



RHEAL = Rural Healthy Eating Active Living

**TIP: Download a pdf of the [RHEAL application \(here\)](#) before starting your online application. Make sure you have everything prepared and ready to enter or upload. Our online system will not save, and allow you to return to complete, a partially filled out application.**

**Apply before April 1, September 1 and/or December 1**

The RHEAL Program makes it easier for communities to offer **active recreation programs** that meet local needs and interests. Through the RHEAL Program, RPAY provides support and grants to help local leaders design and deliver unique programs in their community.

RPAY welcomes applications for recreation programs that promote an active lifestyle in rural or First Nations communities, or target an underserved population. Activities that meet the guidelines, and are not excluded under RPAY's insurance policy, may receive funding for wages/honoraria for a leader, materials and supplies, healthy snacks, and/or facility rental.

Accessible, inclusive, active recreation programming that takes place over the fall and winter and/or outdoors is prioritized. Programming must include regular sessions at least once per week for at least two months and be led by a qualified leader.

Qualified leaders are local individuals with relevant expertise and/or current certification who plan and deliver the program, use accepted risk management practices, and report on results. Individuals may access the Yukon Recreation Training Fund to acquire (re)certification.

For more information, become familiar with the program guidelines, application process, and responsibilities in the [RHEAL Program Overview](#).

**Please Note:**

If this application is for more than one program, submit separate applications for each program.

**\* 1. Choose the deadline under which this application will be submitted.**

- April 1
- September 1 (extended to September 15 in 2023)
- December 1

**\* 2. Program (name/title):**

**\* 3. Program dates**

*TIP: Applications must provide a realistic start and end date. If you want to run a new program, choose a shorter timeframe and reapply at the next deadline if your program is a success.*

Start date

Date

 

End date

Date

 



## Application

### 1. Type of Applicant

Please note that RPAY prefers applications from organizations. Contact us if you are unsure whether to apply as an organization or individual.

ORGANIZATIONS can apply. An organization will enter into a “Funding Agreement” with RPAY. Organizations ensure the program leader(s) has the required certification and provide coverage under the organization’s employment policies and insurance.

INDIVIDUALS can apply. An individual applicant will enter into a “Contract” with RPAY. A SIN# or CRA Business Number is required. Individuals will be issued a T4A for each tax year in which they receive funding. Subcontracting is not permitted.

What type of applicant are you?

- Organization
- Individual

### \* 2. Applicant information

**First & last name:**

**Organization's name (if applicable):**

**Address:**

**Community:**

**Postal Code:**

**Email Address:**

**Phone Number:**

**\* 3. Leader information**

1. Provide the leader's first and last name.
2. Briefly describe the leader's qualifications (certification, experience and training).

A current resume must be uploaded at the end of the application if there is not one on file with RPAY.

**\* 4. Program description**

*TIP: Applications that describe the program in clear, well-written sentences are reviewed more favourably.*

Describe your program/activities clearly in a few sentences.

What age group(s) does your program target?

Where (in your community) will you hold the program?

What will be the unique benefit(s) of your program?

What does your program offer that is different to other programs?

**\* 5. Program details**

*TIP: In this section, you can only enter whole numbers and one number for each answer. If you want to enter a range (e.g., "45 to 60 minutes"), use the lowest number in the range.*

How many weeks will your program run? (Do not count weeks when there are no activities due to holidays, etc.)

How many days each week will classes/sessions be scheduled?

How many minutes long will each class/session be?

How much is the registration fee? (Enter '0' if there is no fee.)

How many individual participants do you expect?

**6. Please use this space to provide additional information that supports your application.**



## Budget

***TIP: Your application is NOT saved online. If your budget is not ready to upload, print the previous pages of your application so that you can re-enter the information when you have prepared your budget.***

All requests for funding must provide detail and be reasonable. Up to \$2,000 for a two-month program offered twice per week is considered reasonable. The maximum RHEAL grant per program per year is \$8,000.

Funding can be requested for:

- Leader wages/honoraria for program planning, delivery and administration. The request must be reasonable based on the number of program sessions and reflect the leader's qualifications.
- Program materials, supplies and healthy snacks with an explanation of need.
- Facility rental when the applicant is not the facility owner. A quote is required.

Funding will not be provided for:

- Staffing costs related to ongoing roles or responsibilities.
- Carrying out activities that are the responsibility of a Sport Governing Body.
- Enhancing PE classes in schools.

Partial funding for leader training and/or recertification may be available through the [Recreation Training Fund](#). For more information, contact RPAY.

**Successful applicants may NOT receive 100% of requested amount.**

### 1. Prepare a detailed budget.

- Upload the budget.
- Provide a summary below.

If you need to add extra pages, you can do so at the end of the application.

[Click here to download a budget template.](#)

Choose File

Choose File

No file chosen

**\* 2. Total amount of funding requested:**

**\* 3. List the amount of funding requested in each category.**

Leader wages/honoraria for delivery

Leader wages/honoraria for prep

Program materials and supplies

Healthy Snacks

Facility rental (a quote may be required)

**4. List anticipated revenue from other sources.**

Other grants/funding

Registration fees

In-Kind Contributions

**5. Use this space to provide more detail about your budget (if necessary).**



## Documents

**Organizational applicants** are responsible to ensure that leaders have the appropriate qualifications, certification, experience and background checks.

**Individual applicants** must provide the following documentation. If these are not already on file with RPAY, please use the links below to upload them. You can also provide these documents by email, mail or in-person.

1. Upload a one-page resume (individual applicants only)

Choose File

Choose File

No file chosen

2. Upload current certifications (including First Aid) that qualify the leader to deliver this program (individual applicants only).

Choose File

Choose File

No file chosen

3. Upload letter(s) showing community support (for new programs delivered by individual applicants)

Choose File

Choose File

No file chosen

4. Upload a current Criminal Record Check for programs targeting children, youth or vulnerable persons (individual applicants only). [Click here](#) to start or visit your local RCMP office.

Choose File

Choose File

No file chosen

5. Upload any other documents that support your RHEAL Program application and/or budget.

Choose File

Choose File

No file chosen





### Submit

An INDIVIDUAL who submits an application agrees to:

- Enter into a “Contract” with RPAY without subcontracting.
- Provide a SIN or CRA Business Number and accept a T4A.
- Plan and deliver programming using accepted risk management practices.
- Track participation for each session using the Participation Record.
- Gather feedback on the program from participants.
- Complete the online RHEAL Program Report when the program ends.
- Submit reports, receipts and invoices accurately and on time.

An ORGANIZATION who submits an application agrees to:

- Hire/contract leaders with current certification. Maintain copies of certification on file.
- Require a criminal record check when leading programs for children, youth or vulnerable populations.
- Provide coverage for the leader(s) under the organization’s employment policies and insurance.
- Supervise program leaders to ensure 1) the program is planned and delivered using accepted risk management practices, 2) participation for each session is tracked using the Participation Record, and 3) feedback on the program is collected from participants.
- Submit reports, receipts and invoices accurately and on time.

RPAY will:

- Review all applications that are received by a deadline.
- Notify applicants two to four weeks after a deadline.
- Provide support to successful applicants for the duration of their program.
- Consider supporting partial costs for leader training and/or recertification in certain circumstances.
- Visit funded programs with advance notice.
- Amend, if circumstances warrant, a contract with an individual or organization.

**When you click SUBMIT, your application will be forwarded directly to RPAY at:**

170 Titanium Way  
Suite 201-C  
Whitehorse, Yukon Y1A 1G0

Phone: 867-668-3010

Fax: 867-668-2455

E-mail: [rpay@rpay.ca](mailto:rpay@rpay.ca)