

NORTHERN HEALTHY FOODS INITIATIVE Guidelines

Application Deadline:

The Northern Healthy Foods Initiative (NHFI) vision is: People define their own food systems to access healthy foods in northern Manitoba. The long-term impact is expected to be healthy food systems that are culturally relevant and improved health and well-being.

NHFI Goals:

Goal 1: To increase food security efforts at the community level

Goal 2: To strengthen community-led development

NHFI provides funding for the development and implementation of local food self-sufficiency projects, delivered by local governments, youth groups, industry and community based organizations. The initiative is managed by Indigenous and Northern Relations (INR) with assistance and guidance provided by a Management Committee with representatives from the Province of Manitoba as follows: Agriculture; Sustainable Development; Health, Seniors and Active Living; Education and Training; and INR.

NHFI is delivered utilizing two delivery models:

1. **Annual Partnerships** with community based organizations that implement projects in assigned communities: Bayline Regional Roundtable, Four Arrows Regional Health Authority, Northern Association of Community Councils, Food Matters Manitoba and Frontier School Division; and
2. **Special Projects** where other proponents may also apply.

Definitions:

Food Security

When all people, at all times, have physical and economic access to sufficient, safe, nutritious and culturally acceptable food to meet their dietary needs and food preferences for an active and healthy life.

Boundary

All communities within the Indigenous and Northern Relations (INR) boundary are eligible for support (i.e. cities, towns, First Nations and INR communities).

Community Economic Development (CED)

Community Economic Development is recognized as a cooperative attempt by local people to take control of the socio-economic destiny of the community. CED is holistic and requires the active participation and ownership of local people to meet the following five main CED goals:

1. Building greater community capacity;
2. Nurturing individual and community pride, self reliance and leadership;
3. Enhancing knowledge and skills;
4. Developing businesses that are responsive to social, economic and environmental needs; and
5. Fostering balanced, equitable and sustainable economic development

Community Asset Mapping

Community Asset Mapping assesses the social services, skills, strengths etc. that are currently present in the community and stresses local determination, investment, creativity, and control for community residents. Community Asset Mapping is like a community survey and mobilizes individuals and organizations to make connections and build capacity.

Goal

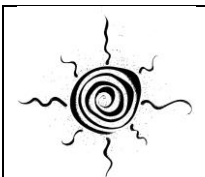
A goal provides a general statement of intent and direction. Goals are useful as categories to organize a large number of objectives. A goal answers this question: "What in *general* do you want to achieve?"

Objective

An objective is a specific and measurable statement of intent. A project's success is measured based on the extent to which it achieves its stated objectives. An objective answers this question: "What *specifically* do you want to achieve?"

Intended Outcomes

An outcome can be thought of as the broad positive changes that will result from the implementation of the proposed project and the intended impacts on the community. They are short (1-3 years), medium



NORTHERN HEALTHY FOODS INITIATIVE Guidelines

(3-5 years) and long term (5+ years) expectations. An outcome answers this question: "What is the intended overall impact of this project on the community?"

Measurement

A measurement is a piece of reliable data related to your work that can speak to the effectiveness and efficiency of your project. A measurement will answer these questions: "What information will you track/collect to determine that you met your goal/objectives/outcome(s)? How will you know you have achieved this?"

NHFI supports local and regional projects that contribute to improving the availability, whether through lower prices, improved quality, or greater access, of nutritious food in northern Manitoba. Additionally, NHFI seeks to educate and support northern Manitobans to make healthy choices in their selection of food. NHFI encourages community economic development that uses local resources in a way that enhances economic opportunities while improving social conditions in a sustainable way. Projects must be ecologically sound, promote a sustainable approach, demonstrate clear community benefits and take into account the need for individuals to gain greater knowledge and control over their local food system.

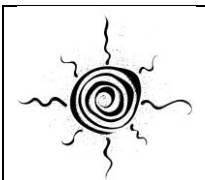
The following are priority areas that have been identified by NHFI:

- **Grow North Projects**
This priority targets initiatives including but not limited to: local fruit and vegetable production, harvesting traditional foods, small greenhouse operations, small livestock production, classroom curriculum development and implementation, food production equipment, supplies and materials, food preservation, composting and nutrition awareness etc.
- **Local Community Food Security or Food Self-sufficiency Community Planning Projects**
This priority area assists communities to come to a better understanding and develop an action plan for improving their local food system. NHFI encourages a community asset mapping process that matches local food system goals with local resources (people, places, and things).
- **Innovative Community Food Projects**
This priority area focuses on action specific projects that bring people together for the purpose of organizing and implementing projects/programs that make healthier foods more available or accessible. Examples include: community farms; food bulk buying groups, country (traditional) foods programs, etc.
- **Food Based Community Economic Development Projects**
The focus of this priority area is to assist community based groups, cooperatives and industry (commercial sectors) to develop innovative food based community economic development projects. The outcome of these projects must clearly lead to the improved access to healthier foods in northern Manitoba.
- **Food Science, Plant Science and Nutrition Education**
The focus of this priority is to support school based activities consistent with the Manitoba curriculum.
- **Food Based Chronic Disease Prevention**
The focus of this priority area is to support initiatives that promote positive behavioral change in regards to maintaining or improving healthy lifestyles as the result of better dietary choices.

Eligibility:

Municipal corporations, local governments, including INR and First Nation communities, private, non-profit, and business organizations, educational institutions, youth groups and community associations are eligible to submit project applications that are assisting communities within the eligible boundary.

NHFI works with the following partner organizations in assigned communities. Proponents from these assigned communities are encouraged to contact the designated NHFI partner



NORTHERN HEALTHY FOODS INITIATIVE Guidelines

organizations to complete joint project proposals. If you are unable to determine which partner you should be working with, please contact the NHFI office.

Bayline Regional Roundtable

All communities along the Bayline rail line from The Pas to Ilford
Phone # 204-689-2362 Ext. 4

Four Arrows Regional Health Authority

All communities in the Island Lake area
Phone # 204-947-2397

Northern Association of Community Councils

INR communities in the most southern part of the eligible boundary
Phone # 204-947-2227

Food Matters Manitoba

All communities along the northwest side of the Province
Phone # 204-9772-2914

Frontier School Division

All Frontier School Division related activities
Phone # 204-677-6744

Funding Eligibility:

Applications should:

- Address one or more of the priority areas
- Demonstrate how it relates to achieving food security in northern Manitoba
- Involve youth where possible
- Include an evaluation and reporting component
- Include written support from partners, including financial contributions, in-kind project support and/or technical expertise
- Be cost effective
- Demonstrate need for funding
- Demonstrate significant contributions/"buy-in" by the applicant (in-kind or cash support) such as supporting the initiative with labor and local resources, whether this is equipment, meeting space, materials from the local environment, etc.
- Applicants are encouraged to form partnerships that leverage additional funds

Note: Special consideration will be given to projects that leverage funds/in-kind support

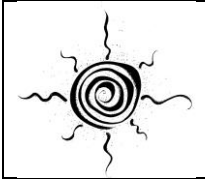
Ineligible Applications/Proposals:

- Projects that will result in proprietary knowledge being retained exclusively by the grant applicant;
- Applications for debt financing or cost recovery purposes;
- Applications for the purchase of significant real property such as land;
- Projects that only benefit a small number of individuals; and
- Ongoing administration (office costs) and established operating budgets.

Applications that do not meet eligible funding criteria will be withdrawn from further funding consideration. Applicants will be notified, in writing, if their application has been rejected.

Application Deadline:

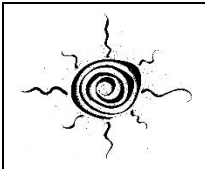
All applicants will be notified regarding funding decisions, in writing. Successful applicants are required to sign a Funding Agreement prior to receiving funding.



NORTHERN HEALTHY FOODS INITIATIVE Guidelines

For further information, please contact:

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NORTHERN HEALTHY FOODS INITIATIVE
Application

Project Title:

Section A – Applicant:

Contact Person(s)	
Lead Organization	
Address (street, town, postal code)	
Phone Number(s)	
Fax Number	
Email Address (only include email address if it is an address that is checked regularly)	
Communities involved (list all communities as well as your own)	
Describe your organization (Structure, Length of Existence, Mandate, Goals and Objectives)	

Section B - Project Description:

Describe your project. Insert your answer directly below each question as follows:

- a. Briefly describe your project.
- b. What is your work trying to achieve (your objectives)?
- c. What are the intended outcomes (what is the intended overall impact of this project on the community) of your work:
 - Short-term (1-3 years)
 - Medium-term (3-5 years)
 - Long-term (5+ years)
- d. How will you know your work is moving in the right direction (i.e. what changes will happen in the community/region because of this work?)
- e. Why does your community need this project? How do you know?
- f. Describe the people that will benefit from your project.
- g. What is the project start date and end date? While activities can be completed in 2021/22 please ensure this application demonstrates a need for funding in 2020/21.
- h. How will you ensure sustainability of the project is maintained after the project is completed?
- i. Are there any regulatory requirements for your project, and if so, have the necessary approvals been sought from the appropriate authorities? Please list these and if possible, attach copies of approvals. Examples include (note this is not an all-inclusive list):



NORTHERN HEALTHY FOODS INITIATIVE Application

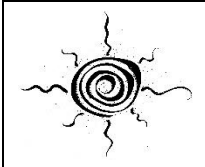
- **Manitoba Health Food and Food Handling Establishment Regulation**
Phone: Contact local public health inspector
(www.gov.mb.ca/health/publichealth/environmentalhealth/protection/contact.html)
Website:
www.gov.mb.ca/health/publichealth/environmentalhealth/protection/food.html
- **Health Canada First Nations & Inuit Health**
Phone: Manitoba Region 204-984-0158
Website: <http://www.hc-sc.gc.ca/fnihah-spnia/index-eng.php>
- **Manitoba Health Certified Food Handler Training**
Phone: 204-945-3705
Website:
www.gov.mb.ca/health/publichealth/environmentalhealth/protection/foodsafe.html
- **Manitoba Livestock and Livestock Products Act (Poultry Products Regulation)**
Phone: Contact the local Manitoba Agriculture Office
(www.gov.mb.ca/agriculture/contact/index.html)
Website: <http://www.gov.mb.ca/agriculture/food-safety/regulating-food/manitoba-acts-and-regulations-dealing-with-food.html>
- **Buying/selling Fish**
Phone: Contact the local District Office Sustainable Development
Website:
www.gov.mb.ca/conservation/waterstewardship/fisheries/commercial/sell_purch_comm_fish.pdf
- **Rights and Responsibilities of First Nations People**
Phone: 1-800-214-5497
Website: www.gov.mb.ca/conservation/wildlife/hunting/firstnations.html
- **Rights and Responsibilities of Métis People**
Phone: 1-800-214-5497
Website: www.gov.mb.ca/conservation/wildlife/hunting/metis.html
- **Manitoba Hunting Guide**
Phone: 1-800-214-5497
Website: <http://www.gov.mb.ca/sd/wildlife/hunting/>
- **Canadian Council of Ministers of the Environment – Guidelines for Compost Quality**
Phone: 204-948-2090
Website: www.ccme.ca

Section C - Project Budget:

Provide a detailed project budget, using the following guidelines and table format.

Guidelines for completing the Budget

1. **Detailed Description of Expenses:** Provide a brief description of what expenses will be incurred to complete the project. Example: Materials: soil, fuel, tillers, seeds etc.; Transportation: bus, train, air, car; Workshop Supplies: name tags, bags, pens, etc
2. **Total Project Cost:** List the total dollar amount associated with each expense that is identified.
3. **Other Funds Leveraged:** List all sources of other funds leveraged for the project.
4. **In-kind Contribution:** List all support for the project for in-kind donations of time, equipment, materials, etc. expressed in a dollar amount.
5. **Total Requested Amount:** List amount requested from NHFI and to which expense it will be applied.



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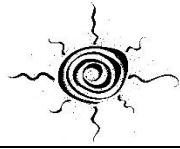
Detailed Description of Expenses	Total Project Cost	LESS: Other Funds Leveraged	LESS: In-Kind Contributions	Total Requested Amount
Total				

Guidelines for completing the Summary of Other Funds Leveraged and In-kind Contributions

- 1. Describe Source:** List all sources and **specify if confirmed or potential**. Provide letters of confirmation or contact information for other funding sources.
- 2. Other Funds Leveraged Amount:** Indicate the amount of other funds leveraged.
- 3. In-Kind Contribution Amount:** Indicate the amount of in-kind support (donations of time, equipment, materials, etc). expressed in a dollar amount.

Summary of Other Funds Leveraged and In-Kind Contributions:

Description	Potential (P) or Confirmed (C)	Other Funds Leveraged Amount	In-Kind Contribution Amount	Total
Total				



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Section D - Project Work Plan:

PROJECT GOAL:

<p style="text-align: center;">Objective What <i>specifically</i> do you want to achieve? This column must match Section B</p>	<p style="text-align: center;">Intended Outcomes What are your intended outcomes (what is the intended overall impact of this project on the community) as follows: <ul style="list-style-type: none"> • Short-term (1-3 years) • Medium-term (3-5 years) • Long-term (5+ years) This column must match Section C</p>	<p style="text-align: center;">Action(s) to meet objective What activities will you undertake to achieve the project goals, objectives and outcomes?</p>	<p style="text-align: center;">Measurement What information will you track/collect to determine that you met your goal/objectives/outcome(s)? How will you know you achieved this?</p>
	<ul style="list-style-type: none"> • Short-term (1-3 years) • Medium-term (3-5 years) • Long-term (5+ years) 		