

Toronto Student Nutrition Programs Municipal and Provincial Full Grant Application (2020-2021)

Deadline: Application deadline is **Friday February 14, 2020**

Application Submission: Please submit applications only by email snp@toronto.ca.

Who should use the Full Grant Application (2020-2021)

Funding priority is given to student nutrition programs that have received a municipal and/or provincial grant within the last three years and continue to meet eligibility requirements.

Use this Full Grant Application if your student nutrition program has received funding from the City of Toronto or the Province of Ontario within the last 3 years, and either:

- a. you would like to change one of your currently funded program types to another program type (e.g. change from afternoon snack to morning meal)
OR
- b. you have more than one currently funded program and you would like to change one program type and keep the other(s) the same (e.g. change from afternoon snack to morning snack but keeping the currently funded breakfast program as is)
OR
- c. your student nutrition program did not operate during the 2019-20 school year
OR
- d. you are an independent school that received municipal funding for the first time in 2019/20.

Applications for new or changes in program type to lunch, afternoon snack or dinner applications are not being accepted.

All student nutrition program grants are:

- subject to meeting funding criteria (more information available on the [City of Toronto website](#))
- determined by the funding level provided by the City of Toronto and the Province of Ontario.

Failure to submit the correct application by the deadline may result in a delay or disruption in 2020-2021 student nutrition program funding.

Before completing this application on a computer, download and **save the application** on the computer. If the application is not saved on the computer first, the information that has been entered will not be saved.

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Section 1. Applicant Information

1.1 School/Community Agency

School/Community Agency Name _____

Mailing Address _____ Postal code _____

Site Authority* Name and job title _____

E-mail: _____ Phone: _____

*The Site Authority is the person in charge of school (e.g. principal) or site (e.g. Executive Director) who has legal signing authority. The Site Authority is responsible for the administration of the Student Nutrition Program grant funds.

1.2 Applicant Type (select one):

TDSB TCDSB Community Agency CSCMA CSV Independent School

1.3 Complete if the location of the student nutrition program is different from the address in

Section 1.1:

Name of School/Community Agency: _____ Phone: _____

Location Address _____ Postal code _____

Section 2. Program Information

2.1. Program Coordinator

Program Coordinator Name: _____

Business E-mail: _____ Business Phone: _____

2.2. 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 _____

2.3. Who will prepare your monthly financial reports?

Name _____

Business E-mail _____ Business Phone _____ ext _____

2.4. 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 student nutrition program at least two times a year.

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

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

Program type	Breakfast	Morning meal	Snack AM	Snack PM ¹	Lunch/Dinner ¹
Minimum number food groups	3 food groups	3 food groups	2 food groups	2 food groups	3 food groups
Time of day served	before school starts	morning after school starts	morning after school starts	served in afternoon	served afternoon or evening
Number of days per week ² program will run					
Planned start date					
A. Number of participants					
B. Estimated cost of food per participant					
C. Number of operating days/year ³					
D. Total (AxBxC) Estimated cost of food for participants					

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

Program type	Breakfast	Morning meal	Snack AM	Snack PM ¹	Lunch/Dinner ¹
Minimum number food groups	3 food groups	3 food groups	2 food groups	2 food groups	3 food groups
Time of day served	before school starts	morning after school starts	morning after school starts	served in afternoon	served afternoon or evening
Number of days per week ² program will run					
Planned start date					
E. Number of participants					
F. Estimated cost of food per participant					
G. Number of operating days/year ³					
H. Total (ExFxG) Estimated cost of food for participants					

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

² Breakfast and morning meal programs receiving provincially enhanced funding are encouraged to 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)

Section 3. Sustaining Your Program

3.1 <u>Estimated</u> Revenue for program(s) per year ¹ :		3.2 <u>Estimated</u> Costs for program(s) per year ² :	
Student Nutrition Program Government Grants	\$	Food (add estimates from lines D or H, p. 3)	\$
Parent/ Student Donations	\$	Supplies (e.g. spoons, hairnets, dish soap, disposable items)	\$
Fundraising, Campaign, Events (i.e. community)	\$	Stipend (e.g.volunteers)	\$
Corporate and Other Grants	\$	Miscellaneous	\$
Total <u>Estimated</u> Revenue for Program(s)	\$	Total <u>Estimated</u> Costs for Program(s)	\$

¹ Estimated Revenue for program(s) per year:

- **Grants** from the City of Toronto and the Province of Ontario flow through Toronto Foundation for Student Success or Angel Foundation for Learning. These grants only cover a small portion of program costs.
- **Municipal funds** are only to be used to purchase nutritious food.
- **Provincial funds** are only to be used to purchase nutritious food and consumable items (e.g., napkins, paper cups, soap, etc.)
- **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.

² Estimated Costs for program(s) per year:

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

Section 4. Nutrition

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

Complete a separate 1-week menu **for each** student nutrition program type that you are applying for.

- Additional templates and the Student Nutrition Program Nutrition Guideline are available on the Toronto Public Health website (www.toronto.ca/health/nutrition). Program menus should comply with the Student Nutrition Program 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 and
- 1 serving from **Milk & Alternatives** group and
- 1 serving from **Grain Products** and/or **Meat & Alternatives** group

Snack (morning or afternoon snack)

At least 2 servings:

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

Food Safety and Nutrition training for volunteer student nutrition program coordinators and other volunteers: Do you have at least 1 person on site when the program is running who has attended this free training 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

Section 5. Responsibilities and Authorization of the Site Authority

1. Read and work to meet the Student Nutrition Program Funding Criteria (www.toronto.ca/health/nutrition).
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 Toronto Public Health training.
4. Follow the [Ontario 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 Coordinator; representatives from Angel Foundation for Learning 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 student 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.

The Site Authority is the person in charge of the school (e.g. principal) or site (e.g. Executive Director) who has legal signing authority. The Site Authority is responsible for the administration of the Student Nutrition Program grant funds.

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: _____