Land-Based Outdoor Early Learning Play Spaces at FNHA Head Start Sites

**ASHOR Application Form**

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# Introduction

Aboriginal Head Start On-Reserve (AHSOR) programs across the province are increasingly incorporating land-based and outdoor programming. Land-based cultural programming is recognized as being significant in maintaining the health and cultural identity of Indigenous communities. The AHS Land Based Project will help provide funding to create, enhance or refurbish outdoor early learning and play spaces at AHSOR sites. This project fosters greater opportunities for physical activity and outdoor land-based early learning and recreation at Aboriginal Head Start On-Reserve (AHSOR) sites.

Ministry of Children and Family Development (MCFD) has an established history of partnership with FNHA Head Start Department. MCFD is funding FNHA $9.1 million to administer this project to a maximum of $100,000 per eligible community. This short-term, one-time only funding opportunity is aimed at boosting local economies. Head Start programs have the ability to adapt and shift their delivery models based on community needs. We know there are many benefits to our being outdoors rather than indoors. These projects will be undertaken and completed during a pandemic. Communities applying for this funding must be willing and able to complete these projects under these conditions.

Timeline of Activities: Application due January 29, 2021 at 4:00pm. Late applications will not be accepted. Applications reviewed and internally processed February to March and approved by Senior Executive. Funding and new community agreements in place April 2021. Communities will be required to submit quarterly status reports. All projects must be completed by March 31, 2022 under the current pandemic conditions.

Communities must agree to provide quarterly project updates and reporting as requested by FNHA in order to be eligible for project funding. All communities need to be in good standing with FNHA reporting and accountability to be eligible to qualify to receive this funding.

All current AHSOR-funded or AHSOR Collaborative communities are able to apply to the AHS Land Based Project through FNHA if they meet the eligibility criteria. To be eligible to apply, you must hold a current Health Funding Arrangement which provides funding to support the AHSOR Program OR be an AHSOR Collaborative community with another First Nations community that provides AHSOR services to your community. Collaborative communities can apply separate from their partnering First Nation community. FNHA will not reimburse projects that were previously funded or have started prior to April 1, 2021.

A User Guide with project examples and helpful tips can be found on the [AHSOR webpage](https://www.fnha.ca/what-we-do/maternal-child-and-family-health/aboriginal-head-start-on-reserve).

To increase the success of your application, we highly recommended that you watch the FNHA webinar “[Exploring Your Program – Connections to Land-based Learning](https://www.youtube.com/watch?v=k_7xNgkCxdo&feature=youtu.be)” prior to completing this application.

Submit your application to HCYD@FNHA.ca or via fax to 604-666-3867 before **Friday January 29 2021 at 4pm.** **Applications submitted after the deadline will not be accepted.**

# Section 1: Community Information

|  |
| --- |
| 1. Community Name: Click here to enter Community Name.
 |
| 1. Program Name: Click here to enter Program Name.
 |
| 1. Are you a Treaty Community: YES [ ]  NO [ ]
 |
| 1. Band Number: Click here to enter Community Name.
 |
| 1. FNHA AHSOR Contribution Agreement Number: Click here to enter CA Number.
 |
| 1. Do you have a Service Agreement with another First Nation community to provide Head Start On-Reserve services? YES [ ]  NO [ ]

Name of First Nation community collaboration: Click here to enter Name. |
| 1. Do you currently operate a licensed or unlicensed Head Start program? Licensed [ ]  Unlicensed [ ]
 |
| 1. Mailing Address: Click here to enter mailing address.
 |
| 1. Primary Contact[[1]](#footnote-1): Click here to enter Name.Title: Click here to enter Title.

Email: Click here to enter Email address.Phone/Extension: Click here to enter Work Phone Number.Cell Phone: Click here to enter Cell Phone Number. |
| 1. Alternate Contact 1: Click here to enter Name.Title: Click here to enter Name.

Email: Click here to enter Name.Phone/Extension: Click here to enter Name.Cell Phone: Click here to enter Name. |
| 1. Alternate Contact 2: Click here to enter Name.Title: Click here to enter Name.

Email: Click here to enter Name.Phone/Extension: Click here to enter Name.Cell Phone: Click here to enter Name.  |

# Section 2: Community Need

1. How many children will benefit from this funding directly and indirectly?

|  |  |
| --- | --- |
| Number of children from age 0 – 6 years old | Click here to enter # of children. |
| Number of children from age 7 – 12 years old | Click here to enter # of children. |

1. Describe your current community outdoor early learning/ play space needs and how your community will benefit directly from this funding. Please attach pictures and measurements of your current play spaces and areas for development.

|  |
| --- |
| Click here to enter description. |
|  |
|  |  |  |

# Section 3 – Community Readiness

1. Describe your strategy on who will be responsible for all of the operations and administration of this project. Example, managing contractors, adhering to deadlines, purchasing, submitting quarterly reports on time. **All projects must be completed by March 31, 2022.**

|  |
| --- |
| Click here to enter description. |

1. Describe your community collaborative partnerships that may be involved in this project. Example, Other Departments, Youth Groups, Summer Camps, Band Schools, Language Programs, Knowledge & Language Keepers, Youth, Skilled trades, Families, Land & Resources, etc.

|  |
| --- |
| Name of Partnership 1 |
| Enter Name of Partnership |
| Describe the Relationship within this project. |

|  |
| --- |
| Name of Partnership 2 |
| Enter Name of Partnership |
| Describe the Relationship within this project. |

|  |
| --- |
| Name of Partnership 3 |
| Enter Name of Partnership |
| Describe the Relationship within this project. |

|  |
| --- |
| Name of Partnership 4 |
| Enter Name of Partnership |
| Describe the Relationship within this project. |

|  |
| --- |
| Name of Partnership 5 |
| Enter Name of Partnership |
| Describe the Relationship within this project. |

1. Please note: we will require Band and Council Resolution (BCR) in support of this project, if your community is a successful candidate. All successful applications must submit ***a BCR prior to the end of the business day, January 29, 2021.***Please describe how the Band and Council will support this project to make it successful.

|  |
| --- |
| Click here to enter description. |

# Section 4 – Community Project Plan

1. Describe your community project plan[[2]](#footnote-2). Describe how each project item will create, enhance and/or rehabilitate outdoor early learning and play space at your Head Start site. Your community plan must demonstrate how you will ensure that:
* all aspects of the design, construction, and maintenance of projects are subcontracted to qualified professionals (persons possessing the professional standing, knowledge, training or experience necessary to complete the task such as carpenters, electricians, plumbers, etc), **AND**
* all structures meet or exceed provincial standards for safety and quality.

|  |
| --- |
| Click here to enter your overall community project plan description. |

|  |
| --- |
| **Project Item 1 Name: Enter project item name here.** |
| Timeline for Project Item 1 completion: Click here to select a date. |
| Description: Describe project item. |
| This item is a: Choose an answer. |
| Equipment and/or Materials needed to complete this project item:List all equipment and material needed for this project item. |
| Surfacing/Site preparations needed to complete this project item:List all surfacing and site preparations needed for this project item. |
| Does this project item have any special considerations? E.g.: cultural, environmental, community safety, etcList any special considerations needed for this project item. |
| I have attached my minimum 2 quotes for this project item: [ ] Remember to label your attachments correctly. They should be labelled as follows: YourCommunityName.QuestionNumber.ProjectItemNumber.DescriptionOfAttachmentE.g.: AlexanderFirstNation.Question16.ProjectItem1.XYZCarpenterQuote |
| I have attached additional documentation and/or pictures for this project item: [ ] Remember to label your attachments correctly. They should be labelled as follows: YourCommunityName.QuestionNumber.ProjectItemNumber.DescriptionOfAttachmentE.g.: AlexanderFirstNation.Question16.ProjectItem1.PictureOfSiteGrounds |

|  |
| --- |
| **Project Item 2 Name: Enter project item name here.** |
| Timeline for Project Item 2 completion: Click here to select a date. |
| Description: Describe project item. |
| This item is a: Choose an answer. |
| Equipment and/or Materials needed to complete this project item:List all equipment and material needed for this project item. |
| Surfacing/Site preparations needed to complete this project item:List all surfacing and site preparations needed for this project item. |
| Does this project item have any special considerations? E.g.: cultural, environmental, community safety, etcList any special considerations needed for this project item. |
| I have attached my minimum 2 quotes for this project item: [ ] Remember to label your attachments correctly. They should be labelled as follows: YourCommunityName.QuestionNumber.ProjectItemNumber.DescriptionOfAttachmentE.g.: AlexanderFirstNation.Question16.ProjectItem1.XYZCarpenterQuote |
| I have attached additional documentation and/or pictures for this project item: [ ] Remember to label your attachments correctly. They should be labelled as follows: YourCommunityName.QuestionNumber.ProjectItemNumber.DescriptionOfAttachmentE.g.: AlexanderFirstNation.Question16.ProjectItem1.PictureOfSiteGrounds |

|  |
| --- |
| **Project Item 3 Name: Enter project item name here.** |
| Timeline for Project Item 3 completion: Click here to select a date. |
| Description: Describe project item. |
| This item is a: Choose an answer. |
| Equipment and/or Materials needed to complete this project item:List all equipment and material needed for this project item. |
| Surfacing/Site preparations needed to complete this project item:List all surfacing and site preparations needed for this project item. |
| Does this project item have any special considerations? E.g.: cultural, environmental, community safety, etcList any special considerations needed for this project item. |
| I have attached my minimum 2 quotes for this project item: [ ] Remember to label your attachments correctly. They should be labelled as follows: YourCommunityName.QuestionNumber.ProjectItemNumber.DescriptionOfAttachmentE.g.: AlexanderFirstNation.Question16.ProjectItem1.XYZCarpenterQuote |
| I have attached additional documentation and/or pictures for this project item: [ ] Remember to label your attachments correctly. They should be labelled as follows: YourCommunityName.QuestionNumber.ProjectItemNumber.DescriptionOfAttachmentE.g.: AlexanderFirstNation.Question16.ProjectItem1.PictureOfSiteGrounds |

|  |
| --- |
| **Project Item 4 Name: Enter project item name here.** |
| Timeline for Project Item 4 completion: Click here to select a date. |
| Description: Describe project item. |
| This item is a: Choose an answer. |
| Equipment and/or Materials needed to complete this project item:List all equipment and material needed for this project item. |
| Surfacing/Site preparations needed to complete this project item:List all surfacing and site preparations needed for this project item. |
| Does this project item have any special considerations? E.g.: cultural, environmental, community safety, etcList any special considerations needed for this project item. |
| I have attached my minimum 2 quotes for this project item: [ ] Remember to label your attachments correctly. They should be labelled as follows: YourCommunityName.QuestionNumber.ProjectItemNumber.DescriptionOfAttachmentE.g.: AlexanderFirstNation.Question16.ProjectItem1.XYZCarpenterQuote |
| I have attached additional documentation and/or pictures for this project item: [ ] Remember to label your attachments correctly. They should be labelled as follows: YourCommunityName.QuestionNumber.ProjectItemNumber.DescriptionOfAttachmentE.g.: AlexanderFirstNation.Question16.ProjectItem1.PictureOfSiteGrounds |

# Section 5 - Community Acknowledgement

1. Are you in good standing with FNHA reporting and accountability? YES [ ]  NO [ ]
2. Acknowledgement Statement:

On behalf of Click here to enter Band/Nation/Treaty Name., I Click here to enter Name., acknowledge that I have consulted and collaborated with all necessary decision makers and involved parties and we are able to meet all of the funding requirements. We will complete all projects on time and our Nation/Band/Treaty are responsible for any overrun costs. We agree that we will not exceed allocation funding and will meet project deadlines.

Printed Name: Click here to enter Name.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click here to select a date.

Submit application to HCYD@FNHA.ca or via fax to 604-666-3867 before **Friday January 29 2021 at 4pm.** **Applications submitted after the deadline will not be accepted.**

# Appendix 1: Application Checklist

* Review Exploring Your Program – Connections to Land-based Learning Webinar
* Review AHSOR – AHS Land-based Project Webinar
* Review AHS Land-based Project User Guide
* Completed application. All questions must be answered. Incomplete application will not be considered.
* Attached community plan/budget/quotes using proper file names
* Projects consulted and approved for licensed programs are approved by provincial licensing officers
* Submit signed BCR before ***January 29, 2021 at 4pm.***

# Appendix 2: Definitions

* **AHSOR –** Aboriginal Head Start On-Reserve
* **AHSOR Collaborative Communities** – when there are two or more First Nation –to First Nation's community partnership
* **BCR** – Band Council Resolution a written resolution or authorizing document of Chief and Council adopted at a duly convened meeting of the elected council for the First Nation.
* **Health Funding Arrangement – FNHA-** is the agreement between the First Nations Health Authority and the recipient regarding the delivery of Health programs and Services that includes all schedules, the program plan where applicable and funding adjustments letters, and any amendments made in accordance with the terms and conditions
* **Provincial Licensing Officers** – provincial licensing officers governs the provision of care and supervision in licensed care facilities governed under the Community Care and Assisted Living Act. Example, licensed child care or licensed after-school care. Unlicensed care – those who provide Outreach programs where the parents are responsible for their own children or unlicensed child care facilities may only care for 2 children not related to the provider and are not monitored or inspected by the government of BC.
* **Service Agreement or (SA)** – a formal agreement between a service provider and a client that articulates the terms and conditions of a particular service relationship. The Service Agreement helps outline the expectation of both parties before the work actually begins.

# Appendix 3: Web Links and Supporting Documents

Website link to Maternal Child and Family Health resources including the Exploring Your Program – Connecting to Land-Based Learning in both You Tube and PowerPoint presentation links.

<https://www.fnha.ca/what-we-do/maternal-child-and-family-health/aboriginal-head-start-on-reserve>

See the website for:

* a sample application form
* a sample budget

You will note in the sample application form that the more details you can provide, the easier your application can be assessed.

Please make sure to list your project items separately as demonstrated in the sample document. E.g.: Building the fencing is listed as a separate item from building the garden boxes even though both items go together towards completing the whole garden project.

# Appendix 4: FAQs

**Can we apply twice if we have multiple program sites?**

If a community has multiple sites, they can apply for each site location but the total application cannot exceed $100,000. Please indicate clearly which projects belong to each site.

**I’m having problems filling out my application, who can help me?**

We encourage all communities to first watch the Webinar on “Exploring Your Program – Connections to **Land-Based Learning” from October 28th. Your Regional Head Start Advisor can assist you.**

**Where do I submit my completion application?**

Your completed application form and accompanying documents should be sent to HCYD@fnha.ca or if you don’t have access to internet you can fax your application to 604-666-3867. All applications must be received before 4:00pm on January 29, 2021. Late applications cannot be accepted.

**Can I attach additional partnership details and/or project items on a separate page if I run out of room** **on the application form?**

Yes definitely! Add as much detail as you like to give FNHA the best information possible to assess your request. When you attach additional documents to your application form make sure to label your documents correctly. The quotes, additional documents and/or pictures should be labelled as: YourCommunityName.QuestionNumber.ProjectItemNumber.DescriptionOfAttachment

For example, in the sample application it looks like: AlexanderFirstNation.Question16.ProjectItem1.XYZCarpenterQuote

**I’m having a problem sending all the attachments required for my application to be complete. How can I make this easier?**

You can send multiple emails to the HCYD email address with your properly labelled attachments. Make sure to clearly identify in each of the email’s subject lines your Community Name and Part 1, Community Name and Part 2, Community Name and Part 3, and so on.
There is also a free online service called “We Transfer”. It allows you to email multiple documents, up to 2GB in total size, all at once. You can choose to create a free account or send your documents as a one-time guest. [www.wetransfer.com](http://www.wetransfer.com)

**I’m not sure what kinds of project items I can choose from?**

You are free to choose anything that you think would enhance your outdoor learning spaces. Some examples could be: fencing for a cultural yard, a covered outdoor area, a smoke house, a storage unit, a handwashing station, making raised beds for a medicine garden. This funding is for Land-Based, Outdoor Capital projects.

**We have a partially completed project but need more funds, can we still apply?**

This must be a new project. FNHA will not reimburse projects that were previously funded or have started prior to April 1, 2021.

1. We may need to be in touch with you to follow up on your application. If and when the primary contact is not available we ask that you list up to two other contacts who are knowledgeable about this application that we could contact for further information. [↑](#footnote-ref-1)
2. Selected projects for **licensed programs** are approved by provincial licensing officers. Please include any documentation with your plan. Selected projects for **non-licensed programs** are approved by FNHA. Consulting with Regional HS Advisor is required. [↑](#footnote-ref-2)