, pharmaceutical drugs, or tobacco products, with the exception of tobacco products used for traditional/ceremonial purposes.

The Grant Review Committee is more likely to fund those expenses that have the potential to build capacity and have a lasting impact. Although healthy food is considered an eligible expense, for example, applicants must demonstrate how food (and other expendable materials) will be used for learning, skill building, engagement, etc. If the impact of the expense is gone after a one-time use or experience, the budget item will not likely be funded.

Reporting Requirements

Successful applicants are required to complete an evaluation report 30 days after the action or initiative is completed, as determined by the timeline outlined in your action plan. **Evaluation reports must be submitted no later than 1 year after receipt of funds.**

The evaluation report template will be available online and will include reflection questions, such as:

- What did you set out to do? How did you do it?
- What challenges and opportunities did you run into along the way? How did you handle it?
- What lessons did you learn?
- What do you plan to do next?

The evaluation report will also include a report on the final budget.

The evaluation report will include an opportunity to submit photos, videos and testimonials that highlight your action or initiative. Your experience will benefit others embarking on actions and initiatives in their own schools and communities.

SAYCW will use your evaluation report in combination with other grant recipients' reports to evaluate the overall impact of the grant. SAYCW may share or use portions of your evaluation report on our website, with our grant funders, with media, government officials and others.