

11.2 GRANT GUIDELINES

OUR MISSION

Brant Food For Thought is a charitable organization that supports and facilitates student nutrition programs in the elementary and secondary schools in Brantford and in the County of Brant. Our mission is to contribute to a child's ability to learn by ensuring that each child/youth attends school well nourished.

Brant Food For Thought grants may provide full or partial funding to qualifying organizations* for food and non-consumables to be used by groups who are operating or planning to operate a breakfast, early morning meal, lunch or snack program for children and youth ages 3 to 21.

* Qualifying organizations are defined as those that provide programs to children and youth ages 3 to 21 and may include community agencies, church groups or neighbourhood associations.

Eligibility Requirements

We will accept (1) application per school year from schools and community-based groups in Brantford and Brant County who would like to establish a new student nutrition program or maintain an existing one for children and youth ages 3 to 21. Under qualifying circumstances, the Granting Committee will consider additional applications and assess them on an individual basis.

Existing Programs

For existing programs, please refer to the **Grant Renewal Process** as outlined below.

Funding Qualifications

Programs who qualify to receive funding from the Ministry of Children and Youth Services (MCYS) may apply to Brant Food For Thought through the granting process for a grant up to 15% of the total cost of running a Student Nutrition Program per school year.

Student Nutrition Programs may also qualify for additional funding, from various sources, as allocated at the discretion of the grants committee and with consideration of donor criteria.

The Grants Committee reserves the right to consider demographics and other social and financial factors when granting funds.

Programs must meet the following **funding criteria**:

1. Local Program Committee

A local program committee is established to plan and administer the program. The committee should include parents or caregivers of children using the program, teachers and other school staff, students and other volunteers interested in helping out with the program.

2. Parental Contributions

All parents/caregivers, whose children/youth participate in the nutrition program, should be informed about the program costs and given the opportunity to contribute financially, based on their ability to pay.

3. Universality

All children/youth from the school population are encouraged to participate regardless of ability to pay. This ensures that the program is non-stigmatizing and that children can feel welcomed within a safe and caring environment.

3.1 Frequency

Student nutrition programs are **universal** and must operate a minimum of (2) days a week to qualify for funding. Provincially designated programs must operate a Breakfast or Early Morning Meal (EMM) a minimum of (5) days a week. Non-designated programs may increase their frequency of operation as funding levels allow and as per the recommendation of the Grants Committee.

3.2 Program Type and Participation

Breakfast Programs and Early Morning Meals – Minimum of (50) registered students or minimum of 20% of total school enrollment (min. 10% for high school)

Snack Programs – Minimum of 80% of total school enrollment

After-School Snack Programs – Minimum of (20) registered students or minimum of 10% of total school enrolment.

4. Nutritious and Safe Food

Student Nutrition Programs supported by Brant Food For Thought must provide equitable access to the most nutritious foods possible. Breakfast, early morning meal, lunch and snack menus should be planned using the **Student Nutrition Program - New Nutritional Guidelines (2008)**, provided by the Ministry of Children and Youth Services. Sample menu templates are included in the guidelines and programs must adhere to the Provincial School Food and Beverage Policy. Brant Food For Thought staff and health professionals from the Brant County Health Unit are also available to assist with this task.

5. Workshop Attendance

Volunteers from the programs supported by Brant Food For Thought **must attend at least (2) of the (5) selected workshops** facilitated throughout the school year. Brant Food For Thought coordinates and facilitates these workshops with the help of health professionals from the Brant County Health Unit. One member of the local student nutrition program committee must have a current safe food handling certification. All volunteers are encouraged to attend at least one Safe Food Handling workshop, and have a refresher course as needed. All student nutrition program coordinators are encouraged to attend the annual Kick Start meeting in September. Program participation at these workshops is important to ensure continued funding support from Brant Food For Thought. Brant Food For Thought reserves the right to tailor workshops according to program needs.

6. Nutrition Education Component

The purpose of a student nutrition program is to not only provide nutritious foods to the children participating in a program, but to provide children with a model for acceptable healthy food choices. Brant Food For Thought would like all children and youth in Brantford and in the County of Brant to develop lifelong healthy eating habits.

7. Program Operation

Student nutrition programs operate, on selected days, Monday to Friday, before, during, and after school hours up to 6:00 p.m. Student nutrition programs run during the school year from the months of September through until the end of the school year in June. Programs must operate a minimum of 2 days per week to qualify for funding.

- Breakfast programs often begin at 7:45 a.m. Breakfast programs are served prior to the beginning of the instructional day.
- Early morning meals and snack programs must occur at the first nutrition break.

8. Program Types

- **Child Care Facilities** are not funded because their mandate is to provide meals to the children in their care.
- **Community Kitchens** do not qualify for funding according to the Brant Food For Thought mission statement.
- **Community Cupboards** are not eligible for funding because they are not a universal access program.
- **Parent/Child** and **Preschool Programs** are not eligible for a grant from Brant Food For Thought.
- **Summer and Remedial Programs** will not be considered for funding.

9. Diversified Sources of Funds

All programs should be encouraged to form partnerships and obtain funds and resources from a variety of sources, i.e. local businesses, service clubs, church groups, in their community. Programs are expected to consult with Brant Food For Thought prior to initiating contact with potential community partners so as to not interfere with their ongoing fundraising efforts. Programs are encouraged to participate in fundraising opportunities offered by the community partnership, i.e. Brant Food For Thought – Holiday Gift Wrapping.

Only programs that meet the Brant Food For Thought eligibility requirements will be considered for funding.

11.3 GRANT APPLICATION / RENEWAL PROCESS

New Student Nutrition Programs

Brant Food For Thought will consider **Applications For New Student Nutrition Programs** throughout the school year based on the availability of funding.

Existing Student Nutrition Programs

The Web Tracker monthly online reporting system includes an **Online Grant Renewal Process**. All existing Student Nutrition Programs, who have access to Web Tracker, must complete their May data entry **before** they can begin the renewal process. May data must be estimated based on previous expenditures. Once the May data is complete, you can activate the online Renewal button in Web Tracker.

The annual renewal application deadline is May 15th.

Please note: The Online Grant Renewal application represents a “roll up” of data from the monthly reports entered for September to June. June data is automatically calculated in the financial numbers based on the previous month’s data.

An authorized copy of your grant renewal application can be hand delivered to the Brant Food For Thought office or sent via fax at 519-759-3326 or email at info@brantfoodforthought.ca.

For more details, please refer to **Part 3: Online Grant Renewal of the Regional SNP Web Tracker Instruction Guide**.

Grant Notification

All eligible applicants will be notified of their grant allocation in writing. Grant installments will be dispersed annually as follows:

September	1 st Grant Installment
December	2 nd Grant Installment
March	3 rd Grant Installment

The Grants Committee reserves the right to review all grant allocations and make revisions as deemed necessary.