

Applying for Healthy Together Now (HTN) Funding

healthytogethernow.net

Introduction and Background

Healthy Together Now (HTN) is a community-led, regionally coordinated and government supported, grassroots program to help prevent chronic disease in Manitoba. Projects are planned and led by individual communities; the Manitoba Government and regional health authorities provide funding, support and training. Interested community organizations and committees apply for HTN funding through their regional health authorities.

HTN funding supports primary prevention activities in physical activity, healthy eating, tobacco prevention and reduction and mental well-being. A community development approach is used as a framework for planning, promotion, implementation and evaluation of prevention initiatives.

Importance of Prevention

The Healthy Together Now program focuses on prevention activities within four pillars: healthy eating, physical activity, tobacco reduction and mental well-being. HTN prevention activities occur across the life span and strive to engage highest need populations, individuals, families and communities.

From idea to application

You have an idea and are thinking about a project for your community that focuses on prevention activities within one or more of the four focus areas of: healthy eating, physical activity, tobacco reduction and mental well-being.

Determine your HTN Lead

Before you submit your application, if you are not sure who your HTN Lead is or how your Regional Healthy Authority (RHA) has divided the region into either sub-regions or community areas, check out the regional maps at healthytogethernow.net. Under regions you will find names and contact information.

Read through the HTN funding guidelines and share with your committee members (healthytogethernow.net/funding-guidelines).

Talk about your idea

Have a conversation with your HTN Lead about your general project idea or outline to see if it aligns with one or more of the four HTN focus areas and that the activity is not already being offered in your area or community. Your HTN Lead may be able to link you and your committee with other opportunities for additional partnerships.

Help is available

Your HTN Lead can help by:

- Answering questions
- Connecting you with community resources and partners
- Explaining the HTN application process and details specific to your region

Applying Online

Automatically Saved

Your application is saved in your temporary internet files and will be there when you go back to the application form (healthytogethernow.net/apply/). Please test it – it works with most modern browsers. If you are concerned about lost data, you can work offline on a fillable form document and copy / paste your responses back to the online form when you are ready. Your application will not be submitted until you click 'submit'.

Spell Check

Most modern web browsers have a built-in spell check. If you are concerned about spelling and do not have a built-in spell check, many browsers have spell check plugins you can download and install. Another option would be to use an offline document format (i.e. Microsoft Word) and when the text is ready, copy and paste it into the online application form.

Modern Web Browsers

Google Chrome (google.com/chrome), Mozilla Firefox (Mozilla.org/firefox) and Microsoft Edge (microsoft.com/en-us/windows/microsoft-edge) are modern web browsers that support the automatic save, spell check and have up-to-date security. Visit their websites to download the latest versions. You may have the browser but it may also need to be updated. Most can be updated by going to "help" and then "about" which checks for a newer version.

Selecting your Region Health authority (RHA)

Ensure you select the RHA and sub-region. This selection determines which of the HTN Leads receives your application, and will automatically fill in their contact information.

Submitting the Application

When you click 'submit', your application is sent to the HTN Lead specified at the top of the application form. Clicking 'reset' will clear all data from the form.

You will receive an email with a project number which will be used to track your project from start to finish. The email will also have a copy of the information you submitted.

Once the HTN Lead receives your application it will be reviewed for completeness and whether it aligns or fits within HTN program. Your HTN Lead will contact you if they have any questions. Approval of applications is by a regional committee and you will be notified directly by your HTN Lead if your application was successful or declined.

Completing Projects – Monitoring Form

Your project needs to be completed in the proposed timeframe that you outlined in your application and a monitoring form (healthytogethernow.net/monitor) must be completed and submitted to your HTN Lead within 4 weeks of project completion.

Please discuss with your HTN Lead any changes in project timelines or if the project doesn't go according to plan. Funds not spent must be returned. Sometimes funds can be used for a different project; ask the HTN Lead about options. Failure to complete a project monitoring form will impact future funding.

Visiting the online monitoring form will ask for your project number. Alternatively, you can also click the link to the monitoring form from the email you received when submitting your application form. Your project information will be retrieved and some information displayed. Other fields will prompt you for results from your project. If you have lost or misplaced your project number please contact your HTN Lead.

Please give as complete or as thorough a description as possible; we want to know how your project went, what you learned and what you would do differently next time. Other communities will also learn from your experiences.

When the monitoring form is complete, click 'submit'. Your monitoring form will be emailed to your HTN Lead and a copy also sent to you. You will be contacted there are questions or more information is needed.

We use the information you provide in many ways – it is important to us to know how your project worked.

Completing the Application Form

healthytogethernow.net/apply/

It can be helpful to have a small committee from your HTN project work with you on the application to provide additional ideas and information. Note: when you select a funding amount \$500.00 or less the application is shorter.

Application Questions

- Primary contact information: The person who knows the project well and who the HTN Lead can contact about the application
- Secondary contact information (optional): Recommended to list another contact person for your project such as another committee member who knows the project and can answer questions about it.
- Cheques payable to: Must be to an organization, and not to an individual.

- Check off that you have read the funding guidelines: it is important that you and your committee members understand what qualifies or is eligible under the HTN funding guidelines.
- Funding amount: If your funding request is under \$500.00, when asked select "No the funding request is under \$500" for a shorter application form.
- Project name: What are you calling your project? Be as specific as possible (i.e. *Tanner's Crossing's After School Program* or *Beausejour - Kids can Cook*)
- Is this a new community project? If your project is new to your community or if it is an existing program that is being enhanced or expanded – then check yes. If it has it been offered before please check no.
- Have you received HTN funding before? Healthy Together Now (HTN) funding is not intended to be ongoing or annual funding. It is to be used as start-up funding, to support communities to start a project, deliver or carry out the project, evaluate their results and then to enhance or expand the HTN project by working towards sustainability in the community (please see the funding guidelines at healthytogethernow.net/funding-guidelines).
- If yes (you have received HTN funding before), how much? If possible identify how much HTN funding your organization has received in the last 3 years
- Select your focus area: Keep in mind your main area of focus for your project.
- Who is your target population? If you are working with a specific group please describe in the text box at the bottom of the question.
- Describe your project: Be as straight forward as possible with your description. What would someone who is not involved in your project need to know or understand about what you want to do through your project?
- What is your project trying to do (goals)? Is there a need or gap in your community you are trying to address with your project? How will it be addressed?
- Describe key actions: Outline the key steps to reach your project's goals. What are your plans for your project?
- Describe how you have involved your target population or community in planning your project. Has community or your target population group helped design your project or suggested ideas that are now part of your plan?
- How does your project connect with or strengthen other programs in your community? If a similar program exists, how will you work with those community groups so your project connects or enhances other community activities? Give specific examples.

- How will you get feedback from participants or community about your project? What will success look like for your project? While numbers are important (i.e. the number of people that participated) what have your participants told you? Do you have a plan to capture their comments?
- Project / activity details: There are four areas to enter different activities. If you have fewer activities, leave some blank. These activities support the key actions you have outlined. Describe your activity and select the project type - is it a one-time event, a multiple or ongoing event? Identify the start and end dates for your activity including if it is an ongoing event. An ongoing event needs to have an end date as well - identify a date when you will have completed all the activities in your plan. Please be realistic when estimating the number of people you think will participate in your activities.
- What evidence did you consider in developing the project? (*check all that apply*) This section is where you can show what background information or research you did to identify the need for your project. There is space for other information at the bottom.
- Identify sectors or groups that will be involved: (*check all that apply*) For each sector, please name your local group (i.e. if education is the sector – enter the school name)
- Please list partners / organizations that will be involved and their contributions. Estimate a dollar amount for each contribution (include in-kind and actual). The information in this section is used to identify the amount of support community partners give to HTN projects. If volunteer time is a contribution - please estimate the number of hours, times the number of volunteers and give it a value. There is a box at the bottom of each partner contribution which you can use to add more details if needed.
- Amount of funding requested for project: For the amount requested from HTN, fill in the dollar amount (*Do not use commas in numbers, e.g. 3000 not 3,000*).
- Amount requested from other sources: Fill in the dollar amount that you have applied for from other organizations for the project.
- Are you planning to continue the project beyond HTN funding? Select yes or no. If yes, describe how you will continue in the text box provided.
- Complete the budget template: (*Do not use commas in numbers, e.g. 3000 not 3,000*). Your total budget should equal the amount of HTN funding you are applying for.
 - Facilitator costs could be someone who comes in to deliver several sessions or the community leader who is assisting with development, implementation or logistics of your project. (please see the funding guidelines at healthytogethernow.net/funding-guidelines)
 - Honoraria costs could be used to support the cost of bringing in a content expert for a single event

Completing the Monitoring Form

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Please give as complete or as through a description as possible; we want to know how your project went, what you learned and what you would do differently next time. Other communities can also learn from your experiences.

When the monitoring form is complete, click 'submit'. Your monitoring form will be emailed to your HTN Lead and a copy also sent to you. You will be in contacted there are questions or more information is needed.

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Monitoring form questions:

- Complete the project activity details: The activities outlined in the application are automatically filled-in. Please fill in the actual number of participants and the start and end dates. For example: if you had 6 sessions with the average number of 10 people per session attending enter 10.
- Changes to project activities: If major changes were made from your application, please describe your new activity and what the reason for the change was. Enter the completion date and the number of participants.
- Was all the funding spent? Select yes or no. If no, what is the amount remaining?
- What are you doing with the unspent dollars? Select "will return to the region" or "a plan is developed to spend"
 - a) What is your plan? Please describe your plan for any unspent dollars and also contact your HTN Lead to discuss further.
- Financial Summary: *(Do not use commas in numbers, ex 3000 not 3,000)*. Keep all your receipts for your project as the region may require you to submit them. Fill in all the actual expenses for the project.
- Did you reach the specific group you identified in your application? Select yes, no or maybe. Explain how and why it did or did not happen.

- As a result of this project, which of the following happened? If yes, please describe. (Check all that apply). Here is an opportunity to show how your HTN project has made an impact in your community and examples of where your HTN project reached further
- than you expected. Take the time to describe the impact your HTN project has made in the areas that have been listed: new skills, resources distributed, mentorship, new partnerships, partnerships expanded, additional funding received, leaders supported and other.
- Anything else you would like to share with us? Please take a moment and add comments about your project: what worked, what didn't work, what you might do differently next time or lessons learned.

Additional information:

If you would like to share any photographs or samples of posters or pamphlets that you developed for your project, please send them directly to your HTN Lead. Be sure to also ask if your region requires a different financial reporting form to be completed and sent directly to your HTN Lead.

We use the information you provide in many ways – **Thank-you.**