

Health and Well-Being Grant Program Frequently Asked Questions (FAQs)

Population and Public Health Division

General Information

- Q1.** What is the goal of the Health and Well-Being (HWB) Grant Program?
- A1.** In 2017-18, the Ministry of Health and Long-Term Care (“the ministry”) is launching the new HWB Grant Program to align with and support ministry priorities. Grant projects will be funded to build capacity related to health and well-being components of *Patients First: Action Plan for Health Care* and other ministry priorities within the three focus areas of evaluation, training, and community development.
- Q2.** What are the definitions of the focus areas of evaluation, training and community development?
- A2.** **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.
- Q3.** What are the HWB Grant Priority Initiatives for 2018/19 – 2019/20?
- A3.** **Evaluation:** 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.
Training: Identify and address training needs of the public health sector and broader community in support of Patients First and public health transformation.
Community development: 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.
- Q4.** Can the grant projects overlap focus areas?
- A4.** Each grant priority initiative will have a main focus area of evaluation, training, or community development. There may be some overlap among the three focus areas as

part of specific activities planned for each project but the proposals must be discreet and not integrated across focus areas.

Q5. Who is the target audience for the HWB Grant?

A5. 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.

Q6. What is the application process for HWB Grants?

A6. The application process involves two stages:

1. Statement of Interest (SOI) that is open to all eligible organizations; and
2. Full Project Proposal by selected applicants.

The SOI will identify the projects that have potential for submission of a Full Project Proposal. Applicants with successful SOIs will be provided with HWB Grant Program proposal guidelines and templates.

Q7. What information is required in the SOI?

A7. A SOI must be developed using the SOI template that is available on the ministry website at <http://www.health.gov.on.ca/en/pro/programs/healthwellbeinggrant/>.

The SOI template contains organizational capacity, project information and description. Not all organizations that submit a SOI may move to the second stage of the application process. Applicants should ensure that they have thoroughly reviewed the *Health and Well-Being Program Guidelines 2017-18* prior to submitting a SOI.

Q8. Can I ask questions and seek input from the ministry on my SOI?

A8. To ensure a process that is fair and competitive to all, the ministry will not be able to respond to individual questions or provide advice on SOIs. Instead an FAQ document will be provided with the guidelines and can be updated as appropriate.

Q9. How do I submit my application?

A9. SOIs must be submitted electronically by email to HWBGrant@ontario.ca.

Application Timelines

Q10. When are applications due?

A10. SOIs must be submitted to HWBGrant@ontario.ca by **11:59 pm, Friday, December 15, 2017**.

Q11. What if my application is submitted after the deadline?

A11. SOIs received after the deadline will not be reviewed by the ministry.

Q12. Can my application exceed the specified page limits?

A12. No, applications that exceed the specified page limits will not be reviewed by the ministry.

Q13. Can applications be submitted in French?

A13. Yes, the SOI template is available in both English and French and will be reviewed in both languages.

Eligibility

Q14. Who is eligible to apply?

A14. Organizations that may apply for HWB Grants include public health units, community health centres, non-governmental not-for-profit organizations, associations, community organizations, and academic institutions.

Q15. Are there organizations that are not eligible to apply?

A15. Organizations that are not eligible for grant funding include for-profit entities. Crown and government agencies, hospitals, schools or school boards, and/or municipalities may be identified as project partners by eligible organizations, but they are not eligible to directly receive HWB Grant Program funding.

Q16. Can organizations that are eligible to partner on a grant application receive grant funding from a lead organization?

A16. Yes. As indicated on page 10 of the Grant Program Guidelines, "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". Partner organizations identified on a grant application are eligible to receive grant funding from the lead organization related to their role in the project.

Grant Projects

Q17. How were the grant priority initiatives determined?

A17. The HWB Grant program identifies priority initiatives that 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.

Q18. Will the grant priorities be the same each year?

A18. 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 of evaluation, training, and community development. In 2019/20, a new set of initiatives will be included as part of the HWB Grant to align with ministry priorities.

Q19. Are partnerships required for delivery of grant projects?

A19. Applicants are encouraged to partner with other organizations to leverage expertise and resources that will enhance project delivery. As part of the scoring process for both the SOI and the Full Project Proposal, the ministry will consider the capacity of each entity that submits a proposal and will assess how partnerships enhance that capacity.

Q20. How were the three focus areas for the grants identified?

A20. The focus areas represent key functions that support capacity building for health and well-being.

Budget

Q21. What items should be included in the budget?

A21. The grant application process requires cost estimates in the SOI stage. A detailed and specific project budget will be required for those who are selected to move to the Full Project Proposal. Each proposal may not exceed the budget provided in the Grant Program Guidelines. 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.

Q22. What expenses are not funded?

A22. 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.

Funding

Q23. Can an applicant receive funding for more than one project?

A23. Yes, it is possible that an applicant may be successful in both stages of SOI assessment and Full Project Proposal evaluation and receive funding for more than one project.

Q24. How long is funding available?

A24. Funding is available for two-year periods (2018-20), according to the grant priorities outlined in the *Health and Well-Being Program Guidelines 2017-18*.

INITIATIVE	FUNDING AMOUNT (2018-19)	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 \$0.50M per project)	\$0.5M (up to \$0.1M per project)

Q25. How much funding is available?

A25. Grant funding of up to \$4M will be available in each of the 2018-19 and 2019-20 fiscal years.

Q26. Is there a maximum amount of funding per project?

A26. Yes, each grant project will be funded up to a predetermined maximum amount (see above table). Approved amounts will be based on the ministry's review of detailed proposal budgets and eligible costs.

Q27. Can I apply for one year of funding only?

A27. No, each grant project is of two-year duration so that project objectives are effectively completed and achieve sustainable outcomes. For project sustainability, the ministry requires successful applicants to share project tools, resources, learnings and best practice 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.

Q28. If I am submitting an application for multiple projects, should I combine them into a single application or submit a separate application for each?

A28. Each project should be submitted as a separate SOI.

Q29. Can an applicant submit more than one application?

A29. Yes, there are no restrictions on the number of applications submitted.

Q30. How will the Ministry of Health and Long-Term Care decide which projects to fund?

A30. 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. The highest scoring proposal for each grant priority will be selected for project funding.

Q31. Will the ministry issue another similar request for SOIs next year?

A31. The ministry will provide information on 2019-20 HWB Grant Program priorities and focus areas, and the application process, in a timely manner.

Grant Notification

Q32. When will the successful applicants be announced?

A32. Successful SOI applicants will be notified in 2017-18 and invited to submit a Full Project Proposal. Organizations with successful applications that are approved for grant funding will be announced in 2018.

Q33. What is the start date of the projects?

A33. The start date of the projects will be in 2018-19.

Q34. Will the unsuccessful applicants be notified?

A34. The ministry will notify unsuccessful SOI applicants and unsuccessful proposal applicants in writing by email.

Q35. Will unsuccessful applicants be provided with feedback?

A35. Unsuccessful applicants can request feedback on their applications once the SOI assessment and proposal evaluation process is completed and successful applicants are notified. Please note that all funding decisions are final.