

# **Food and Friends Student Nutrition Program Grant Guidelines**

The purpose of the Student Nutrition Program is to support communities in providing nutritious food to children and youth across Ontario. The central objective is to support the healthy development of children and youth so they are able to learn at school.

Student Nutrition Programs are implemented through Community Partnerships that are reflective of their individual community. Similarly, local programs are delivered at the grassroots level to students within schools, community centres, churches or housing complexes by volunteers.

The following reflects the requirements for funding through the Student Nutrition Program:

## **1. Eligibility Requirements**

Applications are accepted from schools and community-based groups wishing to establish or enhance breakfast, snack or lunch programs for children and youth attending school.

## **2. Local Program Committee**

A local program committee is established to plan and administer the program. The committee (school or community based) must have a minimum of three members; and must be comprised of 1. Principal or designate 2. Local program coordinator 3. Other interested individuals such as teacher, parent or program volunteer.

## **3. Accountability**

### **Financial Accountability**

A funded program must maintain the following accurate, detailed accounts of their income and expenses:

- A financial statement from the previous year showing all income (grants and both cash and in-kind donations) and expenses (including receipts)
- A detailed budget projecting the expenses and income for the upcoming year

In addition all assets are intended for the use of the Student Nutrition Program. In the event of the program closing, assets will be returned to your Community Partnership or alternate arrangements documented.

### **Data Collection**

A funded program must maintain statistics that will be required. For example: the # of children served each day and the # of volunteers participating daily.

## **4. Parental Contributions**

All parents/caregivers should be given an opportunity to contribute to the program.

## 5. Local Fundraising

A program is encouraged to form partnerships in their communities to obtain funds/resources from a variety of sources (e.g. business, service clubs, church groups).

## 6. Program Delivery

The program must operate at least 2 times per week. Program delivery will be reviewed in order to prevent duplication.

## 7. Universality

All children are encouraged to participate, regardless of reason or ability to pay. This ensures that the program is non-stigmatizing and that children can feel welcome, safe and comfortable.

## 8. Nutritious and Safe Food

Using Canada's Food Guide to Healthy Eating, breakfast and lunch menus must include 3 of the 4 food groups, including fruit or vegetable and a grain product; snack menus must offer a minimum of 2 food groups.

*Menus must reflect The Ministry of Children and Youth Services Student Nutrition Guidelines developed in July 2008.*

## 9. First Aid & Safe Food Handling

During the operation of a program there must be a minimum of one person on site who has First Aid Certification.

During the operation of a program there must be a minimum of one person on site who has Safe Food Handling Training.

All volunteers must follow safe food handling practices/local guidelines.

## 10. Cultural Sensitivity

It is important that the food prepared and served is culturally sensitive to the needs of the local program.

## 11. Program Types

The following are **not** eligible for funding:

- Child Care Providers/Facilities
- Community Kitchens
- Summer & Remedial Programs