

Toronto Student Nutrition Programs Municipal and Provincial Funding Application (2021-2022)

Deadline: Application deadline for September, 2021 funding is **Friday February 12, 2021** at 4pm.

Application Submission: Please submit applications in PDF format by email only to snp@toronto.ca. Mailed or faxed applications will not be accepted.

Failure to submit the application by the deadline may result in a delay or disruption in 2021-2022 student nutrition program funding.

Funding Eligibility

- Funding priority is given to student nutrition programs that have received municipal and/or provincial funding within the last three years and continue to meet eligibility requirements.
 - Municipal funding for independent schools that have not been previously funded may be available (for more information go to www.toronto.ca/student-nutrition-program/).
- All student nutrition program funding is:
 - Subject to meeting funding criteria (for more information go to www.toronto.ca/student-nutrition-program/).
 - Based on review and recommendations by Student Nutrition Ontario-Toronto, the partnership which provides oversight and support for student nutrition programs in Toronto; and
 - Determined by the funding amount provided by the City of Toronto and the Province of Ontario.

Programs Not Eligible:

- Lunch, afternoon snack or dinner programs that have not been funded within the last three years
- Programs not physically operating in the City of Toronto
- Summer programs
- Camps
- Before- and after-school programs
- Preschool programs

Complete the application based on a scenario that the 2021-2022 school year returns to normal operations, rather than in the COVID-19 pandemic environment.

Please complete and submit a menu form for each program listed on the application. Additional menu forms can be found at www.toronto.ca/student-nutrition-program/

The application is in a fillable PDF format. Before completing it, download and **save the application** on your computer. If the application is not saved on the computer first, the information that has been entered will not be saved.

Further information about student nutrition programs and applying for funding can be found at: www.toronto.ca/student-nutrition-program/

Toronto Student Nutrition Programs Municipal and Provincial Funding Application (2021-2022)

Section 1. Responsibilities and Authorization of the Site Authority

1. Read and work to meet the Student Nutrition Program Funding criteria (www.toronto.ca/student-nutrition-program/).
2. Serve healthy food that meets the Student Nutrition Program Nutrition [Nutrition Guidelines](#).
3. When the program is running, always have at least 1 person on site who has completed 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 complete 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/communication to the program by the following: Public Health Inspector; Public Health Dietitian; representatives from Angel Foundation for Learning or Toronto Foundation for Student Success, as applicable; and school board representative (for programs located within public schools) contacts.
8. Serve foods that reflect the faiths and cultures of students in your school community
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 to your school board foundation 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, as of the date of submission.
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 funding.

Complete pages 2-6

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

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

Site Authority Signature _____ Date _____

Site Authority E-mail _____ Phone _____

Section 2. Applicant Information

2.1 School/Community Agency

School/Community Agency Name _____

Mailing Address _____ Postal code _____

2.2 Applicant Type (select one)

TDSB TCDSB CSCMA CSV Independent School Community Agency

2.3 Complete if the location of the student nutrition program is different from the address in Section 2.1

Name of School/Community Agency _____ Phone Number _____

Location Address _____ Postal code _____

Section 3. Program Information

3.1. Program Coordinator

Program Coordinator Name _____

E-mail _____ Phone _____

3.2. Financial Accountability and Liability

Student 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 _____

3.3. Who will prepare your monthly financial reports?

Name _____

E-mail _____ Phone _____ ext _____

3.4. 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

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

Complete the table based on a scenario that the 2021-2022 school year returns to normal operations, rather than in the COVID-19 pandemic environment.

Projected Student Enrollment for 2021/2022

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 (MM/DD/YYYY)					
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					

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

Complete the table based on a scenario that the 2021-2022 school year returns to normal operations, rather than in the COVID-19 pandemic environment.

Projected Student Enrollment for 2021/2022

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 (MM/DD/YYYY)					
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 Lunch, Snack PM or Dinner applications that have not been funded within the last 3 years 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 4. Sustaining Your Program

4.1 <u>Estimated Revenue for program(s) per year</u> ¹		4.2 <u>Estimated Costs for program(s) per year</u> ²	
Student Nutrition Program Government Funding		Food (add estimates from lines 3.5 D and/or 3.6 H, p. 4)	
Parent/Student Donations		Supplies (e.g. spoons, hairnets, dish soap, disposable items)	
Fundraising, Campaign, Events (i.e. from community)		Equipment (e.g. food service utensils, appliances and equipment).	
Corporate Donations		Honorarium/Stipend (e.g. volunteers)	
Other Revenue/Income		Other Expenses (e.g. bank charges)	
Total <u>Estimated Revenue for Program(s)</u>		Total <u>Estimated Costs for Program(s)</u>	

¹ Estimated Revenue for program(s) per year:

- **Municipal and provincial** funding should NOT be used towards stipends/equipment (e.g., food service utensils, appliances and equipment).
- **Municipal** funding is only to be used to purchase nutritious food.
- **Provincial** funding is only to be used to purchase nutritious food and consumable supplies (e.g., napkins, paper cups, soap, etc.)
- **Funding** from the City of Toronto and the Province of Ontario flow through Toronto Foundation for Student Success or Angel Foundation for Learning. This funding only covers 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. These funds will make up the main source of revenue for the program and are essential to effectively run the program.

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 expenses other than food 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.
- Honorariums/stipends, where applicable, are determined by the sites local program committee.

Section 5. Nutrition

Contact Person for Menu _____ School/Community Agency Name _____

Email Address _____ Phone Number _____

Complete a separate one-week menu **for each** student nutrition program type that you are applying for (e.g. If you are applying for two programs such as a morning meal and a lunch program, submit two separate menus with the application). Additional menu templates can be downloaded from www.toronto.ca/student-nutrition-program/

- Program menus should comply with the [Student Nutrition Program Nutrition Guideline](#).

Program type (Select one): Breakfast Morning Meal Snack AM Snack PM Lunch/Dinner
Lunch, Snack PM or Dinner applications that have not been previously funded within the last 3 years are NOT BEING ACCEPTED.

Food Safety & Nutrition Training: Do you have at least 1 person on site when the program is running who has completed this free [training](#) in the last 2 years? Yes No

Meal (breakfast, morning meal, 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

At least 2 servings:

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

Program menu:

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