



Nutrition Fund - Guidelines for Applicants

[Also refer to the Nutrition Fund Information leaflet included in your *Food and Nutrition for Healthy Confident Kids Toolbox*]

What is Healthy Eating – Healthy Action (HEHA)?

Eating nutritious food and being physically active are two of the most important things people can do for good health and well-being. Healthy Eating, Healthy Action (HEHA) is the Ministry of Health's strategic approach to improving nutrition and increasing physical activity for all New Zealanders. Nationally and within Northland, agencies from the health, education and physical activity sectors are working together to develop a variety of projects to meet these goals. HEHA is prioritising populations with high needs: children and young people, Maori, Pacific, migrant and lower socioeconomic groups. In the education setting HEHA will prioritise schools with high health and educational needs.

For further HEHA information see: www.moh.govt.nz/healthyeatinghealthyaction.

What is Mission On?

'Mission On' is a HEHA strategy aimed at children and young people from birth to 24 years. Made up of a broad-based package of 10 initiatives, Mission On gives young New Zealanders and their families the tools to improve their nutrition and increase physical activity. The key outcomes sought are improved health, high educational achievements and a valued 'Kiwi lifestyle'.

For further information for Mission On see: www.sparc.org.nz.

Links to your Educational Setting

Mission On – Initiative 1:

Improving nutrition within the school and early childhood environments

Social marketing campaign

A high profile communication and education campaign will support this initiative by encouraging schools, early childhood education (ECE) services, families and communities to provide healthy food and drink choices to children and young people. Developing a sense of shared responsibility amongst families, and broader educational communities will ensure a more sustainable impact on children's eating habits. The campaign includes:

- toolkits for schools and ECE services which have been developed in consultation with education stakeholders
- local/national advertising and publicity campaigns to support activity of schools and ECE services.

Food and Beverage Classification System

The Ministry of Health has developed a food and beverage classification system that can be readily adopted by ECE services and schools, and understood by the community. The classification system identifies foods and beverages appropriate for everyday consumption and to be promoted.

FBCS Support Line: 0800 408 962

Food and Nutrition Guidelines

The Ministry of Education's Guidelines – "Food and Nutrition for Healthy Confident Kids" were introduced in early 2007 to School Boards of Trustees, principals and teachers and ECE services. The Guidelines cover the establishment of effective partnerships; effective teaching about food and nutrition; and guides to advertising, sponsorship, food-related events, using food for rewards, fund raising and role modeling. The Guidelines will also adopt the food and beverage classification system.

Amended National Administration Guidelines (NAGs) – Schools only

An amendment to the NAG 5 which promotes healthy food and nutrition for all students and where food and beverages are sold on school premises only healthy options should be available.

Frequently Asked Questions (FAQ's)

What is the Nutrition Fund?

Led by the Northland District Health Board (NDHB) and administered by the HEHA Education Sub Group, the Nutrition Fund is to encourage students to make their own healthy choices and to establish a sustainable healthy eating environment.

Who can apply?

Any school/ECE within the Northland District Health Board area is eligible to apply.

How much can I apply for?

A maximum of \$5,000 will be granted to individual schools/ECEs and \$10,000 is available per cluster application.

Who makes the decision about who is successful in receiving the Nutrition Fund?

The Northland HEHA Education Sub Group. This has representation from Northland DHB (including HEHA, Health Promoting Schools / Fruit in Schools), TEAM Solutions, National Heart Foundation, Sport Northland, Te Kohanga Reo National Trust, Te Runanganui O Nga Kura Kaupapa Maori, ECE services, Primary and Secondary Schools.

What are the key criteria the sub group look at?

Low Decile

High maori population

Clear evidence of need

Student Led/involvement, parents, staff and wider community –Whole School Approach

Sustainable projects that lead to sustainable nutrition improvement

Innovative

Take care with the **business planning aspect** of your application (sections B & C on the application forms). These must be completed satisfactorily for you to receive funding, no matter how brilliant your ideas are we can only see what is on the form.

What does 'sustainability' mean in the context of the Nutrition Fund?

It means that the benefits of your initiative must be able to continue after the funding has finished without disadvantaging the students or families at your facility. Ideally, your initiative will require some funding to be set up or completed, after which there are no further financial costs.

Alternatively, you may identify a way to self-fund the ongoing costs of your initiative after the initial set-up has been paid for. For example, you may sell the excess produce from a gardening project to cover your ongoing expenses. The Nutrition Fund can not support initiatives that will cause reduced services or increased costs after the grant has finished. For example, it can't be used to pay for the provision of food where that will have to stop OR families have to start paying for it after the funding has been used up.

We applied in previous round (s) and were successful. Can we apply again?

Yes, but as we would like to distribute the nutrition fund widely across the district this may reduce your chances of success.

Ensure you have met your obligations; i.e. you have kept accurate records and sent your reports in on time.

We applied in previous rounds and were unsuccessful. Can we apply again?

Yes, we would encourage you to seek help and reapply if your application was unsuccessful. Pay special attention to the response letter outlining why you were unsuccessful.

How do I apply?

Applicants should complete the Nutrition Fund Application Form and send to:

***Tania Papalii, Project Manager HEHA Nutrition,
Northland District Health Board, PO Box 742, Whangarei 0140***

Any queries should be addressed to Tania Papalii on:

Mobile: 021-562-905 Office: 09 470-0000 ext. 3310

Emai: tania.papalii@northlanddhb.org.nz

When do applications close and when will I hear the result?

There will be two rounds of Nutrition Fund allocation each year from 2008, at the end of week 1 in terms 2 and 4). The closing dates are:

- | | |
|--------------------|-------------------|
| ⇒ 12 October 2007, | |
| ⇒ 9 May 2008 | ⇒ 16 October 2008 |
| ⇒ 30 April 2009 | ⇒ 15 October 2009 |
| ⇒ 22 April 2010 | ⇒ 14 October 2010 |

A decision should be made within 4-6 weeks of the due date.

What follow-up will I need to comply with?

You will be expected to:

- sign a contract between your facility and Northland DHB
- invoice Northland DHB for the amount granted
- complete the project in its entirety within stated timeframes
- keep accurate financial records and send 3 progress reports
- make these records and receipts available if requested.

Nutrition Fund Application Form: Completion Guidelines

Section A: Applicant details

1. Please provide your name and the demographics of your school/ECE service. If applying as a cluster, please complete these details for each cluster group member. Space is provided in section F.
2. Provide the total amount of funding you are applying for, **inclusive** of gst.
3. Indicate if the application is being made on an individual or cluster basis. See also section F.
4. Indicate if your school/ECE has received funding from the Nutrition Fund prior to this application.
- 4a. If yes, has your school/ECE sent the reports required.

Section B: Project Proposal

1. Give the name of your project/initiative.
2. What are the overall aims/objectives, i.e. what would you like your project to achieve/ contribute to achieving? (Objectives need to be clear, realistic, attainable and where possible measurable.)
3. Provide a brief description of what your project/initiative will involve.
4. Describe the following:
 - What is the need?
 - How did you identify the need?
 - What group/s will the project/initiative target?
 - How will the project/initiative address the identified need?
5. Give a break-down of expected key milestones of the project. Produce a timeline up to 12 months to completion.

Section C: Community Involvement and Whole School (ECE) Community

Approach

1. Give details of all people/groups in the school/ECE community who are involved or will be involved in your project and what roles they will hold; this includes groups you have consulted with. Explain how & why you engaged them. Identify and name your core working group, the drivers of your project.
2. Give details of how you have involved the students, and their roles and responsibilities within your project. Explain how you will continue their involvement.
3. Outline how this project and the intended outcomes will link to:
 - Curriculum, teaching and learning; staff professional development
 - development of healthy policies and procedures
 - community and support agency interaction/involvement
 - improvements to the physical and social environment.

Section D: Evaluation and Sustainability

1. Give details of how you will evaluate this project. This is to determine the effectiveness of your project. How will you monitor you are on track? How will you show:
 - what you have achieved
 - future areas of development
 - barriers and challenges that arose
 - how successful your project was and how you achieved the objectives for your project?
2. Explain how you will keep your project going after the initial funding. Indicate if your project has the potential to be self-sustaining, i.e. keep going after the Nutrition Fund support ceases and without any additional funding?
3. Indicate the way/s you will share the success of your project (within your school/ECE community, with other schools/ECEs, etc)

Section E: Funding

1. If you intend to supplement the funding you are applying to the Nutrition Fund for, give details about where this funding may come from.
2. Your budget should detail how the money received will be spent, towards your project. You must **provide original quotes**, for items over \$250 2 quotes are required.

Signature and date

Ensure the application is signed and dated by the Principal/Manager/Lead Teacher.

Submitting your application

Ensure you post your application so that it arrives by 4pm on the due date.

Late applications will not be accepted.