



First Nations Health Authority
Health through wellness

Aboriginal Head Start
On-Reserve Program
Expansion for BC First
Nations Communities
Application Instruction
Guide

May 4, 2018



Introduction:

The Aboriginal Head Start on Reserve (AHSOR) program is a holistic, community-based program designed to enhance early childhood development, school readiness and overall family health and wellness for First Nations children birth to six years of age living on reserve. Head Start recognizes that culture is a fundamental part of a child's healthy development and that caring, creativity and confidence flow from a strong grounding in community.

Each Head Start is locally designed and controlled, to reflect the uniqueness of its First Nations community and culture, while incorporating six core program components. These include:

1. Culture and Language
2. Education
3. Health Promotion
4. Nutrition
5. Parent & Family Involvement
6. Social support

The Ministry of Children and Family Development, working through the Provincial Office of the Early Years, is transferring \$10.5M over two years (March 2018 – March 2020) to the First Nations Health Authority to support the expansion of the AHSOR program in BC. The funding will support capital and program costs to start new programs as well as expand existing programs. Our commitment is to create NEW SPACES to support the learning and development of First Nations children birth to 6 years. FNHA is undertaking a compassionate and transparent process to distribute this funding. Decision making will be governed by community need as well as community readiness to build programs that can be fully operational by March 31, 2020.

Please note: The decision making process will also be dependent on the community's ability to comply with the community/organization's present funding arrangement with FNHA.

Instructions:

Here are some helpful tips on completing your application through the *Interceptum* survey platform.

Application Questions:

There are a total of 39 questions (less if you are applying for a new program, and/or don't require Capital funding). After the contact information section of the application, some questions require check box answers, textbox responses and others require more in-depth responses that require you to file upload and attach plans and budgets.

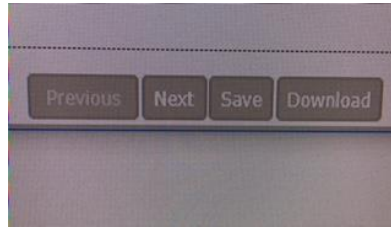
Use Application in Word then Transfer Online:

We recommend that you initially complete your application using the word document sent with email link to the application.

After your Word Document is complete then transfer (copy and paste) your answers from Word Doc to the online application. The Word Doc is to be used as your working draft. Please note the final application needs to be submitted using the Interceptum application form.

Save Your Work:

If you are unable to complete the application in one sitting, please save what has been inputted using the save button at the bottom of the application page. You will get a pop up window asking for your email and your partially completed application will be emailed back to you. You can use this version to complete the rest of the application.

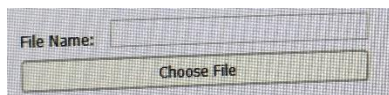


Download Application:

Once the application is fully completed, you can download the application for your records prior to submitting application. Please use download button at the bottom of the page. You will also have your copy of the Word Doc as a backup.

To Upload Documents:

Questions that require you to attach a document (e.g. plan or budget), you can upload your document with a maximum size of 2MB or 250KB for each file attachment. Please create your plan and budget in one document and upload. You can upload your document by clicking on "Choose File" and selecting your file stored on your "File Explorer" on your computer or USB.



TIP: Uploading a Word or Excel file uses less space (MB/KB) than a PDF file.

Please contact us if your document is too large to attach to the application. HCYD@fnha.ca



Printing:

To print, please choose the download button at the end of the application or print from the Word Document. On some web browsers you are able to print from the task bar “Settings, Print” option or “Ctrl+P”; however, on some computers this option caused the browser to stop working and the entered data on the page was lost as the browser shut down. We found inconsistencies, hence using the “Print” on your Word Doc is the safest option.



Support:

If you have any challenges completing the application, please contact your Regional AHS Advisor for support.

Northern Region – Lynne Bomford (250) 280-8892 lynne.bomford@fnha.ca

Fraser-Salish & Vancouver Coastal Regions – Tara McLaughlin (604) 817-1835 tara.mclaughlin@fnha.ca

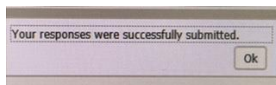
Vancouver Island Region – Ada Mawson (604) 817-4074 ada.mawson@fnha.ca

Interior Region – Lorrie Pada (604) 817-4028 lorrie.pada@fnha.ca

Once you have answered the questions 1-39 (please see the working copy for a list of all the questions), please submit the application by pressing the submit button:



Once application has been submitted you will see this message:



The funding application deadline is Monday June 18th, 2018 at 4:00pm.