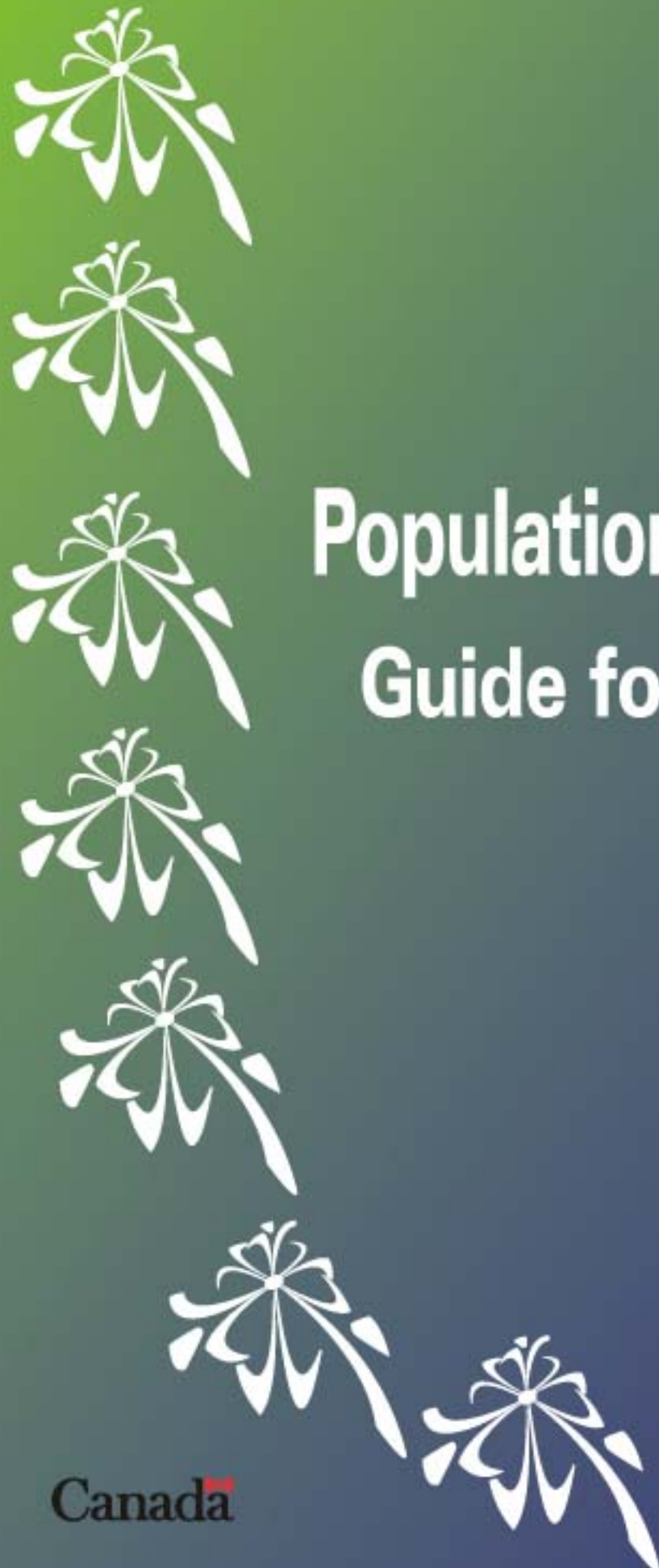




Health Canada Santé Canada



Population Health Fund Guide for Applicants



Canada

Population Santé de la
Health Population



Population Health Fund Guide for Applicants



Our mission is to help the people of Canada maintain and improve their health
Health Canada

Également disponible en français sous le titre :
Fonds pour la santé de la population : Guide du requérant
www.hc-sc.gc.ca/hppb/ddsp/budget/index.html

July 2001



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Introduction

The Population Health Approach

The population health approach builds on past work and achievements in the area of health promotion, while recognizing that many factors, in addition to the health care system, have a strong influence on health. The goals of a population health approach are to maintain and improve the health and well-being of the population as a whole and to reduce the inequities in health status between/among population groups.

Population health refers to the health of a population as measured by health status and as influenced by factors such as social, economic, and physical environments, personal health practices, individual capacity and coping skills, human biology, healthy childhood development, health services, gender and culture.

This approach promotes prevention and positive action on determinants which affect the health of the population as a whole, or that of specific population groups. Appendix A contains a full description of the determinants of health. Population groups may be defined by features such as geography, age, gender, and culture. It also recognizes that healthy development through the various life stages – *childhood and adolescence, early to mid-adulthood and later life* – is the key to good health.





The Population Health Fund

Goal The goal of the Population Health Fund is to increase community capacity for action on or across the determinants of health.

Objectives

- ➔ to develop, implement, evaluate and disseminate community-based models for applying the population health approach
- ➔ to increase the knowledge base for program and policy development on population health
- ➔ to increase partnerships and develop intersectoral collaboration to address specific determinants of health, or combinations of determinants





Principles

Promoting Participation

Project activities and intended outcomes must be relevant to the population being served. This can be achieved by members of the population group and key stakeholders taking an active role in planning, implementing and evaluating the project, as well as disseminating the results.

Strengthening Collaboration

A key factor in the success of a population health approach is the development and support of comprehensive and co-ordinated action by governments, private, professional and voluntary sectors to address the identified needs and issues of the population(s).

Strong intersectoral collaboration is necessary to create effective and co-ordinated activities that positively influence the relevant health determinants.





Priorities for Funding

Health Canada regularly establishes national and regional priorities for funding based on identified needs of populations, population groups and/or life stage(s). Priorities differ at the regional and national levels, as well as among the regions, in order to provide the greatest flexibility to respond to these needs.

The purpose of this Guide is to provide general information about the Population Health Fund, and thus it does not contain detailed information on funding priorities. Current priorities will be announced during the project solicitation process, generally in a Request for Proposals or solicitation letter.

The Fund is administered through Health Canada Regional Offices (for provincial, territorial, regional or local projects) and the National Office in Ottawa (for national projects). For a complete list of office addresses please refer to Appendix B.





Eligibility

Canadian voluntary not-for-profit organizations and educational institutions may be considered for funding.

Note: Individuals and for-profit organizations are not eligible for funding.

The following are *not* eligible for funding:

- ongoing organizational or a percentage of the overhead or administrative fees of an organization
- contingency allowances or other miscellaneous fees
- pure research, in any discipline
- profit-making activities
- provision of direct services which are part of other governments' jurisdictions
- capital costs, such as, purchase of land, buildings, or vehicles

Project proposals will be solicited by Health Canada and priority will be given to these proposals. Requests for Proposals will include details such as current funding priorities, project time frames, and eligible applicants and activities.





Before developing a proposal, please contact your regional or the national Health Canada office (Appendix B) to discuss your project idea and deadline.

Proposal Development

Project sponsors are responsible for all stages of the project, including assessing needs, designing, implementing, evaluating and disseminating the project results.

Project sponsors must also clearly identify the clientele of the project and, if applicable, in consultation with the Department, take the necessary measures to respect the spirit and intent of the Official Languages Act to communicate with the public in the official language i.e. English or French, of their choice, as well as supporting the development of official languages minority communities and fostering the full recognition and use of both English and French in Canadian society.

Official language minority communities are defined as English-speaking populations within the province of Québec, and French-speaking populations outside the province of Québec. Note that the activity, project or program may require the use of only one official language or both or neither one of them, depending on the particular public involved.





Your formal application must provide the following information and documentation:

- an *official letter* from your organization, agreeing to sponsor the project;
- a completed and signed *Application for Funding form* (Appendix C);
- a *project summary*: describe briefly your target population(s), the needs identified by the target population(s), the project objectives, activities, partners and expected project results/outcomes. This description could be used as public information about your project;
- a *detailed description of the project*, maximum 15 pages. This detailed project description must include the following:

1. Sponsoring Organization

- briefly describe the mandate of your organization;
- explain how population health fits into your mandate;
- outline your organization’s major programs;
- has your organization received funding from Health Canada before?
- if so, when and for which activities?
- briefly outline the reasons why your organization is well-suited to undertake the proposed project.





2. Background

Is this project based on the work of any previous program/project? If yes, please provide details of how your project is building on this work and not duplicating it.

Describe how you have determined the need for this project. Provide information supporting the rationale for the project, e.g. needs assessments, questionnaires completed by members of the target population(s), epidemiological evidence, literature reviews, previous evaluation results, etc.

3. Determinants of Health

Please indicate the primary determinants of health you intend to address in your project and briefly explain how you will address them. For more detailed information about these determinants, please refer to Appendix A.

4. Project Objectives

Objectives are time-limited, concrete, realistic, and measurable. Objectives are not a list of activities, but rather a summary of the changes you hope will occur due to the project.

Please state the specific objectives of your project and explain how they relate to the overall objectives and priorities of the Fund.





5. Population Health Fund Principles

Projects supported by the Fund are required to respect the principles of *promoting participation and strengthening collaboration*.

Explain how your project provides for meaningful involvement of target population members.

Collaboration across sectors is essential to successfully address the determinants of health. Existing partnerships should be strengthened, and new ones created, with organizations whose mandate or activities have a direct or indirect impact on health.

Indicate any other organizations, coalitions, groups, projects, etc. with whom this project plans to partner, and provide a description of each partner's role in your project.

6. Workplan and Timetable

Please outline the proposed workplan for your project.

Your workplan should include the project objectives, the activities (by both staff and volunteers, if applicable) and a tentative timetable, the staff responsible for the project, the kind of training or support needed by your staff, volunteers and project participants, and the expected project outcomes.

Proposed activities should be linked to project objectives and to the evaluation plan.





Sample

<i>Objectives</i>	<i>Activities</i>	<i>Timetable</i>	<i>Staff Responsible</i>	<i>Expected Outcomes</i>
What do you propose to do?	How do you propose to do it?	How long will it take?	Who?	What do you expect to change/achieve?

7. Evaluation Plan

All organizations receiving funding are required to have an evaluation of their project. In addition, funded organizations may be required to participate in other regional or national evaluation activities to help inform Health Canada of the impact of the Population Health Fund.

The aim of a project evaluation is to determine whether your project objectives are being met and to find out what helped/hindered the project. Health Canada recognizes that, in many cases, projects evolve as they progress, and that evaluation results may not always reflect the initial intent of the project. Organizations are encouraged to view evaluation as a learning tool and to understand that all outcomes, including those that differ from the original proposal, can be educational and useful in the development of future initiatives.

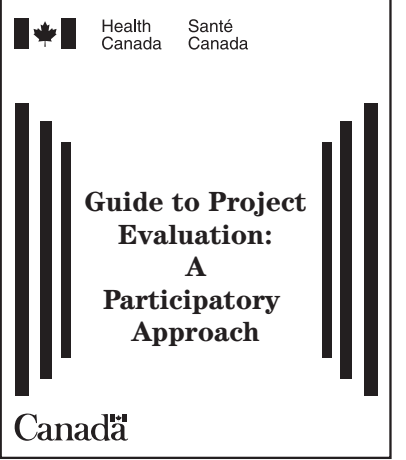




FIVE (5) KEY EVALUATION QUESTIONS

- | | |
|--------------------|---|
| What? ¹ | 1. Did we do what we said we would do? |
| Why? | 2. What did we learn about what worked and what didn't work? |
| So what? | 3. What difference did it make that we did this work? |
| Now what? | 4. What could we do differently? |
| Then what? | 5. How do we plan to use evaluation findings for continuous learning? |

¹ This approach is based on work done by Ron Labonte and Joan Feather of the Prairie Region Health Promotion Research Centre

<p>“Guide to Project Evaluation: A Participatory Approach”</p> <p>This guide provides easy-to-use, comprehensive framework for project evaluation. This framework can be used to strengthen evaluation skills and knowledge to assist in the development and implementation of effective project evaluations.</p> <p>Cat. No.H39-355/1996E ISBN 0-662-24231</p>	
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*Copies are available through Health Canada National and Regional Offices





Health Canada program consultants can assist you in planning an appropriate evaluation framework for your project. If you wish, you may choose to hire outside evaluators to help with your project evaluation. Please include the costs associated with this activity in your budget. As a general rule, evaluation costs should not exceed 10% of your total project budget. When planning an evaluation, take into consideration:

- ✓ an overall evaluation strategy for your organization and your partners;
- ✓ what information will be gathered, including both process and outcomes?
- ✓ how information will be gathered (for example, interviews, project records)?
- ✓ who the information will be collected from?
- ✓ who will collect the information (for example, an applicant member or organization, a consultant, an evaluation committee)?
- ✓ how evaluation information may be used to change and improve the project as it is carried out?
- ✓ when will this be done?
- ✓ how will you know if your project is a success (what indicators you will use)?
- ✓ what data will be recorded throughout the project?
- ✓ what will be the role of the partners in the evaluation?





8. Sharing Your Knowledge

The knowledge and experience gained from your project can contribute to the development of other projects, programs, and/or policies.




Please describe how you will share the results of your project with individuals and organizations who may benefit and how your partners will be involved. Be sure to include any costs associated with these activities in your budget.

Also, describe any follow-up activities planned to gather information on how your project has been useful to others.

9. Sustainability Plan

If the project is intended to continue after Fund support ends, please describe how the project will become self-sustaining.

10. Detailed Project Budget

-  In addition to filling out the Budget section of the Application for Funding form, please provide a narrative description of the costs and how they were estimated.
-  Clearly outline any contributions, whether financial or in-kind, made by your organization or other sources.
-  Indicate if you have applied to other funding agencies, public or private, to undertake this project. If so, please specify which one(s), the amount requested, and whether you have received confirmation of their financial support.





The Fund will support only those expenses and activities *directly related to the project*. These may include:

- ☞ *Personnel*: for example, project staff salaries, contractor fees, and employee benefits such as Canada Pension Plan deductions.
 - ☞ *Travel and accommodation*: expenses for project activities such as private vehicle mileage, air, train or bus fares, project-related meals and accommodation costs.
- Note: Kilometer rates and living expenses must not exceed those allowed under federal Treasury Board regulations. Rate tables change periodically and are available from Health Canada.
- ☞ *Rent and utilities*: telephone, electricity, heating and office space (if not provided free of charge).
 - ☞ *Materials and supplies*: office supplies, audio and video tapes, reference books, printing, postage.
 - ☞ *Costs of services or equipment*, such as office equipment, furniture.
 - ☞ *Evaluation and dissemination* of results, including contract fees for a third party evaluation, data collection and analysis, and dissemination of results.
 - ☞ *Other actual expenses* directly related to the project that do not fit in the previous budget categories, for example, insurance or bank charges.





11. Letters of Support

Support letters must demonstrate a real understanding of your project and explain how the organization supports it (not photocopied form letters). Please provide the following:

- ☞ letters from other persons or organizations recommending the project and your organization as applicant;
- ☞ letters from your partner organizations, describing their role and their commitment to the project.





Proposal Review and Approval

Project proposals will first be screened for completeness and to determine whether they meet eligibility criteria and address the current priorities of the Population Health Fund noted in the Request for Proposals.

To determine their quality and merit, eligible proposals will then undergo an assessment process, using criteria such as:

- the extent to which the project reflects the identified objectives and priorities;
- the extent to which the project includes the participation by members of the relevant population group(s);
- the scope and nature of collaboration with other sectors;
- whether the project design and results will be useful to others;
- whether the project approach is based on good rationale;
- the ability of the organization to carry out the activities as proposed;
- whether the project meets a previously unaddressed need or uses new methods to respond to an identified population health issue;





- whether the evaluation plan is appropriate and will produce useful information;
- whether the proposed budget is reasonable and realistic, given the project activities;
- whether an adequate sustainability plan has been built into the project (if applicable);
- whether the dissemination plan is suitable.

The review and approval processes may take from three to six months. All proposals recommended for approval will be forwarded to the Minister of Health for final decision. *No commitment on the part of Health Canada can be assumed until ministerial approval has been obtained.*

Health Canada will notify you in writing as soon as a decision has been made on your application. If the project is approved, a Program Consultant will contact you to draw up a formal agreement between your organization and Health Canada. This agreement will specify the terms and conditions for the project. If the project is not approved, you will receive a letter of explanation.

All projects approved under the Population Health Fund are subject to the Terms and Conditions applied to such funds by the Treasury Board of Canada.

Project funding under the Population Health Fund does not imply any commitment, financial or otherwise, by any provincial/territorial government department or agency, or by Health Canada beyond the approved funding period.





Appendix A

THE DETERMINANTS OF HEALTH

Determinants of health is the generic term given to the factors and conditions which have an influence on health. These determinants do not act in isolation of each other; their complex interactions with each other have an even more important impact on health.

Income and Social Status

Health status improves at each step up the income and social hierarchy. Higher income levels affect living conditions such as safe housing and the ability to buy sufficient good food.

Social Support Networks

Support from families, friends and communities is associated with better health. The health effect of the support of family and friends who provide a caring and supportive relationship may be as important as risk factors such as smoking, physical activity, obesity, and high blood pressure.

Education

Health status improves with level of education. Education increases opportunities for income and job security and gives people a sense of control over their lives – key factors which influence health.





Employment/ Working Conditions

Unemployment, under-employment and stressful work are associated with poorer health. Those with more control over their work and fewer stress-related demands on the job are healthier.

Social Environments

The values and rules of a society affect the health and well-being of individuals and populations. Social stability, recognition of diversity, safety, good relationships and cohesive communities provide a supportive society which reduces or removes many risks to good health.

Physical Environment

Physical factors in the natural environment (e.g., air, water quality) are key influences on health. Factors in the human-built environment such as housing, workplace safety, community and road design are also important influences.

Personal Health Practices and Coping Skills

Social environments that enable and support healthy choices and lifestyles, as well as people's knowledge, behaviours, and coping skills for dealing with life in healthy ways, are key influences on health.





Healthy Child Development

The effect of prenatal and early childhood experiences on subsequent health, well-being, coping skills, and competence is very powerful. For example, a low weight at birth links with health and social problems throughout a person's life.

Culture

Culture and ethnicity come from both personal history and wider situational, social, political, geographic, and economic factors. Multicultural health issues demonstrate how necessary it is to consider the interrelationships of physical, mental, spiritual, social, and economic well-being at the same time.

Health Services

Health services, particularly those which maintain and promote health, prevent disease and restore health, contribute to population health.

Gender

Gender refers to the many different roles, personality traits, attitudes, behaviours, values, relative powers and influences which society assigns to the two sexes. Each gender has specific health issues or may be affected in different ways by the same issues.





Biology and Genetic Endowment

The basic biology and organic make-up of the human body are fundamental determinants of health. Inherited predispositions influence the ways individuals are affected by particular diseases or health problems.





Appendix B

**Population and Public Health Branch
National and Regional Offices**

For projects national in scope, please contact:

Population Health Fund
Health Canada
Room 220-A – West Wing
130 Colonnade Road
Ottawa, Ontario, K1A 0K9, P.L. 6502A
Tel: (613) 957-3507 Fax: (613) 952-5310

Atlantic Region

Health Canada
1505 Barrington Street
Room 1525
Halifax, Nova Scotia, B3J 3Y6
Tel: (902) 426-2700
Fax: (902) 426-9689

Quebec Region

Health Canada
Complexe Guy-Favreau East Tower
Suite 212
200 René-Lévesque Blvd. West
Montreal, Quebec, H2Z 1X4
Tel: (514) 283-3453 or 283-0816
Fax: (514) 496-8176

Ontario/Nunavut Region

Health Canada
25 St. Clair Avenue East, 4th Floor
Toronto, Ontario, M4T 1M2
Tel: (416) 973-0003
Fax: (416) 954-8211

Alberta/NWT Region

Health Canada
Canada Place, Suite 815
9700 Jasper Avenue
Edmonton, Alberta, T5J 4C3
Tel: (780) 495-2754
Fax: (780) 495-7842

Manitoba and Saskatchewan Region

Health Canada
300-391 York Avenue
Winnipeg, Manitoba, R3C 4W1
P.L.E500
Tel: (204) 983-2833
Fax: (204) 983-8674

Health Canada

18th Floor
1920 Broad Street
Regina, Saskatchewan, S4B 3B2
Tel: (306) 780-5355
Fax: (306) 780-6207

British Columbia/Yukon Region

Health Canada
757 West Hastings Street, Suite 440F
Vancouver, British Columbia, V6C 1A1
Tel: (604) 666-2729
Fax: (604) 666-8986

Northern Secretariat

Yukon, NWT, Nunavut
60 Queen Street
Suite 1400
Ottawa, Ontario, K1A 0K9
P.L. 3914A
Tel: (613) 946-8081
Fax: (613) 948-2428 or 1-866-811-9611





Health Canada Santé Canada

**FOR DEPARTMENTAL USE ONLY
USAGE DU MINISTÈRE SEULEMENT**

Application for Funding
Population Health Fund
Population and Public Health Branch

Demande de financement
Fonds pour la santé de la population
Direction générale de la Santé de la population et de la santé publique

APPENDIX C

Please refer to the Guide for Applicants before completing this form.

Veillez vous référer au Guide du requérant avant de compléter la demande.

1. Language preferred for correspondence – Langue préférée pour correspondance <input type="checkbox"/> English / Anglais <input type="checkbox"/> French / Français		
2. Name of Sponsoring Organization – Nom de l'organisme parrain		
3. Mailing address (Street address and/or P.O. box if applicable, Postal Code)/Adresse postale (rue et/ou B.P. s'il y a lieu, code postal)		
4. Contact Name and Title – Nom de la personne-ressource et titre <input type="checkbox"/> Mr./M. <input type="checkbox"/> Mrs./Mme <input type="checkbox"/> Miss/Mlle <input type="checkbox"/> Other/Autre		
5. Telephone – Téléphone ()	6. Fax – Télécopieur ()	7. E-Mail address – Courrier électronique
8. Project Title – Titre du projet		
9. Amount Requested Somme requise \$ _____	10. Duration of project (months) Durée du projet (mois) _____	
11. *Are funds being received or applied for from other sources for these activities? If yes, please identify the funder(s) Le projet a-t-il demandé ou reçoit-il du soutien d'autres organismes pour les activités proposées? Si oui, précisez la (les) source(s) <input type="checkbox"/> No – Non <input type="checkbox"/> Yes – Oui _____		

12. Budget	Contribution from PHF Contribution de FSP			* Income from other sources Autres sources de revenus	Total Budget Budget total
	* Federal fiscal year is April 1 st to March 31 st Année financière 1 ^{er} avril au 31 mars				
	Year /Année 1	Year /Année 2	Year /Année 3		
Personnel					
Travel and accommodation / Déplacements et hébergement					
Rent and utilities / Loyer et services publics					
Materials and supplies / Matériel et fournitures					
Costs of services or equipment / Coûts de services ou de matériel					
Evaluation and dissemination / Évaluation et diffusion					
Other (specify) / Autres (spécifiez)					
TOTAL					

I declare that

- all the information in this application is accurate and complete;
- no employees are in conflict with the post-employment guidelines of the federal government;
- the application is made on behalf of the organization named on page one with its full knowledge and consent;

I acknowledge that should this application be approved, I will be required to enter in a formal agreement which will outline the terms and conditions.

Je déclare que

- tous les renseignements fournis dans cette demande sont exacts et complets;
- aucun(e) employé(e) ne contrevient aux règles du gouvernement fédéral concernant les conflits d'intérêts de l'après-mandat;
- cette demande est présentée au nom de l'organisme dont le nom figure à la page un et avec l'approbation de celui-ci;

Je comprends que si cette demande est approuvée, il me faudra signer une entente formelle où seront précisées les modalités.

13. Name and title of the officer authorized by the organization / Nom et titre de l'agent autorisé par l'organisme		
14. Telephone / Téléphone ()	15. Fax / Télécopieur ()	16. E-mail / Courrier électronique
17. Signature of authorized officer / Signature de l'agent autorisé X _____		18. Date _____