Heroes for Health Grant Guidelines and Eligibility

Overview
The Heroes for Health grant program started in 2011 with the purpose of creating opportunities for members of our campus community to share ideas and work together in shaping a healthier campus community. The grant program provides financial support for novel and innovative approaches to support campus wellbeing and promotes partnerships between students, staff, and faculty. These grants are intended to support the start up costs to plan and implement wellness initiatives of benefit to our greater campus community.

In alignment with the University of Alberta’s Healthy University Strategic Plan, Heroes for Health grants are offered from the Healthy Campus Unit, Campus & Community Recreation, Human Resource Services, and the Alumni Association. Together, these partners are committed to improving the health and wellbeing of our campus community. The Healthy Campus Unit is responsible for the coordination and administration with these grants. Funding decisions and approvals are made in consultation with all partners of the program.

For the 2020-2021 academic year there are two types of grants available to the University of Alberta campus community:

<table>
<thead>
<tr>
<th>Heroes for Health Staff Grant (up to $1500)</th>
<th>Heroes for Health Community Grant (up to $5000)</th>
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<tbody>
<tr>
<td>● This grant will fund activities directly intended to benefit staff wellbeing. Projects that involve</td>
<td>● This grant will fund activities directly intended to benefit students AND/OR the greater</td>
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partnerships between students, alumni, faculty and staff will be considered.

● Grant submissions are due February 28 2020.

Eligibility

● Any University of Alberta student, staff/faculty members and alumni member is eligible to apply. This includes student groups, student faculty associations, departments, or central units.

● Projects will be eligible for funding if they align with objectives identified within the Healthy University Strategic Plan, improve campus health and wellbeing, and/or utilize health promotion approaches. For reference, please review the following strategic plans prior to submission:
  ○ For the Public Good
  ○ Healthy University Strategic Plan
  ○ Ottawa Charter for Health Promotion

● Projects lead by an individual student, staff, or faculty must demonstrate support from a campus partner. A campus partner is defined as a member of the campus community who has a stake or interest in your project and can provide support in either a project sponsor or collaborative role. The level of support agreed upon from the project sponsor or collaborator must be described in the grant application. Funding may be delayed until a campus partner is identified for these projects.

● Proposals that focus on directly supporting student AND/OR staff wellbeing will be considered.

● Each project submission will be considered, regardless of whether the applicant has been funded before. An applicant can submit more than one proposal. As this is a very competitive application process, we cannot guarantee that previously funded projects will receive funding again.

● During the review process, the adjudication committee reserves the right to give preferential consideration to:
  ○ Projects with the potential to scale across the campus community, and/or
  ○ First-time applicants,
○ Projects which demonstrate strong partnership and relationship building between students and staff,
○ Projects with matching/other contributory funding,
○ Projects which demonstrated a benefit to the greater campus community and an ability to align with the University of Alberta’s Healthy University Strategic Plan
● Projects will not be funded that duplicate existing services or programs at the University of Alberta
● Projects will not be funded to support an existing program or that fall into existing operations or standard practice. If funding is being sought for an existing program, a clear description of how the funds will be used for a novel aspects of the program is required.

Review & Selection
The process of awarding Heroes for Health grants is competitive. Not all projects will be awarded. Grants will be awarded up to their maximum allotment, based on demonstrated need. Once the available funding amounts have been exhausted for 2020-2021, no further grants will be awarded for that period. Proposals will be reviewed through a committee composed of students from the Healthy Campus Unit. Final funding decisions will be made in consultation with representatives from:

● Healthy Campus Unit
● Campus & Community Recreation
● Human Resource Services
● Alumni Association

Successful proposals will be selected considered on their merit and quality of proposed activities based on:
● Ability to meet funding eligibility
● Potential impact or benefit to support the health and wellbeing of the University of Alberta campus community
● Ability to build partnerships and collaborations
● Feasibility of project implementation and evaluation
● Sustainability of the project beyond funding
● Overall quality of work

Feedback will be provided to all applicants on their proposal. The review committee reserves the right to provide funding on condition dependent on
revisions from the applicant. Unsuccessful applicants will be encouraged to re-apply at a future date.

Submission Deadline, Funding Period & Evaluation

Grant applications are due on February 28, 2020. Proposals can be emailed to wellness@ualberta.ca to be considered for funding. Only completed application forms will be considered. The Healthy Campus Unit will acknowledge receipt of proposals via email. Proposals that are successful in receiving funding may have different expectations to utilize the funds based on the type of grant awarded. Funds awarded must be spent within a four to eight-month period on project expenses following approval. Based on the grant received, the Healthy Campus Unit will work with grant recipients on a case by case basis to distribute the funds. Implementation of the project, however, is expected in the 2020/2021 academic year. Funded applications will be required to submit a midpoint project progress report and final evaluation report to share the outcomes and impact of the project at the University of Alberta.

General Rights and Permissions:

- The funding partners reserve the right to request written clarification of the grant submission or additional information from the applicant to inform funding decisions;
- Submitted materials shall remain the property of the Healthy Campus Unit, which retain all rights for future use
- Funded activities that require purchasing equipment shall remain the property of the University of Alberta following completion of the project
- The funding partners reserve the right to share and scale funded projects with a high likelihood to benefit the campus community upon completion of the project.

Eligible and Ineligible Expense Guidelines

Funding awarded to applicants is intended only to be used as described in the grant agreement for expenses related to project activities. If a Grant Recipient is uncertain of a proposed expenditure is eligible or ineligible, they should contact the Healthy Campus Unit prior to making the expenditure. The review committee reserves the right to determine eligible expenses on a project-by-project basis, based on the rationale provided in each proposal. If expenses appear misaligned
with project activities or the purpose of the grant, the review committee will provide this feedback to the applicant.

**Compensation related expenses**
Expenses must be individuals whose duties are directly and primarily related to activities undertaken as part of the project implementation as set out in the grant agreement. Ineligible items include, but are not limited to:
- Staff positions
- Discretionary severance and separation packages

**Travel and Subsistence costs**
Travel and subsistence costs include reasonable out-of-pocket expenses in accordance with standard Government of Alberta rates for fieldwork, research and other related activities directly related to and necessary to carry out the activities under the project as set out in the grant agreement.

Travel and subsistence costs must not exceed the maximum allowable under the regulations governing the payment of traveling allowances pursuant to the Public Service Act. Ineligible items include, but are not limited to:
- Commuting costs between residence and place of employment
- Passport and immigration fees
- Reimbursement for airfare purchased with personal frequent flyer points

**Equipment, Furniture, and Supplies**
Expenses include reasonable costs for the purchase of equipment, furniture, and supplies, which are directly related to and will be used primarily for the project as set out in the agreement. Note: *We appreciate that furniture can be part of your project proposal however we would like to stress that the focus should not be on goods that can be found through resources like the University’s Facilities and Operations. Furthermore, approval of Facilities and Operations regarding space must be acquired prior to submitting the proposal and must be indicated in the grant application. Approval of space is not the purview of the Heroes for Health grant program.*

Ineligible items include, but are not limited to:
- Insurance costs for equipment
- Costs of construction, renovation of laboratories, offices
Computers
Reasonable expenses related to the purchase of computers that are directly related to and will be used for the project as set out in the grant agreement. Ineligible items include, but are not limited to:

- Monthly telephone connection and rental costs
- Voicemail
- Cellular phones/ Smart phones

Services
Reasonable expenses for services that are directly related to the funded project activities as set out in the grant agreement. Expenses, where a personal benefit could be derived, are ineligible. Ineligible items include, but are not limited to:

- Alcohol
- Staff awards and recognition
- Professional training or development costs
- Insurance costs
- Monthly parking fees (unless required for project fieldwork)
- Clothing costs
- Patenting expenses