

Student Nutrition Program Grant Guidelines

The purpose of the Student Nutrition Program is to support our community in providing nutritious food to children and youth in Dufferin, Wellington and Guelph. The central objective is to support the healthy development of children and youth so they are able to learn at school.

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

Eligibility Requirements

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

Local Program Committee

A local program committee is established to plan and administer the program. The committee will have a minimum of three members; and will be comprised of 1. Principal ([see responsibilities](#)) or designate 2. On site Program Coordinator 3. Other interested individuals such as teacher, parent or program volunteer.

Financial Accountability

A funded program will maintain:

- Accurate, detailed accounts of their income and expenses.
- A financial statement from the current year showing all income (grants and both cash and in-kind donations) and expenses (including receipts).
- At least one detailed budget projecting the expenses and income for the upcoming year.
- Nutrition grants, including gift cards are to be used only for purchases to support the student nutrition program. Check the [funding model](#) on page 25 for particulars of purchases.

Data Collection

- A funded program will maintain statistics that will be required. For example, the # of children/youth served each day, the # of days served and the # of volunteers participating daily.

Reporting

- All reporting will be provided at least quarterly by the 7th of October, January, April and June that will detail all income, expenses and data collection for the previous months.

Parental Contributions

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

Local Fundraising

- A program is encouraged to form partnerships in their community to obtain funds/resources from a variety of sources (e.g. businesses, service clubs and church groups).
- Efforts in fundraising contributions (grants, donations, and fundraising activities) are expected to equal up to 20% or more than program costs.
- Programs will participate in the Help Kids Live Free from Hunger Campaign in order to receive Children's Foundation of Guelph and Wellington Food & Friends partnership funding.

Program Delivery

The program will operate at least 2 times per week. Program delivery will be reviewed in order to encourage the program to operate 5 days per week.

Universality

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

Nutritious and Safe Food

Using the Ministry of Children, Community and Social Services' [SNP Nutritional Guidelines](#) (2016), breakfast, morning meal and lunch menus must include 3 of the 4 food groups. They must include at least one menu item from the fruit and vegetable category, one menu item from the milk and alternatives category and one menu item from the grains or meat and alternatives category. Snack menus must offer a minimum of 2 food groups, and must include one menu item from the fruit and vegetable category.

First Aid & Safe Food Handling & AODA

- During the operation of a program there will be a minimum of one person on site who has First Aid Certification.
- During the operation of a program there will be a minimum of one person on site who has Safe Food Handling Training. All volunteers must follow safe food handling practices/local guidelines.
- Everyone in the organization must be trained on providing accessible customer service and how to interact with people with disabilities.

Cultural Sensitivity

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

Conditions of Funding

Acknowledge the Children's Foundation Food & Friends Program for funding and program support in internal (school newsletters, letters to parents, etc.) or external (social media, etc.) promotional activities for your student nutrition program. Suggested wording for recognition: "We are grateful to the Children's Foundation Food & Friends Program for helping us bring healthy food to hungry minds".

- When using a logo, please ensure the proper [logo format](#) is used and is in adherence with the CFGW Brand Guidelines.

- Promote the support of the Children's Foundation Food & Friends Program in your school using the provided posters and aprons.