

Toronto Student Nutrition Programs Municipal and Provincial Grant Full Application Form (2019-2020)

Applications may be submitted by mail, in person, by fax or by e-mail.

Deadline

Application deadline for
September, 2019 funding is
Friday February 15, 2019.

Mailing address

Student Nutrition Program
Toronto Public Health
5100 Yonge Street, 2nd Floor
Toronto, ON M2N 5V7

Fax or e-mail submissions

e-mail: snp@toronto.ca
fax: 416-696-4301
www.toronto.ca/health/nutrition

Section 1. Site Information

Location Type (Select one): ☐ TDSB ☐ TCDSB ☐ Community Site ☐ CSCMA ☐ CSV

Name of School or Site _____

Address _____ Postal code _____

Phone Number _____ Fax number _____

Name of Community Group (if applicable) _____

Section 2. Responsibilities and Authorization of the Site Authority

1. Read the Student Nutrition Program Funding Criteria (www.toronto.ca/health/nutrition). Work to meet them.
2. Serve healthy food that meets the Student Nutrition Program Nutrition Guideline.
3. When the program is running, always have at least 1 person on site who has been to the Student Nutrition Program 'Food Safety and Nutrition' training within the past two years. Encourage all volunteer Student Nutrition Program coordinators and other volunteers to attend this free workshop offered by Toronto Public Health.
4. Follow Ontario's Food Premises Regulation (FPR) O. Reg. 493/17.
5. Have a program that is non-stigmatizing and open to all students regardless of their ability to contribute financially.
6. Keep financial contributions of participants confidential.
7. Welcome visits to the program by the following: Public Health Inspector; Public Health Dietitian; Community Development Animator; representatives from Angel Foundation for Learning and/or Toronto Foundation for Student Success; school board representative (for programs located within schools), Student Nutrition Ontario-Toronto staff.
8. Serve foods that promote faiths and cultures of students (e.g. include foods from a variety of cultures).
9. Encourage the Local Program Committee to meet to discuss the nutrition program at least two times a year.
10. Submit financial and activity reports every month.
11. Have liability insurance for your program (if it is in a site other than a school or house of worship).
12. Confirm that the information provided in this application is true and accurate.
13. Agree to share information from the application with representatives of Student Nutrition Ontario – Toronto including: school boards, Toronto Foundation for Student Success and/or Angel Foundation for Learning, public health, community partners.

Site Authority is the person in charge of school or site that has legal signing authority

☐ Complete pages 1-5

☐ Keep a copy of this application for the program's files.

Site Authority Name: _____ Job title (e.g. principal) _____

Site Authority Signature: _____ Date: _____

Section 3. Contact Information

3.1. Site Authority

Name _____ Role at Site: _____

E-mail _____ Business Phone _____ ext _____

Mailing address (if different from Section 1): _____

3.2. Program Coordinator

Name: _____ Business E-mail: _____

3.3. Financial Accountability and Liability

Nutrition programs are expected to maintain a **separate bank account** with a minimum of three signing officers for financial accountability and auditing purposes. **One must be the Site Authority.** If you have more than one program, you do not need to have a separate bank account for each.

Signing officer 1: Name _____

Signing officer 2: Name _____

Signing officer 3: Name _____

3.4. Who will prepare your monthly financial reports?

Name _____

Business E-mail _____ Business Phone _____ ext _____

3.5. Local Program Committee

A Local Program Committee makes decisions about your program. The membership reflects the make-up of your school and / or community. Sometimes the school council acts as the Local Program Committee. **To meet funding criteria, the Local Program Committee should meet to discuss the nutrition program at least two times a year.**

Does your site have a local program committee? ☐ Yes ☐ No ☐ Don't know

3.6. Parent and Student Involvement

Volunteers are an important part of making your program a success. Recruit volunteers from your local school community, including parents, students, community members and staff. Parent and students can contribute in a variety of ways, including financial contribution, food ordering/shopping, food preparation, fundraising, planning, preparing financial reports, program committee, special events, etc.

Do you need support in recruiting volunteers? ☐ Yes ☐ No

Section 4. Program Information and Sustaining Your Program

4.1. Grades JK-8: Estimated cost of food for participants

Programs • # food groups • At what time	Breakfast • at least 3 • before start of school day	Morning meal • at least 3 • in the morning after start of school	Snack AM • at least 2 • in the morning	Snack PM¹ • at least 2 • in the afternoon	Lunch/Dinner¹ • at least 3 • in the afternoon
Number of days per week ² program will run					
Planned start date					
A. Number of participants grades JK-8					
B. Estimated cost of food per participant grades JK-8	\$1.18	\$1.18	\$1.07	\$1.07	\$1.87
C. Number of operating days/year ³ (ie 5 days = 188)					
D. Total (AxBxC) Estimated cost of food for participants in grades JK-8					

4.2. Grades 9-12: Estimated cost of food for participants

Programs • # food groups • At what time	Breakfast • at least 3 • before start of school day	Morning meal • at least 3 • in the morning after start of school	Snack AM • at least 2 • in the morning	Snack PM¹ • at least 2 • in the afternoon	Lunch/Dinner¹ • at least 3 • in the afternoon
Number of days per week ² program will run					
Planned start date					
E. Number of participants grades 9-12					
F. Estimated cost of food per participant grades 9-12	\$1.86	\$1.86	\$1.53	\$1.53	\$2.92
G. Number of operating days/year ³ (i.e. 5 days = 188)					
H. Total (ExFxG) Estimated cost of food for participants in grades 9-12					

¹ New Lunch, Snack PM or Dinner applications are not being accepted.

² Breakfast and morning meal programs receiving provincially enhanced funding must operate 5 days a week. Other programs must operate a minimum of 2 days a week.

³ Example numbers of Operating Days: 5 days/wk (188); 4 days/wk (160); 3 days/wk (120); 2 days/wk (80)

4.3 <u>Estimated</u> Revenue per year (see below)		4.4 <u>Estimated</u> Costs per year (see below)	
Student Nutrition Program Grants Received	\$	Food (add estimates from lines D+H, p. 3)	\$
Parent/ Student Donations	\$	<u>Other</u> , non-food costs	
Fundraising, Campaign, Events (i.e. community)	\$	Supplies (e.g. spoons, hairnets, dish soap, disposable items)	\$
Corporate and Other Grants	\$	Volunteers (e.g. stipend)	\$
Total <u>Estimated</u> Revenue	\$	Miscellaneous	\$
		Total <u>Estimated</u> Costs	\$

4.3 Estimated Revenue:

- **Grants** from the City of Toronto and the Province of Ontario and charitable organizations flow through Toronto Foundation for Student Success or Angel Foundation for Learning. These grants can cover only a small portion of program costs.
- **Donations and Fundraising:** Your program will need to find additional sources of funds to help sustain the program. It is essential that contributions come from your local community, student and parental contributions, and local fundraising.

Do you need support in planning fundraising?

☐ Yes

☐ No

4.4 Estimated Costs:

- These are estimates only. It is not expected that programs spend this as a rule.
- 'Other' costs (supplies + stipends + miscellaneous expenses) must not equal more than 30% of total program costs.
- If you have more than one nutrition program, in some cases, expenses other than food may be shared across the programs.

Section 5. Nutrition

Contact Person for Menu: _____ **Name of School/Site:** _____

- Complete a separate 1-week menu **for each** nutrition program that you are applying for.
- Additional templates and the Nutrition Guideline are available on the Toronto Public Health website (www.toronto.ca/health/nutrition). Program menus should comply with the Nutrition Guideline.

Program type (Select one): ☐ Breakfast ☐ Morning Meal ☐ Snack AM ☐ Lunch ☐ Snack PM ☐ Dinner

Meal Breakfast, Morning Meal ("3-food group snack"), Lunch/Dinner

At least 3 servings:

- 1 serving from **Vegetables & Fruit** group
- 1 serving from **Milk & Alternatives** group
- 1 serving from **Grain Products** and/or **Meat & Alternatives** group

Snack (morning or afternoon Snack)

At least 2 servings:

- 1 serving from **Vegetables and Fruit** group
- 1 serving from **Milk & Alternatives** and/or **Grain Products** and/or **Meat & Alternatives**

**'Food Safety and Nutrition workshop' for volunteer
SNP coordinators and other volunteers:** Do you have
at least 1 person on site who has attended this free
workshop in the last 2 years? ☐ Yes ☐ No

Program menu:

Monday		Tuesday		Wednesday		Thursday		Friday	
Food	Serving size	Food	Serving size	Food	Serving size	Food	Serving size	Food	Serving size