



Community Food Action Initiative 'Improving Local Food Security'

Public Health

April 15, 2009

Dear Applicant:

Please find attached the Vancouver Island Health Authority (VIHA) Community Food Action Initiative (CFAI) proposal package for 2009/10. This package includes the updated CFAI forms and requirements, and supersedes all previous documents. Please ensure that you are using the 2009/10 documents available on the websites listed on page # 3 of this application.

We recognize the effort that goes into completing funding applications and hope to assist organizations in making complete submissions with sufficient information for the vetting committee members to make informed decisions. Some sections do not apply to all applicants and can be omitted. We encourage applicants to be brief and informative.

To begin the process, please choose one of the four CFAI funding categories (a more detailed description can be found on page 3.) Categories include **(A) Developing a CFAI Capacity Building Plan** of \$6,000 or less, **(B) developing a CFAI Community Plan** of \$10,000 or less, **(C) Implementing a CFAI Plan** of \$20,000 or less, and, **(D) Early Implementation of Promising Practices or Approaches** of \$10,000 or less.

All applicants are required to complete the following documents; 1) organizational information, 2) one of the four funding categories listed in previous paragraph, 3) CFAI Action Work plan, 4) budget information, 5) evaluation, and, 6) signature page.

VIHA will consider multi-year funding for initiatives that may take longer than one year to fully develop, and/or to achieve results that are meaningful or sustainable. Longer-term commitments are considered on a case-by-case basis and need to align with strategic opportunities. Multi-year (minimum 2 years) funding is generally only considered for organizations that have an existing funding relationship with VIHA and for initiatives that fall within our priority areas for funding. Multi-year funding proposals will be required to provide annual fiscal reports and are re-evaluated annually based on contract deliverables. Please provide your submission for multi-level funding by completing the 2009/10 Letter of Intent Application Form after completing your CFAI Proposal Package. The categories for multi-year funding are the same as the Proposal Package. Multi-year funding proposals can include more than one funding category (see description of categories above).

Please note: If you have received CFAI funding previously, reports must be completed in order to process this application further. Multiple applications from a single catchment area will be reviewed by the committee to identify opportunities for collaboration. This Initiative uses a population health approach and focuses on economic disparities in the community and approaches to addressing food security barriers experienced by people with low incomes.

Applications will be received by mail/courier or in person (at Vancouver Island Health Authority, Suite 415 - 1900 Richmond Ave., Victoria, BC, V8R 4R2) until **4:00 pm on May 12, 2009**. We will communicate whether your application was or was not successful either by telephone or electronic mail. We look forward to working with communities and organizations served by Vancouver Island Health Authority. All completed applications will be considered, however, due to the increased interest in addressing community food security and limited resources, VIHA may not be able to provide funding for every application. We facilitate the process of decision making with a vetting committee represented by community groups. **Please note that all Community Food Action Initiative funding opportunities will be dependant upon the delivery of provincial funds to the Vancouver Island Health Authority.**

Respectfully,

Jarrod Gunn-McQuillan, Regional Coordinator, Food Security
Public Health, Population Health and Wellness
Vancouver Island Health Authority
415-1900 Richmond Ave. Victoria, BC, V8R 4R2

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BACKGROUND INFORMATION

The goal of the Community Food Action Initiative (CFAI) is to increase food security for all British Columbians. YOU are the heroes of this initiative, the individuals and community groups who are planning community food forums, mapping community assets, assessing your local food systems, building collaborative efforts to address community food security, developing community capacity around cooking, preserving, growing food and nutrition skills, forming food policy councils, writing food security charters, presenting to local governments, feeding the hungry, eating local food, and so much more¹.

Community Food Security definition adopted by CFAI includes: "A situation in which all community residents obtain a safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes self-reliance and social justice. A sustainable community food system is stated to be one that "improves the health of the community, environment, and individuals over time, involving a collaborative effort in a particular setting to build locally based, self-reliant food systems and economies"².

What is the intent of this Initiative? The intent is to support communities to improve community food security for the long term. Funding opportunities will be provided to communities that either start or are already involved in planning for solutions that improve local food security. This initiative:

- supports solutions that are sustainable, integrated, and engaged in a health planning process that addresses community priorities;
- recognizes that communities and regions have unique food security assets and needs and are at different stages of action;
- provides opportunities to engage in a population health approach to plan and strengthen community's ability to respond to food security needs, implement new initiatives and mobilize resources.

Eligibility - Who can be funded? The Vancouver Island Health Authority provides opportunity for funding:

- an existing food security coalition or established network, or
- a lead organization from the community, or
- a designated group that can champion the development of a community network or coalition or partnership.

For further information – Previous CFAI Reports are posted on the VIHA web site. If you would like to communicate with previous participants you are welcome to e-mail the following community contacts listed.

- North Island: Betty Anne Juba - bettyannejuba@shaw.ca
- Central Island: Judy Stafford - cgc@shawbiz.ca
- Central Island: Sandra Christensen - sandra.g.christensen@gmail.com
- South Island: David Stott - joyanddavid@shaw.ca
- South Island: Christina Peacock - christina@communitycouncil.ca

Questions are encouraged and can be directed to Jarrod Gunn-McQuillan, at Jarrod.Gunnmcquillan@viha.ca

¹ Adapted from Cathryn Wellner E-Briefs 2008

² Hamm, M.W. and Bellows, A.C. (2003). Community food security and nutrition educators. *J Nutr Educ Behav*, 35:37-43.

Community Food Action Initiative 'Improving Local Food Security'

APPLICATION INFORMATION & FUNDING CATEGORIES

The application form can be retrieved on the following WebPages and/or by e-mailing a request to the community contacts listed on the previous page

- Public Health Association of BC (Notices) <http://www.phabc.org/>
- Food Link Nanaimo (News) <http://www.foodlinknanaimo.com/>
- LUSH Valley Food Action Society <http://www.lushcomoxvalley.org/>
- Cowichan Green Community <http://www.cowichangreencommunity.org/>
- Capital Families – West Shore <http://www.capfamilies.org/>
- Community Council (CR-FAIR) <http://www.communitycouncil.ca/new.php>
- VIHA Food Security Webpage <http://www.viha.ca/mho/food/Food+Security.htm>

Note: Definitions are listed on page #15 of this package. **Applicants are required to complete the funding application including; i) one of the four funding categories A, B, C, or D, ii) CFAI workplan iii) funding information budget section, iv) evaluation, and, v) signature page.**

The four categories include:

A. CFAI - Developing a Community Capacity Building Plan (up to \$6,000)

Types of Projects: Examples of building community capacity for this initiative include (but are not limited to) engaging public participation, increasing collaboration and knowledge about community food security, understanding and working with the community infrastructure, and linking with functional organizations. Other specific 'how to' examples include: developing operating principles that are in line with your mission/vision, providing a clear understanding of the group's/coalition/network's role in the community, motivating people to engage in meetings and public forums, setting up committees, forming networks or coalitions, establishing new partnerships, presenting to your local municipal government, writing articles for the local newspaper, and media interviews.

B. Developing A Community Food Action Plan (up to \$10,000)

Types of Projects: Communities actively involve a wide range of partners/stakeholders and community leaders (e.g., agriculture, fisheries, local government, economic development, transportation, business and financial community, schools, sports and recreation, churches, cultural representatives). Lead organizations who are applying for funding in Category B may consider conducting a community engagement processes such as visioning, assets/needs assessment, environmental scan, identifying goals, objectives, strategies and a comprehensive evaluation as part of a sustainable food security plan.

C. Implementation of A Community Food Action Plan (up to \$20,000)

Note: This category requires you to submit six copies of your completed comprehensive CFAI Plan with your application.

Types of Projects: Where communities have a well-developed comprehensive CFAI plan and are seeking support for implementation. Examples could include establishing local food charters, increasing a community's capacity to address food security, implementing initiatives to support alternative community local food systems, integration and communication activities, and local food policy development.

D. Early Identification and Implementation of a Promising or Emerging Practices and/or Approaches (up to \$10,000)

Types of Projects: Groups/organizations can apply to implement promising or emerging practices or approaches (e.g., Pocket Markets, Community Supported Agriculture models,

Community Food Action Initiative 'Improving Local Food Security'

urban/rural agriculture initiatives), integrated into a community or regional plan. Groups and organizations will need to demonstrate why their initiative is an example of a promising practice approach. Continuation of these approaches would be dependent upon their being incorporated into a sustainable strategy for their community, or region.

CFAI DEFINITIONS - Definitions adopted for this Initiative include:

Community can be defined, as a geographic area (e.g., Health Service Delivery Area, municipality), as a community of interest (e.g. Aboriginal communities, non-English speaking communities) or, as a target population (e.g., single parents, people living on low income, children and seniors). Please indicate the community that will be covered as well as the approximate numbers of people that could be directly and indirectly involved in the process.

Community Capacity Building is about activities or actions put in place to support and strengthen community's ability to define, assess, analyze and act on issues identified as important to their members.³ Community capacity building is developed through community participatory processes involving community members.

Building community capacity for the purpose of the CFAI, involves diverse community representatives in community participatory processes through actions/activities for the purpose of strengthening the community's ability to respond to community food security needs/issues and agreed upon solutions.

Population Health Approach recognizes that many factors influence health, including: income, social status, education, social support networks, employment and working conditions, physical environments, personal health practices, biology and genetic endowment, health services, and healthy child development. A population health approach promotes prevention and positive action on the determinants which affect the health and well-being of the population as a whole or which impact inequities in health status between and among population groups.

Promising or Good Practices are used to support useful practices. They are supported by consensus among recognized experts but for which hard evidence is lacking. Although 'Promising' Practices' have not been as rigorously evaluated as 'Best Practices' they still offer ideas about what works best in a given situation. They can also provide examples of how not to do something. There is a common understanding that promising practices or approaches would lead to an actual change in something, has an impact on the policy environment, demonstrates an innovative or replicable approach, or demonstrates sustainability⁴.

CFAI WORKPLAN DEFINITIONS

- **Activities:** Each objective will have one or more actions required to achieve that objective. E.g., consultations, meetings, facilitating workshops, and skill development, forming committees, a coalition, network or partnership, conducting an asset-based and needs assessment, etc.)
- **Evaluation:** An evaluation (for each activity) measures the success in achieving the projected outcome for that activity.
- **Objectives:** Indicate some of the tasks necessary to achieve the overall goal.
- **Overall Goal:** Describes the broad purpose of your 'community' capacity building project.
- **Projected Outcomes:** The direct result of each activity is the projected outcomes – often identified in numbers or percentages. Possible outcome examples for a CFAI include but are not limited to; # of people whose awareness & knowledge about food security has increased, # of people whose knowledge and skills increased, increased participation of a diverse cross-section of community members, and, engage local decision makers in the importance of, and their role in, achieving community food security.

You can see reports from previous years at <http://www.viha.ca/mho/food/Food+Security.htm>

³ Cited in, Gibbon, M., Labonte, R., and Laverack, G. (2002). Evaluating community capacity. *Health and Social Care in the Community*. 10(6):485-491.

⁴ Cited from <http://www.infoforhealth.org/practices.shtml>