

Health and Well-Being Grant Program Guidelines 2017-18

Population and Public Health Division,
Ministry of Health and Long-Term Care

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Table of Contents

Section 1: Overview	3
Introduction and Context	3
Schedule of Events.....	3
Section 2: Program Priorities and Project Focus	4
Health Equity	4
Partnerships	4
Sustainability	5
Target Audience	5
Performance Measures	5
Health and Well-Being Grant Priorities and Initiatives 2018/19 – 2019/20	5
Section 3: Eligibility Requirements and Funding	10
Eligible Applicants	10
Eligible and Non-Eligible Expenses	10
Terms and Conditions	10
Section 4: Grant Application	11
Application Process	11
Application Requirements.....	11
Section 5: Project Assessment Process	12
Assessment Criteria	12
Reviewers.....	13

Section 1: Overview

Introduction and Context

Ontario's health system, and the population and public health sector role within it, is being transformed under the *Patients First: Action Plan for Health Care* to become more integrated to better support the health and well-being of Ontarians. To maximize impact and value, while also sustaining already established networks, programs and services funded by the ministry need to be situated within this new context.

In 2017-18, the Ministry of Health and Long-Term Care ("the ministry") is launching the Health and Well-Being (HWB) Grant Program, with successful grant applications to receive funding to begin in 2018-19.

The HWB Grant Program aligns with and supports the ministry's priorities by funding projects to support capacity building related to health and well-being components of *Patients First: Action Plan for Health Care* and other ministry priorities within three focus areas of evaluation, training, and community development.

On an annual cycle, the ministry will identify priority initiatives that support health and well-being to be funded under each of the three focus areas. It is expected that grant-funded projects will enhance capacity in these focus areas, to meet the needs of health intermediaries and communities to contribute to health and well-being in Ontario.

Schedule of Events

Event	Date
HWB Grant Program and Application Guidelines 2017-18 and Statement of Interest (SOI) Template issued	November 15, 2017
SOI submissions deadline	December 15, 2017
SOIs review completed and applicants notified	January 15, 2018
Proposal templates issued to successful SOI applicants	January 15, 2018
Proposal submissions deadline	February 16, 2018
Successful organizations initiate 2018-19 HWB Grant Projects on signing an agreement with the ministry	To Be Announced

Please note that the dates above are subject to change at the sole discretion of the ministry.

Section 2: Program Priorities and Project Focus

Initiatives will be established on an annual basis through the HWB Grant Program to align with ministry priorities to build capacity for health intermediaries and communities to deliver health and well-being programs and services under a transformed system.

Successful grant applicants will be selected to implement initiatives through grant funded projects within the following focus areas:

- **Evaluation:** Build capacity in evaluation expertise across the system in alignment with ministry priorities.
- **Training:** Build training capacity across the system in alignment with ministry priorities.
- **Community Development:** Build capacity in community development across the system in alignment with ministry priorities.

Priority initiatives within focus areas are discreet (i.e. each priority initiative falls under only one of the three focus areas for the grant). When applying for funding, organizations should only address one priority initiative per project proposal. The same organization may apply for multiple initiatives but only as part of separate proposals. Organizations are not restricted in the number of proposals they submit and can either act as lead organizations or as partners on multiple proposals, as appropriate with respect to expertise and capacity.

Health Equity

All applicants are expected to incorporate a health equity lens to ensure that the proposed project contributes to improving health equity among priority populations in Ontario.

Incorporating a health equity lens involves an analysis of the differences in the quality of health and health care (e.g., health outcomes, access) across different populations (e.g., race, ethnicity, linguistic, sexual orientation, socio-economic) and places health in a broader context to identify root causes of health issues.

Partnerships

Applicants are encouraged to partner with other organizations to leverage expertise and resources that will enhance project delivery.

Sustainability

For project sustainability, the ministry requires successful applicants to share project tools, resources, learnings and best practices with the field either collected through or generated by the HWB Grant initiative. This will occur through an established mechanism to be specified by the ministry.

Target Audience

The target audience of the HWB Grant are health intermediaries who work with the general public (e.g. health practitioners, registered dietitians and public health nurses located in public health units, family health teams, LHINs, community health centres, community organizations, etc.) and/or public health units, community organizations and other service delivery agencies working at the local community level throughout the province.

Proposals under this initiative should specify which priority populations the applicants will be focusing on and why as well as the expected reach of the intervention.

Performance Measures

Successful applicants will be required to develop appropriate project performance measures to track and evaluate achievement of defined deliverables and intended outcomes/impact of project activities. Project performance measures should include:

- Outputs – measurable results of activities such as number of people reached, number of hours of education, number of skills taught.
- Outcomes – measurable change in people's attitude, knowledge, and/or behaviours related to the area of focus.

Projects will also be required to outline the organization's methodology for data collection to support performance measurement and assessment of outcomes.

Health and Well-Being Grant Priorities and Initiatives 2018/19 – 2019/20

For the first year (2018/19) of implementation of the HWB Grant, the ministry will provide funding for up to a total of 7 grant projects (see table 1 below) to be implemented over 2 fiscal years (2018/19 – 2019/20) to address priorities under the focus areas of Evaluation, Training and Community Development.

Table 1: Health and Well-Being Grant Priorities and Initiatives 2018/19 – 2019/20

INITIATIVE	MAXIMUM FUNDING AMOUNT (2018-19)	MAXIMUM FUNDING AMOUNT (2019-20)
Focus Area 1: Evaluation (one project)	\$0.75M	\$0.25M
Focus Area 2: Training (one project)	\$0.75M	\$0.25M
Focus Area 3: Community Development (up to five projects)	\$2.5M (up to \$0.5M per project)	\$0.5M (up to \$0.1M per project)

Focus Area 1: Evaluation

Priority: Chronic Disease Prevention

Chronic disease prevention is a key priority for the ministry as chronic diseases are the leading cause of death in Ontario and are responsible for a high rate of morbidity, associated reductions in quality of life, and negative impacts on families, communities, the health care system and the economy. Chronic diseases can intensify health inequities, disproportionately impacting populations who are socioeconomically disadvantaged. Chronic diseases are often preventable by addressing the following common and modifiable risk factors: unhealthy eating, physical inactivity, tobacco use and problematic use of alcohol.

To support quality and consistency in evaluation of chronic disease prevention initiatives being delivered locally in communities across the province, a high level of competency in program evaluation is needed. This is required to effectively measure the impact of chronic disease prevention interventions, including the impact on the common and modifiable risk factors for chronic disease (i.e., unhealthy eating, physical inactivity, tobacco use and problematic use of alcohol).

INITIATIVE: To build evaluation expertise and capacity within the public health sector and others involved in the delivery of chronic disease prevention (CDP) initiatives at the local level to support consistency and quality of evaluation of CDP initiatives across the health system.

OBJECTIVES

- Identify gaps in evaluation expertise and capacity to design and implement evidence-based process, impact and outcome evaluations of CDP initiatives at the local level, across the province.
- Develop a plan to address the gaps and build local evaluation expertise and capacity.
 - In designing the plan to build evaluation expertise and capacity, use innovative approaches in a way that fosters relationships, establishes networks and leverages resources, recognizing that the evaluation of CDP initiatives may require specific evaluation approaches to assess impact.
- Implement and evaluate the plan in its ability to meet stated objectives.
- Use a sustainability approach to support ongoing impact beyond the duration of the project that includes sharing of all project tools, resources and learnings with other communities in Ontario via the ministry.

PROJECT FUNDING

- Under the focus area of Evaluation and within the priority of Chronic Disease Prevention, it is the ministry's intention to fund one (1) proposal with a total value of up to \$1.0M over two fiscal years (i.e., up to \$0.75M in 2018-19 and up to \$0.25M in 2019-20).

Focus Area 2: Training

Priority: *Patients First*

Ontario's health system, and the population and public health sector's role within it, is transforming under *Patients First* to a more integrated health system that can meet the needs of all Ontarians. This transformation includes a modernization of the Ontario Public Health Standards, which will support and enhance local programming related to health and well-being, including the adoption of healthy living behaviours and improvements to health equity.

To assist the public health sector and broader community in being effectively equipped at the local level to support the implementation of this transformation, there is a need to identify and address local training needs and capacity of system partners in the implementation of local programming.

INITIATIVE: Identify and address training needs of the public health sector and broader community in support of *Patients First* and public health transformation.

OBJECTIVES

- Identify gaps in knowledge and capacity in training among health intermediaries working at the local community level to implement new activities and/or initiatives resulting from health system transformation.
- Develop a plan to address the training gaps in the public health sector and broader community in support of public health transformation. This may include, for example:
 - Training gaps with respect to implementation of the modernized standards by public health units and system partners.
 - Training gaps with respect to capacity of health intermediaries to train system partners on how to improve health equity and address social determinants of health.
- Implement and evaluate the plan in its ability to meet stated objectives.
- Use a sustainability approach to support ongoing impact beyond the duration of the project that includes sharing of all project tools, resources and learnings with other communities in Ontario via the ministry.

PROJECT FUNDING

- Under the focus area of Training and within the priority of *Patients First*, it is the ministry's intention to fund one (1) proposal with a total value of up to \$1.0M over two fiscal years (i.e., up to \$0.75M in 2018-19 and up to \$0.25M in 2019-20).

Focus Area 3: Community Development

Priority: Bridging the Gap Between the Health and Social Sectors

Social determinants of health such as income, education, environment and social connectedness influence health outcomes at every stage of life. In order to improve health outcomes and health equity, concerted efforts are needed to support individuals in accessing the services and supports they need to better address social determinants of health. This requires better connections in the planning and delivery of these services and supports across the health and social sectors.

There is a need to assist communities in strengthening their capacity for building cross-sectoral linkages between the health and social sectors in order to support individuals who are disproportionately impacted by the social determinants of health. This should be done in a way that leverages available resources using a collective impact approach and brings together partners from different sectors to support health and well-being.

INITIATIVE: To strengthen capacity of communities to build linkages between local health and social sectors to more effectively support individuals who are disproportionately impacted by the social determinants of health.

OBJECTIVES

- Identify gaps in community capacity to support linkages between local health and social sectors to more effectively support individuals who are disproportionately impacted by the social determinants of health.
- Develop a plan to address the gaps in community capacity, build linkages and deliver programs to support individuals who are disproportionately impacted by social determinants of health. This could include, for example, consideration of co-location of programming across the health and social sectors.
- Implement and evaluate the plan in its ability to meet stated objectives.
- Use a sustainability approach to support ongoing impact beyond the duration of the project that includes sharing of all project tools, resources and learnings with other communities in Ontario via the ministry.

PROJECT FUNDING

- Under the focus area of Community Development and within the priority of Bridging the Gap Between Health and Social Sectors, it is the ministry's intention to fund up to 5 proposals with a total value of up to \$3.0M over two fiscal years (i.e., up to \$2.5M (up to \$0.5M per project) in 2018-19 and up to \$0.5M (up to \$0.1M per project) in 2019-20).

Section 3: Eligibility Requirements and Funding

Eligible Applicants

Organizations that may apply for HWB Grant Program funding include but are not limited to: public health units, community health centres, non-governmental not-for-profit organizations, associations, community organizations, and academic institutions.

For-profit entities will not be eligible for HWB Grant Program funding.

Grant funding is subject to organizations meeting the following eligibility criteria:

- Non-profit organizations that are legally incorporated and have operated for at least one year;
- Organization is based in Ontario; and
- Can provide the organization's latest financial statement audited or reviewed by a licensed public accountant.

Crown and government agencies, hospitals, schools or school boards, and/or municipalities may be identified as project partners, but are not eligible to directly receive HWB Grant Program funding.

Eligible and Non-Eligible Expenses

The grant application process requires cost estimates in the first stage (SOI) of the application process. A detailed and specific project budget will be required for those who are selected to move to the Full Project Proposal. Eligible project expenses include direct services and reasonable administrative costs. A full budget template that includes these details will be provided to successful applicants as part of the Full Project Proposal package.

Grant funding cannot be used to support, subsidize or replace existing programs, or for central organizational administrative costs such as salary and benefits for senior executive(s) of the organization, human resources, office management, and professional fees outside of the specific project.

Terms and Conditions

Grant funding, if approved, will be provided through a Transfer Payment Agreement (TPA) with the ministry, which includes terms and conditions for receiving funds, project

description, project funding, approved objectives and deliverables, reporting requirements, budget and payment schedule.

Section 4: Grant Application

Application Process

The application process will consist of two stages:

1. Statement of Interest (SOI)
2. Full Project Proposal

Stage 1: Statement of Interest (SOI)

The purpose of the SOI is to identify projects that have potential for submission of a Full Project Proposal. The SOI includes information on the project activities, evidence, target audience, proposed outcomes and estimated budget. Not all organizations that submit a SOI may move to the second stage of the application process.

Stage 2: Full Project Proposal

Organizations with a SOI deemed to best fit the 2018/19 HWB Grant Program priorities and project elements outlined in Section 2 will be invited to further develop the project and submit a Full Project Proposal. At this stage, applicants will be expected to elaborate on the project described in the SOI. Proposals will undergo a thorough review process by the ministry. Please note, submitting a final proposal does not guarantee funding if the final proposal cannot meet the program priorities described in Section 2. Successful applicants will be awarded funding.

Application Requirements

SOI Template

The SOI Template contains organizational capacity, project information and description. You must submit the SOI template as the first stage of the grant application process.

All applications must be submitted via email to HWBGrant@ontario.ca. All documents must be submitted in Microsoft Word or PDF format. Documents submitted in another format other than Word or PDF, or documents submitted by mail, in person or by any other method will not be accepted.

Deadline for Submission

The deadline for SOI submissions is December 15, 2017 at 11:59pm. All SOI submissions must be received, in full, by the deadline and late applications will not be accepted. All applications will be acknowledged by email.

Contact Information

For any questions please contact the Ministry of Health and Long-Term Care, Healthy Living Policy and Programs Branch through email: HWBGrant@ontario.ca.

Section 5: Project Assessment Process

Assessment Criteria

The ministry will assess all Statements of Interest (SOIs) using the following criteria:

- Organization meets HWB Grant Program eligibility requirements, has provided comprehensive information as required in the SOI template, and SOI submission is received at HWBGrant@ontario.ca by **11:59 pm Friday, December 15, 2017**.
- Project clearly supports and aligns with ministry program priorities, focus areas and core objectives.
- Organization demonstrates the expertise, experience, and skills required to complete the proposed project and achieve the anticipated outcomes.
- Organization has identified and secured project partners that will enhance the capacity and effectiveness of the proposed submission.
- Project incorporates a health equity lens ensuring that the proposed project does not widen the disparity among priority populations.
- Project demonstrates a lasting impact after the HWB Grant Program project funding ends.
- Community/priority populations supported by the project are disproportionately impacted by the social determinants of health.*

*Only those applying for the community development initiative will be assessed using this criteria.

The ministry will assess the Full Project Proposals using the following criteria:

- Organization meets HWB Grant Program eligibility requirements, has provided comprehensive information as required in the Full Project Proposal template, and Full Project Proposal submission is received at HWBGrant@ontario.ca by Friday, February 16, 2018.

- Project clearly supports and aligns with ministry program priorities, focus areas and core objectives.
- Organization demonstrates the expertise, experience, and skills required to complete the proposed project and achieve the anticipated outcomes.
- Project offers good value for the requested funding amount – project outcomes compared with project cost.
- Project incorporates a health equity lens ensuring that the proposed project does not widen the disparity among priority populations.
- Project provides services in Ontario that will benefit health intermediaries and Ontarians.
- Project approach and activities meet the needs and realities of the identified target audience.
- Project has defined deliverables, measurable outputs, and measurable outcomes.
- Project demonstrates a lasting impact after the HWB Grant Program project funding ends.
- Organization has identified and secured project partners that will enhance the capacity and effectiveness of the proposed submission.
- Community/priority populations supported by the project are disproportionately impacted by the social determinants of health.*
- A collective impact approach has been incorporated into this project.*

*Only those applying for the community development initiative will be assessed using this criteria.

Reviewers

SOIs and Full Project Proposals will be assessed by ministry program staff with each submission reviewed by two staff and their scores averaged. Assessment criteria will be applied equally to each submission.

