



RHEAL = Rural Healthy Eating Active Living

What is the RHEAL Leader Program?

- The RHEAL Leader program provides opportunities for physical activity and promotes active lifestyles in rural Yukon communities. These community programs don't replace recreation that is already going on, but encourage participation in a broader range of active recreation.
- RHEAL Leader programs run between September and April and are offered at least once every week over a minimum of two months. Programs are led by a qualified, local individual.
- The Recreation and Parks Association of the Yukon (RPAY) manages the RHEAL Leader program with funding from Yukon Government Sport and Recreation Branch. The program covers expenses such as an honorarium for the leader's time, materials, supplies, healthy snacks, and/or facility rental.

How does the RHEAL Leader Program work?

Individuals or organizations apply for up to \$3,000 per program. Funding can be requested for:

- Preparation, delivery and administrative time with justification and based on qualifications
- Materials, healthy snacks, supplies, facility rental, etc. with an explanation of need

Funding is NOT intended:

- For staffing costs related to ongoing roles or responsibilities
- To replace responsibilities of Yukon Sport Governing Bodies
- To enhance PE classes in schools

Apply by:

1. Fall deadline: Either **September 15** (Early-bird) OR **October 31**
2. Winter/Spring deadline: **January 15**

Please Note:

If this application is for multiple programs, one application per program must be submitted. If you are not sure whether your plan involves one program or more, please call and discuss it with us.

Contact:

Penny Sheardown, Active Living Coordinator
Recreation and Parks Association of the Yukon
Phone: 867-668-3010
Toll free: 1-866-961-WALK (9255)
Website: www.rpay.ca

To apply:

1. [Click here for more information and guidelines.](#)
2. [Click here for a pdf version of the online application.](#) You may want to print and fill this out before entering the information online.
3. Click the bar below to complete and submit your application.

Read description
and deadlines!

Application

an asterix by a question means you cannot move on without answering it

* 3. There are three types of RHEAL Leaders:

1. Community RHEAL Leaders offer programs to the community and may target groups such as pre-schoolers or older adults. Programs are offered at various times and locations between September and April.
2. Winter Active for Life (WAFL) RHEAL Leaders deliver programs designed to increase participation in outdoor winter activities such as snowshoeing and cross country skiing for residents of rural Yukon and First Nation communities.
3. After School (ASTP) RHEAL Leaders provide opportunities for children and youth to be physically active during the after school hours of 3:00 to 6:00 PM. Programs may be hosted by recreation departments, a non-profit group, a First Nation, or an individual.

Please check the type that applies to this program application. If you don't know, please choose **COMMUNITY**.

- Community RHEAL Leader
- Winter Active for Life RHEAL Leader
- After-School RHEAL Leader

4. Individuals and Organizations may apply to the RHEAL Leader Program

- Individuals enter into a "Contract" with RPAY. A SIN# or CRA Business Number is required. Individuals will receive a T4A. Subcontracting is not permitted.
- Organizations enter into a "Funding Agreement" with RPAY. An organization may be a non-profit organization, a municipality, a community association, a First Nation, a school, etc. Organizations must ensure program leaders have required certification and are covered by the organization's employment policies.

Please indicate if you are applying as an **INDIVIDUAL** or as an **ORGANIZATION**. If you are not sure, contact **RPAY**.

- Individual Application
- Organization Application

You will fill out the next page if you apply as an individual or page 4 if you apply as an organization.

Individual Application

As an individual, if your application is successful, you enter into a "Contract" with RPAY.

- Contractors **must provide a Social Insurance Number or Canada Revenue Agency Business Number** when signing their contract.
- Contractors **receive a T4A** in February for the previous calendar year.
- Individuals are not permitted to subcontract.

* 5. Please provide the following information.

First & Last Name:

Address:

Community:

Postal Code:

Email Address:

Phone Number:

Enter all this information correctly and completely

6. Briefly describe your related qualifications and interests.

OR

Upload a current resume below.

7. Please answer the previous question, or upload a current resume or profile.

Choose File

No file chosen

You will be able to upload (attach) a file from your computer using these buttons.



Organization Application

As an organization, if your application is successful, you enter into a "Funding Agreement" with RPAY. An organization may be a non-profit organization, a municipality, a community association, a First Nation, a school, etc.

By submitting this application, the organization agrees to:

- supervise program leaders,
- 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, and
- ensure generally accepted employment policies and insurance is in place and followed.

* 8. Please provide the following information.

Leader's Name:

Organization's Name:

Organization's Address:

Community:

Postal Code:

Name of Supervisor:

Supervisor's Email Address:

Supervisor's Phone Number:

Enter all this information correctly and completely

9. Briefly describe the qualifications (certification, experience and training) of the individual who will lead this program.

OR

Upload their resume below.

10. Please answer the previous question, or upload a current resume or profile.

No file chosen

The Program

* 11. What is name or title of your RHEAL Leader Program?

The title of your program is important as it is used publicly. Please choose something short and unique.

* 12. Describe your program clearly in a few sentences. Describe it in the same way you would for advertising and promotion.

Your program is also used publicly. Please be very clear about what your program is about. Please use correct grammar and spelling.

* 13. Who is the primary target group for your program?

This asks you to describe who you expect to participate. Use words like families, children under the age of 5, teenagers, Elders, women, students, etc.

* 14. What will be the benefits of your program to participants?

What will be the benefits of your program to the community?

To help answer these questions, learn more about the [*Benefits of Recreation*](#).

Explain how this program contributes to health, personal development, wellbeing, etc. from the perspectives of the participants. Explain how this program contributes to a healthy community.

* 15. Please enter the following program information.

Start date (mm/dd/yy):

End date (mm/dd/yy):

Number of classes/sessions per week:

Length of each class/session (in minutes):

Anticipated # of participants:

Please use a single number only (e.g. 2 for the number of sessions each week and 8 for the # of participants).

* 16. Will participants pay a fee to participate?

No

Yes, the cost per person will be... (please indicate)

* 17. Where will the program take place in your community?

What facilities it will use?

For example, "recreation centre" or "school gym"

18. Please use this space to provide additional program information that supports your application.



The Budget

In this section, describe your program budget. Include any expenses for which you request funding. **These amounts may add up to a maximum of \$3,000.**

Successful RHEAL Leader applicants may NOT receive 100% of requested amount.

* 19. What is the total amount requested by this application?

20. You may wish to upload your budget to save time below.

Choose File

No file chosen

21. List and explain personnel costs (number of hours, hourly rate, etc.) for:

Planning, Preparing and Promoting

This cost should be less than the cost to deliver and lead.

Delivering and Leading

Other

22. If you need funding for program expenses, list and explain them here.

(Receipts are required for all program expenses.)

Supplies and Materials

Healthy Snacks

Facility Rental

Other

23. List and explain any sources of cash or in-kind funding that will support your program.

Revenue from Program Fees

Other Revenue (cash)

In-Kind Contributions

24. Use this space to provide more details about your budget if necessary.



Supporting Documents

Individuals

who wish to enter into a RHEAL Leader contract must provide:

- current certification that demonstrates qualifications necessary to lead the program
- a resume
- a letter, a reference, or other evidence of community support for the program

If delivering a program for children, youth or vulnerable persons, leaders must also provide:

- a criminal record check
- proof of current Standard First Aid/CPR

Please make sure that all documents are current and on file with RPAY.

If these documents are not already on file with RPAY, please upload them using the links below or submit them by fax, email, or in-person.

Organizations wishing to enter into a RHEAL Leader Funding Agreement are responsible to ensure leaders have appropriate qualifications, certification, experiences and background checks.

25. Upload your Resume (if this is not on file with RPAY).

Choose File

No file chosen

26. Upload copies of your Current Certifications that qualify you to deliver this program (if these are not on file with RPAY).

Choose File

No file chosen

27. Upload a letter, a reference, or evidence of community support for your program (if not already on file with RPAY).

Choose File

No file chosen

28. If your program is for children, youth or vulnerable persons, upload a Current Criminal Record Check and proof of Standard First Aid/CPR (if this is not already on file with RPAY).

Choose File

No file chosen

SUBMIT YOUR APPLICATION

By clicking "SUBMIT" your application will be forwarded directly to RPAY.

Penny Sheardown

Active Living Coordinator

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

Phone: 867-668-3010

Fax: 867-668-2455

E-mail: rpay@rpay.ca