

# Rural Healthy Eating Active Living “RHEAL” Program

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, 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, application and responsibilities.
- Develop your program if there is local interest and support.
- Make sure there is a local leader with relevant training, certification and/or expertise.
- Plan the program activities. Decide where, when and how frequently the program will run.
- Prepare a budget for the program.

## STEP 2: APPLY

- Contact RPAY to ask your questions before applying.
- Fill out the online application form and budget template.
- Upload required documents (certification, first aid).
- Submit the application before the 1st of April, September and/or December.

## STEP 3: DELIVER

- If you are funded, review the terms of your contract.
- Finish preparing: book facility space, order materials and snacks, advertise your program, etc.
- Keep a record of your program activities and participation.
- Contact RPAY if your plans or circumstances change.

## STEP 4: REPORT

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

# RHEAL Program Guidelines

Before applying, read these guidelines to make sure your programming will be eligible.

## 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.
- You have community support to offer a unique, active recreation program.

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

- Accessible, inclusive and affordable opportunities to be physically active.
- A recreation program that runs during the fall and winter and/or takes place outdoors.
- Programming that runs 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...

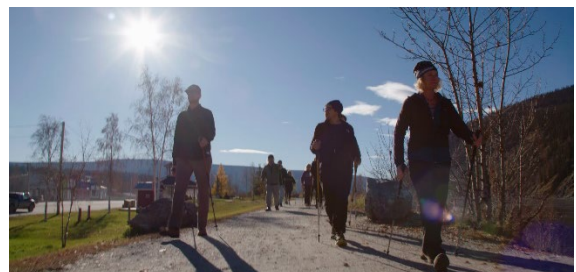
- Reasonable expenses: Wages/honorarium for a leader, program materials and supplies, healthy snacks, and/or facility rental.
- A reasonable amount: Up to \$2,000 for a two-month program offered twice per week is considered reasonable. The maximum RHEAL grant per program per year is \$8,000.

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

- April 1, September 1 and/or December 1
- The deadline for a program that begins at least two weeks later.

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

- As an organization or an individual. Applications from organizations are preferred.
- Using the online application form and budget template.
- Based on the application guidelines. Contact RPAY if you have questions!



# RHEAL Program Application Information

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

**Apply by the deadlines:** April 1, September 1 and December 1. Late applications may be considered in certain circumstances.

## Request funding for:

- A reasonable amount (e.g., up to \$2,000 for a two-month program offered twice per week) and up to a maximum of \$8,000 per program per year.
- 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.

## Provide details about:

- The leader's qualifications, experience and certification.
- The planned activities and program schedule.
- The facility or location where the program will take place.
- The type and number of people expected to participate.
- The budget (an estimate of expenses and revenue).
- The registration fee (or cost to participate).
- Local support for the program.
- The benefits of the program.



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



# RHEAL Program Responsibilities

Once an application has been approved...

## Individual applicants:

- Enter into a “Contract” with RPAY. Subcontracting is not permitted.
- Provide a SIN or CRA Business Number so that a T4A can be issued to the individual for each tax year in which they receive funding.
- Submit reports, receipts and invoices accurately and on time.

## Organizational applicants:

- Enter into a “Funding Agreement” with RPAY.
- Ensure the program leader(s) has required certification.
- Provide coverage for the leader(s) under the organization’s employment policies and insurance.
- 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 a deadline.
- Provides support throughout the term of the contract.
- May support partial costs for leader training and/or recertification.
- May visit programs with advance notice.
- May amend the contract when circumstances warrant.