



# GUIDELINES

## Rural Healthy Eating Active Living “RHEAL” Program

The RHEAL Program promotes **active recreation** for Yukon’s rural and First Nations communities and underserved populations. Through the RHEAL Program, local organizations receive support to offer unique recreation activities suited to their community's needs and interests.

RPAY accepts applications for activities that meet the guidelines and are not excluded under its insurance policy. Programs must be

- accessible, inclusive, and active,
- offered regularly (at least once per week for two months),
- led by a *qualified*, local leader and,
- ideally take place outdoors and over the fall/winter.

*Qualified* leaders have expertise and certification to plan and deliver the program, use accepted risk management practices, and report on results.

Eligible applicants may receive funds that help cover wages, materials, supplies, healthy snacks, and/or facility rental. Apply to the [Recreation Training Fund](#) for costs related to training and certification.

Due to insurance, all new applicants must be a rural recreation department, First Nations government, or a local group who carries their own insurance.

For more information, contact the Recreation & Parks Association of the Yukon

Web: [www.rpay.ca](http://www.rpay.ca)

Email: [rpay@rpay.ca](mailto:rpay@rpay.ca)

Phone: 867-668-3010

# RHEAL Program Process



## STEP 1: EXPLORE

- Read the Guidelines and Application Information.
- Develop your program with local support.
- Find a local leader with training, certification and/or expertise.
- Plan the program (what, where, when, who).
- Prepare your budget.

## STEP 2: APPLY

- Read the FAQs or contact RPAY with your questions.
- Fill out the online application form and budget.
- Upload required documents (certification, first aid).
- Submit the application before the Review Periods.

## STEP 3: DELIVER

- If you are funded, review the contract terms.
- Finish planning, then deliver your program.
- Keep a record of your activities and participation.
- Contact RPAY if your plans or circumstances change.

## STEP 4: REPORT

- Ask participants to share their feedback.
- Submit the Participation Record.
- Submit an invoice with receipts according to your contract.
- Complete the online report

# Program Guidelines

Read these RHEAL Program Guidelines before applying.

## WHY? Apply to the RHEAL Program because...

- You are passionate about encouraging Yukoners to lead an active and healthy lifestyle.
- You believe recreation is good for physical and mental health and for social well-being.

## WHO? Apply to the RHEAL Program if...

- You live in a rural or First Nations community OR support an underserved population.
- You have a qualified, local leader with relevant expertise and/or current certification.

## WHAT? Apply to the RHEAL Program for delivering...

- Accessible, inclusive and affordable, physically active, recreation opportunities.
- A recreation program that runs during the fall and winter and/or takes place outdoors.
- Programs that run two months or longer with at least one session per week.
- Activities that are not excluded under RPAY's insurance policy.

## HOW MUCH? Apply to the RHEAL Program for...

- Reasonable expenses such as wages for a leader, materials or supplies, healthy snacks, facility rental, etc.
- A reasonable amount based on the proposed program. The maximum RHEAL grant per program per year is \$8,000.

## WHEN? Apply to the RHEAL Program...

- Before beginning program activities.
- Before the application Review Periods (mid-September, mid-December, mid-April).

## HOW? Apply to the RHEAL Program...

- Under a rural recreation department, First Nations government, or local group who carries their own insurance. If this is not possible, contact RPAY for other options.
- Using the online application form and budget template.
- Based on the application guidelines. Read the [RHEAL FAQs](#) and contact RPAY if you still have questions!



# Application Information

**Apply online:** <https://www.surveymonkey.com/r/RHEAL>. Submit one application per program. Apply once, twice or three times per year.

**Apply before the Review Periods:** mid-September, mid-December and mid-April. Applications are accepted at any time but are only considered during Review Periods.

## Request funding for:

- A reasonable amount based on the proposed program up to \$8,000 per program per year.
- Apply for a shorter duration for new programs. Programs with demonstrated success are more likely to receive longer-term funding.
- Wages for a leader to plan, deliver and administer the program. The amount must reflect the number of program sessions and 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.

## Do not request funding for:

- Activities that are the responsibility of a Sport Governing Body.
- Activities that enhance PE classes in schools.
- Staffing costs for ongoing roles or responsibilities.

## Provide details about the:

- Leader's qualifications, experience and certification.
- Planned activities and program schedule.
- Facility or location where the program will take place.
- Type and number of people expected to participate.
- Budget (an estimate of expenses and revenue).
- Registration fee (or cost to participate).
- Local support for the program.
- Benefits of the program.



**All applicants will be notified two to four weeks after the Review Period.**  
**Successful applicants may NOT receive 100% of requested amount.**



# Responsibilities

Once an application has been approved...

## Organizational applicants:

- Enter into a “Funding Agreement” with RPAY.
- Ensure the program leader(s) has required certification.
- Cover the leader(s) under the organization’s employment policies and insurance.
- May be required to collect waivers from participants.
- Submit reports, receipts and invoices accurately and on time.

## Program leaders:

- 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.

## RPAY:

- Reviews applications and notifies applicants two to four weeks after the Review Period.
- Provides support throughout the contract term.
- Encourages applicants to access the Recreation Training Fund for expenses related to training and/or certification.
- May visit programs with advance notice.
- May amend the contract when circumstances warrant.