



Assiniboine North Parent Child Coalition

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Grant Application Guidelines

ANPCC brings together parents, early childhood educators, educators, health and other community organizations to plan and work collaboratively to support the healthy development of children aged 0-6 years. The coalition supports existing community programs/ activities for children and their families and works to support the development of culturally appropriate programs that reflect each communities diversity and strengths.

ANPCC has grant money available to community groups/organizations to support programs/ initiatives that focus on families and preschool children living within the ANPCC boundaries. Communities/organizations/stakeholders are invited to apply for grants that focus on the following pillars: Parenting, Nutrition, Literacy and Community Capacity Building.

Application Guidelines

Organizations applying for a grant must:

- Focus on the early years (0-6 years of age).
- Be located within ANPCC geographic area.
- Parent child programs are to offered at no charge to families
- Be nonprofit and incorporated OR an informal group with an attached letter of support from a sponsoring non-profit organization that has a provincial incorporation number or federal charity number.
- . Promote early childhood development, healthy lifestyles and strengthen parent-child relationships.
- Programs/projects must fall under the following pillars:
 - A. Positive Parenting: Programs/activities that support and enhance parents' ability to nurture the healthy development of their children.
 - B. Literacy/Language: Programs/activities that support the learning success of children through literacy and numeracy.
 - C. Nutrition & Physical Health: Programs/activities that promote good nutrition and healthy lifestyles.

D. Community Capacity Building: Capacity building is strengthening the ability, knowledge and skill of person, group or community. Programs/activities that strengthen skills, knowledge and support families with young children.

- Must follow Recommended Guidelines for Parent Child programs.
- Demonstrate community partnerships, utilize existing community assets and resources, and address one of the four core healthy child activities and goals without duplicating an existing service in the community.

Granting Process

- Applicants applying for grants will complete the ANPCC Grant Application form
- The following programs will be considered for funding approval:

Positive Parenting

Nobody's Perfect
Handle With Care
Positive Discipline
Circle of Security
Positive Parenting

Nutrition & Physical Health

Shake Rattle & Roll
Bounce & Wiggle
Family Learning Olympics
Alphabet Soup
Alphabet Soup in Motion
Play 2 Learn
Leap. Laugh, Learn
Wiggle, Giggle, Munch

Learning & Literacy

Rhyme Time
Rock & Read
Getting Ready for Kindergarten

Community Capacity Building

Any of the above programs

****Other Bookmates programs will be considered for grants.
Other combination of education and training will be considered.**

- Maximum funding of up to \$1200.00 per group/organization per grant. (Previously successful applicants are not guaranteed funding for subsequent years). Grants may be awarded for less than the requested amount. When unable to approve the requested amount, an explanation will be given. Reimbursement for facilitators will be up to \$17.00 per hour and for child minders \$12.00 per hour.
- All applications will be reviewed within 2 weeks of receipt and decisions made based on merit, application guidelines, available grant funding.
- Granting recipients will be given 75% of the grant at the beginning and the remaining 25% upon receiving of all final papers that are due in. Yearend papers are due on March 15th.

- In situations where programs are re-applying for funding and there are outstanding reports or unspent dollars, grant request will not be considered at that time.
- If the program finds it has funds remaining at the end of the project the applicant must request approval in writing from the Grants Committee for the expenditure of the remaining grant, including a plan for these funds OR reimburse the coalition for the remaining funds and forward the financial and narrative reports. Previous grant recipients who have not spent their grants as per their original application and who have not consulted with the Grants steering committee, will be ineligible for further funding.
- Granting committee may ask for clarification if have any questions around a grant application.
- In the event that the intent of the original grant application changes, the applicant must notify the granting committee in writing of the changes and request approval prior to spending the grant. Should approval not be sought, the Grants Committee will ask that the funding be returned/repaid.
- In the event of a “conflict of interest”, the member will declare conflict and excuse himself/herself from the decision process for that particular application.
- All decisions made by ANPCC grant committee are final.
- Upon approval of a grant application, the Grants Committee will send a letter of agreement to the organization indicating reporting requirements, including the Best Practice Checklist, financial report.
- If an application is denied, an explanation will be provided to the applicant in writing.
- Agree 4 weeks after the completion of the program to contact at least 3 families either by phone or email and ask them these questions and send feedback to coordinator
- 1/ What stood out for you about (what the program is).
- 2/ Have you used anything you learned at (add in specific program?).
- 3/ Program specific it in the past 4 weeks did you use any of the rhymes you learned or read to your child?

Eligible Expenses Include:

- Facilitator fees (reimbursed up to \$17/hr)
- Child-minding costs (reimbursed up to \$12/hr)
- Consumables such as craft supplies (to a max of \$10/session)
- Venue costs
- Mileage for facilitators/child-minders (.40 per km)
- Snacks for participants (up to \$20/session)

Note: You may choose to pay more than the allotted amounts noted above. For grant consideration the above amounts are the maximum that will be covered through the granting process. Additional funding sources may be available through other partnerships. Demonstrating partnerships will be seen as an asset when considering grant applications.

Expenses Not Eligible For Grant:

- Capital expenditures (land or buildings)
- Operating costs related to acquisition and maintenance of assets (i.e.: utilities, renovations),
- Budget deficits
- Equipment (including balls, hoops, computer ect.)
- Core program salaries
- Administrative costs
- **Sacred or cultural ceremonies (e.g. pow-wows)
- Contribution to operating costs of government funded programs (e.g. schools, licensed childcare)
- Meal programs will not be funded. (e.g. Food banks, breakfast programs)
- Duplication of existing community programs

Responsibilities of Recipient Organization/Grant Applicant

- Submit completed application form in full, including budget information.
- Agree to submit all receipts.
- ****Submit registration forms and all attendance for each session.**
- Complete and forward summary, status & financial reports to Grants committee within two weeks of project completion date. All reporting requirements must be met before organization will be eligible for consideration for future grants.
- Present program overview or written report on funded program at ANPCC AGM (possibility).
- Ensure that program facilitators, child minders and volunteers have current Criminal Record Checks, Child Abuse Registry Checks and Adult Abuse Registry Checks.
- Ensure that at least 1 staff on site must have current first Aide/CPR certificate and have certificate available at program site.
- Agree to site visit and meet recommended requirements for parent child programs as per Healthy Child Manitoba guidelines.

Send or email applications to:

Antoinette Gravel Ouellette
Coordinator
Assiniboine North Parent Child Coalition
Hamiota Health Unit, GD
Hamiota, MB R0M 0T0
Email: agravelouellette@pmh-mb.ca
204-764-4232

Need Help?

If you have any questions or require more information in completing the grant application contact: Antoinette Gravel Ouellette, Coordinator at 204-764-4232 or prior to the submission of the proposal.

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