

**HEALTHY CHILD COALITION -SOUTH EAST**  
**GRANT INFORMATION AND CRITERIA**  
**DEADLINE FOR APPLICATION: June 2, 2023**

The Healthy Child Coalition – South East (HCC-SE) is funded by Child and Youth Services, (CYS), Department of Families.

HCC-SE supports and invests in community projects that promote, deliver and provide programs and resources for families of children with a priority focus on 1 to 4 years. Our goal is to increase the number of families accessing early year programs throughout the region by providing grant dollars to non-profit organizations to run quality parent-child and/or parent programs.

Individual grants range from \$200-\$5000. If an organization applies for multiple grants that total more than \$10,000 in one intake or over the course of one fiscal year (April 1- March 31), all their grant applications are forwarded to CYS for final approval and the decision will no longer be that of the Healthy Child Coalition – South East.

**GRANTING CONSIDERATIONS**

Projects must address at least one of the following four pillars:

<p><b>Positive Parenting</b>– activities to support / enhance parent’s ability to nurture the healthy development of their children. Examples include but are not limited to Nobody’s Perfect, Handle with Care, Circle of Security, Triple P Parenting, general parent-child programming and Dad’s programs.</p>	<p><b>Nutrition &amp; Physical Activity</b> – activities to promote good nutrition and healthy lifestyles through education, community supports, recreation and skills training. Examples include but are not limited to Shake Rattle and Roll , Book Mates programs, and Wiggle, Giggle and Munch</p>
<p><b>Literacy and Learning</b> – activities to support the learning success of children by improving family literacy and numeracy. Examples include but are not limited to Bookmates, All Aboard the Number Train, and Toddler Shenanigans.</p>	<p><b>Capacity-Building</b> – activities to support community capacity through leadership opportunities, volunteering and community service, community economic development, and civic engagement. Examples include any from the other 3 pillars and working with partners to provide programming.</p>

- Eligible programs must be offered within the coalition geographic boundaries. See attached map.
- Eligible programs must include both parents and children or be a parenting program. The program must focus on the early years with a priority focus of 1-4 years.
- **We cannot fund daycare or preschool programming;** however, we can fund parent/child programming that occurs in a daycare or preschool outside of regular hours.
- Programs and services are to be inclusive and accessible to all families. There should be no cost to families.
- Programs should support the development of school readiness to learn as based on the Early Development Instrument (EDI) data for South East  
[https://www.gov.mb.ca/healthychild/edi/edi\\_reports.html](https://www.gov.mb.ca/healthychild/edi/edi_reports.html)
- Organizations applying are encouraged to work together with their community to build partnerships.
- Grants are given to not-for profit and incorporated organizations. If an organization is **not** a non-profit incorporated body, it is necessary for you to obtain a host organization. The host organization must be a non-profit incorporated body and, furthermore, must hold adequate liability insurance for programs operating under its authority.

Unacceptable Program Expenses:	Allowable Program Expenses:
<ul style="list-style-type: none"> <li>• Capital purchases (i.e., land acquisition, buildings)</li> <li>• Major renovations and equipment (i.e., remodeling, restoration/repairs, playgrounds, technology and electronic devices, centre furnishings and equipment)</li> <li>• Wages/salaries for pre-existing staff already employed by a PCC-Funded organization (i.e., replacement wages, double dipping)</li> <li>• Private transportation and taxi/mileage expenses for program participants.</li> <li>• Personal identification (i.e., birth certificates, SIN cards)</li> <li>• Honorarium for program participants</li> <li>• Budget deficits</li> </ul>	<ul style="list-style-type: none"> <li>• Wages/salaries and work-related equipment for Program Coordinator and other PCC staff</li> <li>• PCC staff travel (i.e., mileage, accommodations, meal per diems for staff to attend meetings or other program-related events)</li> <li>• Wages/salaries for new or additional facilitators required for PCC-grant funded programs offered outside and organization’s usual business operations</li> <li>• RECOMMENDED: Program facilitator costs- 5 hours max. Wages for each 2<sup>1/2</sup>-3-hour program session, up to max 25 hours per week @ up to \$28 /hour</li> <li>• RECOMMENDED: Program childminder costs -3 hours mas. Wages for each 2<sup>1/2</sup>-3-hour program session, up to max 15 hours per week @ up to \$15/hour ***childminder costs are only allowable for parenting education programs</li> <li>• Reimbursement of fees paid for criminal record/abuse registry checks for PCC program staff and volunteers</li> <li>• Gift Certificates as honorarium for guest speakers, special guests – RECOMMENDED: max \$50 per event</li> <li>• Program materials/supplies (i.e., books, craft supplies, play-based learning tools)</li> <li>• Food for program snacks- RECOMMENDED: max 20% of program budget</li> <li>• Corporate costs (including accounting services, insurance, utilities, and use of office space, equipment, supplies)- RECOMMENDED: max 10% of PCC annual grant allocation</li> <li>• Program staff training and skills development (i.e., ECD, adult learning principles, parent-child program facilitation vs. program delivery, parenting support and mentorship)</li> <li>• Communication (i.e., program advertising, newsletters, websites)</li> </ul>

Applications are reviewed by HCC-SE based on the merits of the application. The grant committee may ask for clarification if they have question about an application. Final grant amount is determined by number of requests. Organizations may apply for more than one program at a time.

All grant decisions made by the grant committee will be final. Grant recipients will be asked to complete a grant agreement before receiving their funding and will be required to complete reporting documents. Grant recipients will receive a check, **provided the signed grant agreement has been returned and reports from previous Healthy Child Coalition- South East grants have been received and deemed complete by the Coalition Coordinator.** All grant dollars are determined by funding from Children and Youth Services – Department of Families (CYS).

Send applications to:  
Jennifer Waite, Coordinator  
Healthy Child Coalition –South East  
365 Reimer Ave, Steinbach, R5G 0R9  
[jwaite@southernhealth.ca](mailto:jwaite@southernhealth.ca)

## **Tips to completing the HCC-SE organization/program grant application**

- There are two forms to complete. The first is the organization form. This is filled out only once, no matter how many program grant applications are submitted. The second is the program grant application. Complete one per program offered. If offering more than one block of the same program, you only need to fill out one form. If you are offering multiple, different programs, fill out one per program.
- Develop a plan before writing the application. If you can answer the 5W's of who, what, when, where, and why (and how) for each program, then we will understand the grant application you submit.
- Be realistic in your "ask".
- Community involvement is important to the coalition's work, so ensure you have or are developing good partnerships.
- Be clear in your goals and outcomes. Goals are your means to an end and should outline a broad vision for the change your organization wants to make. Use action words such as "to provide, to develop, to create...". Outcomes should be more specific to the program and be SMART-Specific, Measurable, Attainable, Results focused and time oriented.
- As you write your goals and outcomes, think about how you will evaluate them at the end of the program. Evaluation gives the information needed to improve or change programming.
- Answer the questions thoroughly. Ensure there is enough information that someone not familiar with the program has a clear understanding of what you are offering. Write like your reader has not heard of the organization or program.
- Have someone read and edit your application before submitting. Fix any mistakes. Watch for spelling errors. Read the application again.
- Always type your application.

If you have any questions or would like further information about filling out grant applications, please contact Jennifer at [jwaite@southernhealth.ca](mailto:jwaite@southernhealth.ca)