



**Community Food Action Initiative
'Improving Local Food Security'
July 2008**

Public Health

July 14, 2008

Dear Applicant:

Please find attached the Vancouver Island Health Authority (VIHA) Community Food Action Initiative (CFAI) proposal package for 2008/09. This package includes the updated CFAI forms and requirements, and supersedes all previous documents. Please ensure that you are using the 2008/09 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 Workplan, 4) budget information, 5) evaluation, and, 6) signature page.

FUNDING CHANGE: 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 may be considered on a case-by-case basis when aligned 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. The VIHA annual contract procedure requires annual fiscal reporting, as such multi-year funding applications (in your submitted Letter of Intent) will be re-evaluated annually based on contract deliverables. Please provide your submission for multi-level funding by completing the 2008/09 Letter of Intent Application Form after completing your CFAI Proposal Package. The categories for multi-year funding are the same as the Proposal Package. It is not necessary to apply in the same category for multi-year funding.

Please note: If you have received CFAI funding previously, reports must be up to date 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 mechanisms to address 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 August 8th 2008**. 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.

Respectfully,

Caryl Harper, Manager Clinical Prevention and Health Promotion
Public Health, Office of the Chief Medical Health Officer
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, working to protect traditional food sources, running community gardens and community kitchens, teaching cooking 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: Bettyanne Juba - bettyannejuba@shaw.ca
- Central Island: Andrew Goudey - cgc@island.net
- Central Island: Sandra Christensen - sandra.christens@yahoo.ca
- South Island: David Stott - joyanddavid@shaw.ca
- South Island: Christina Peacock - christina@communitycouncil.ca

Your local community nutritionists also have valuable expertise and are a vital resource. Questions are encouraged and can also be directed to Caryl Harper, at Caryl.Harper@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.

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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/>
- **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>

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 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 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, community kitchens, victory/community gardens, 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 (CSA's)), 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 food secure strategy for their community, or region.



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FUNDING APPLICATION 2008/09

Note: Application forms are in 'Word' format (typed information is preferred).

1. ORGANIZATIONAL INFORMATION

Has the Vancouver Island Health Authority (VIHA) previously funded your organization?

Yes No If more than one time, please indicate the type of fund and/or grant and most recent year

Have you received previous CFAI funding? Y N

(I) If yes, what funding stream did you receive funding for?

(II) What funding are you currently applying for?

(III) Are you submitting a letter of intent for multi-year funding for any of the categories?

(I) Previous CFAI Funding & Section		(II) Current Request for funding & Section (2008/09 only)		CFAI Funding Categories
Insert \$ Amount		Insert \$ Amount		
	A		A	CFAI - Community Capacity Building Plan
	B		B	Developing a CFAI Plan
	C		C	Early Implementation of a CFAI Plan
	D		D	Early Implementation of FS Promising Practice

IV) Are you including a Letter of Intent to request Multi-year funding? Y N

The dollar amount requested in your Letter of Intent is \$ _____

The dollar amount of your total dollar budget for your project is \$ _____

ORGANIZATIONAL INFORMATION

Project Title: _____

Organization/Group Legal Name: _____

Organization - Number of Years in Operation _____

Proposal Contact Person(s) and Title: _____

Mailing Address: _____

City/Town/Province: _____ Postal code: _____

Phone: (_____) _____ Fax: (_____) _____

E-mail: _____ WCB # _____

Where is your organization/group located?

S. Island (South of the Malahat) Mid-Island (Malahat North to Bowser) N. Island (Bowser North)

What population or community group(s) will your CFAI target? Check all that apply

- > **Geographic:** Remote Rural Sub urban Urban
- > **Settings:** Hospitals Health Centres Schools Farms
- > **Vulnerable Populations:** Homeless Low Income Seniors
- > **Aboriginal/First Nations:** On-Reserve Off-Reserve Inuti/Metis
- > **Other, specify** _____

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SECTION 2 – FUNDING CATEGORIES

**Category A - CFAI – DEVELOPING A COMMUNITY CAPACITY BUILDING PLAN:
(Funds up to \$6,000).**

1. **Community:** Briefly describe your 'community' (in addition to what has been checked from the list on the previous page) for the purposes of this initiative.
2. **Purpose/Vision:** Describe the overall purpose/vision of your organization/group.
3. **Community participants, groups and/or partners:** Describe who will be the lead organization and/or champion the initiative. Also please indicate other relevant and strategic groups or partners you are involving or intend to involve in the process to **ensure wide representation** in this process. Please describe in what way(s) community partners / organizations are involved in your project. Also, list partners, describe their roles, check whether they will be contributing any financial or other resources and how much or what will be contributed using the table below. *(Note: More room may be required, please expand the table as needed).*

Organization Name Contact Information (Name, phone, e-mail)	Type of Contribution			Purpose of Contribution
	Financial	Capital	Other	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Which staff from your organization will be assisting with the initiative? Please list the staff member's name, position, hours per month, and their role with the project.

Are there any volunteers/individuals that will be assisting with the initiative and not being paid by the initiative? Yes No Please provide the number of volunteers/individuals and their role with the project.

4. **Anticipated Results:** Describe how your initiative will improve the readiness of your community to address food security issues. Do you expect this process to support the development of a community food action plan in the near future? Consider also answering questions such as: How was, or will, your community's assets, needs and purpose be determined? What specific process or processes will you use to determine community assets, interest, involvement, commitments, and future directions?
5. **Monitoring and Evaluating Process: Please use the evaluation matrix on page #13. Please note:** Common output tracking forms will be provided to successful applicants for monitoring purposes.

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CATEGORY B - FUNDS TO DEVELOP A CFAI PLAN: Funds (up to \$10,000)

1. **Community:** Briefly describe your 'community' (in addition to what has been checked from the list on page #4) for the purposes of the Community Food Action plan.
2. **Purpose:** Describe the overall purpose of your organization and your Community Food Action Plan and what food security issues you intend to address.
3. **Community participants, groups and/or partners:** Describe who will be the lead organization and/or champion the initiative. Also, please indicate other relevant and strategic groups or partners you are involving or intend to involve to **ensure wide representation** in this process. Please describe in what way(s) community partners / organizations are involved in your project? Also, list partners, describe their roles, check whether they will be contributing any financial or other resources, and how much or what will be contributed using the table below. *(Note: More room may be required, please expand the table as needed).*

Organization Name Contact Information (Name, phone, e-mail)	Type of Contribution			Purpose of Contribution
	Financial	Capital	Other	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Which staff from your organization will be assisting with the initiative? Please list the staff member's name, position, hours per month, and their role with the project.

Are there any volunteers/individuals that will be assisting with the initiative and not being paid by the initiative? Yes No Please provide the number of volunteers/individuals and their role with the project.

4. **Activities:** Briefly describe the main activities to be carried out in developing your community food action plan and how the need for your initiative was determined.

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Please also specifically discuss the following:

5. **Issue Identification - Assets/Needs Assessment** (identifies assets, gaps, challenges, and priorities). Identify whether an assets/needs assessment has been completed (please submit with your application) or is a part of this planning process. If it will be a part of *this* process, describe how you will carry it out.

6. **Consultation Process:** Describe your consultation process to develop the plan – who, how, and what process will you use?

7. **Monitoring and Evaluating Process: Please use the evaluation matrix on page #13. Should you require additional explanation of your monitoring and evaluation please indicate here. Please note:** Common output tracking forms will be provided to successful applicants for monitoring purposes.

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CATEGORY C – IMPLEMENTATION OF A CFAI PLAN (up to \$20,000). ALL applicants are required to include a copy of their comprehensive VIHA Community Food Action Initiative Plan in this category.

1. **Community:** Briefly describe your 'community' (in addition to what has been checked from the list on page #4) for the purposes of the Community Food Action plan.
2. **Purpose:** Describe the overall purpose of your organization and your Community Food Action Plan and what food security issues you intend to address.
3. **Community participants, groups and/or partners:** Describe who will be the lead organization and/or champion the initiative. Also please indicate other relevant and strategic groups or partners you are involving or intend to involve to **ensure wide representation** in this process. Please describe in what way(s) community partners / organizations are involved in your project. Also, list partners, describe their roles, check whether they will be contributing any financial or other resources and how much or what will be contributed using the table below. *(Note: More room may be required, please expand the table as needed).*

Organization Name Contact Information (Name, phone, e-mail)	Type of Contribution			Purpose of Contribution
	Financial	Capital	Other	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Which staff from your organization will be assisting with the initiative? Please list the staff member's name, position, hours per month, and their role with the project.

Are there any volunteers/individuals that will be assisting with the initiative and not being paid by the initiative? Yes No Please provide the number of volunteers/individuals and their role with the project.

3. **Community Assets/Needs:** Identify the food security assets/needs and community priorities you are addressing. Include information on an assets/needs assessment, if applicable, or other strategies used to identify these needs/issues.
4. **Monitoring and Evaluating Process:** Please use the evaluation matrix on page #13. **Should you require additional explanation of your monitoring and evaluation please indicate.** Please note: Common output tracking forms will be provided to successful applicants for monitoring purposes.

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CATEGORY D – EARLY IMPLEMENTATION OF FOOD SECURITY PROMISING PRACTICE APPROACHES (up to \$10,000)

1. **Community:** Briefly describe your 'community' for the purposes of this early implementation of promising practice Community Food Security approaches.

2. **Purpose:** Identify the overall purpose of the early implementation of the promising practice approach(es) you are proposing and how this addresses the objectives of the Community Food Action Initiative.

3. **Why and how** will supporting this promising practice approach(es), program or resource meet your community's priorities? How is it connected to other food security activities or exiting community plans, and how will it improve local community food security?

Identify other **relevant groups or partners** you are involving or intend to involve in the process to demonstrate that all relevant players will be involved. A community partnership is when two organizations contribute to a common project. Please describe in what way(s) are community partners / organizations involved in your project? Please list partners, describe their roles, check whether they will be contributing any financial or other resources, and how much will be contributed.

Organization Name Contact Information (Name, phone, e-mail)	Type of Contribution			Purpose of Contribution
	Financial	Capital	Other	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. **Which staff from your organization will be assisting with the initiative?** Please list the staff member's name, position, hours per month, and their role with the project.

Are there any volunteers/individuals that will be assisting with the initiative and not being paid by the initiative? Yes No Please provide the number of volunteers/individuals, and their role with the project.

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5. **Activities:** In addition to the WORKPLAN, briefly describe other activities of the proposed promising practice approach(es) project and what anticipated success you hope to achieve.

6. **Long Term Plans:** Describe your long terms plans to sustain this initiative.

7. **Evaluation/Monitoring:** In addition to the evaluation matrix on page #13 describe your evaluation plan for this initiative. Include how you know your approach has been successful, that is, the measures/indicators you will be monitoring and evaluating as the project continues. **Please note:** *Common output tracking forms will be provided to successful applicants for monitoring purposes. FYI: The main action of monitoring is to keep track and focus on inputs, processes, outputs, work plans for the purpose of improving efficiency, adjusting work plans and providing accountability.*



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SECTION 3 – CFAI ACTION WORKPLAN *(Please complete the following work plan with a focus on your Application Category. Definitions are on page 15).*

PROJECT NAME:
OVERALL GOAL:
OBJECTIVES: 1. 2. 3.

OBJECTIVE 1:

	ACTIVITY	PROJECTED OUTCOMES	DATES/TIMELINE
1			
2			
3			
4			

OBJECTIVE 2:

	ACTIVITY	PROJECTED OUTCOMES	DATES/TIMELINE
1			
2			
3			
4			

OBJECTIVE 3:

	ACTIVITY	PROJECTED OUTCOMES	DATES/TIMELINE
1			
2			
3			
4			

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SECTION 4 – FUNDING INFORMATION

All applicants are required to complete the budget section in its entirety. For the categories that are not applicable to your application please indicate (N/A). **All expenses & costs for CFAI 2008/09 fiscal year end on March 31, 2009.**

	2008-2009 (Ending March 31, 2009)			
CFAI Expenses	Donation in Kind	Other funding	CFAI VIHA Funding	Total
Consultant/Coordinator/Project Manager/Researcher Costs (rate or per diem, hrs./days per month)				
Total consultant costs:				
Non-Consultant Costs				
Travel (please be specific. Formula: 100 km a month x 20 km x 12 months = \$240.00)				
Training (please specify)				
Facilitators (breakdown of hours worked per week and include hourly and/or per diem rate)				
Honorariums* (include breakdown of hours worked per week & include hourly and/or per diem rate)				
Promotion and Advertising (please specify)				
Workshop Expenses**				
Evaluation (please specify details)				
Other Expenses: (Please specify)				
Total non-contracting costs				
Administration (e.g., photo-copying, mail out costs, etc.)				
Other – Please specify:				
Total Administrative or overhead costs				
Total				

****Workshop Expense:** Include a breakdown of all costs associated with workshop that you will be paying for. Eg. Formula: Workshop supplies \$20/month x 12 months + \$240. Food for 1 workshop/month is \$20/month x 12 months = \$240. \$240 + \$240 = \$480.

What will not be funded?

- Initiatives from previous recipients of CFAI funding who did not complete requirements (e.g., no FINAL report submitted);
- Funding for any **capital projects or items** (e.g., construction, renovations, or equipment purchases such as stoves, fridges, office or farm equipment, furniture, computers);
- Fund-raising activities;
- Sabbatical leaves;
- Student exchanges;
- An organization's operational or core expenses;
- Publication of books;
- Endowment grants;
- Debt repayment or loans;
- **Employee Wages** and CPP / EI / Vacation / WCB expenses;
- Existing programs/activities already funded by VIHA.

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SECTION 5 – EVALUATION

Note: All applicants are required to complete #5 and also any other sections that are specifically relevant to your application. The main action of evaluating is to assess, with the focus on effectiveness, relevance, impact for the purpose of improving effectiveness and future sustainability. Please include qualitative and quantitative process evaluation measures. Data Sources/ Data Collection Methods Where will you obtain this data/information and what methods will be used to collect the data/information? (e.g. data source – records, people; method – personal interviews, survey). The following CFAI Outcomes are listed as examples. Sustainability: Please identify strategies you intend to put in place to ensure the project, resource or plan will continue in the long term.

1. Awareness about Food Security

Strategy/Data collection Methodologies	Process Indicators (e.g., multiple strategies developed and implemented to raise awareness among key stakeholder groups)	Output Measures (e.g., targeted # and specific key types of stakeholders involved in raising awareness)
1		
2		
3		
4		

2. Access to local healthy food

Strategy	Process Indicators (e.g., implementing activities specifically to address economic barriers)	Output Measures (e.g., # of joint initiatives, # of initiatives linking farmers to consumers, proportion of locally grown food used)
1		
2		
3		
4		

3. Food knowledge and skills

Strategy	Process Indicators (e.g., mentoring activities are established)	Output Measures (e.g., # of training workshops established)
1		
2		
3		
4		

4. Community Capacity to address local food security issues

Strategy	Process Indicators (e.g., Multi-sector coalitions & partnerships are developed)	Output Measures (e.g., # of activities carried out to facilitate use of best practices, plus participants)
1		
2		
3		
4		

5. Increase in Policy that supports food security

Strategy	Process Indicators (e.g., Changes to enhance and align food security policy within & across sectors are promoted & have champions)	Output Measures (e.g., # food security supportive policy new or changed.)
1		
2		
3		
4		

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SECTION 6 – SIGNATURE PAGE

Funding Application Assessment Criteria: Your CFAI funding request will be assessed on the basis of the following:

1. CFAI Guidelines have been followed correctly.
2. Addresses one or more of the following Community Food Action Initiatives key objectives: Increase awareness about food security; Increase access to local healthy food; Increase food knowledge & skills; Increase community capacity to address local food security; and, Increase development & use of policy that supports community food security.
3. Demonstrates involvement and support of a wide range of key stakeholders from community organizations, public agencies, health and local businesses that have an interest in and commitment to food security.
4. Will define how the long lasting benefits and sustainability for your community's food security will be achieved.
5. Plan and timelines are realistic, budget request is supportable.
6. Includes information on how the initiative will be monitored, measured and evaluated and identifies a timeframe for the evaluation.

Please include 6 copies of your application and the original version in your proposal submission. Your application must include the following completed documents:

- £ Funding Application Organizational Information Form
- £ Category Section
- £ Financial Information Form
- £ Evaluation Form
- £ Signature Page

Should we need additional information about your initiative, please provide us with names and contact information (phone number/e-mail) of two or three of your partners.

I hereby certify that to the best of my knowledge all information contained in the application is true and complete.

Authorized Signing Officer

Name (please print)

Position

Date

Proposals received after the deadline will **NOT** be accepted. Please provide an email and phone number for notification of application status _____

The complete proposal (including copies) must be received by **4:00 pm (by mail/currier or in person) on**

August 8th 2008, Attention: Caryl Harper, Public Health,
VIHA Suite 415 - 1900 Richmond Ave., Victoria, BC V8R 4R2

*We look forward to working with you. Should you have any additional questions please phone
Caryl Harper at 744-7010 or e-mail: caryl.harper@viha.ca*

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CFAI DEFINITIONS - Definitions adopted for this Initiative includes:

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 income assistance, low income 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, increased understanding of local decision makers in the importance of, and their role in, achieving community food security.

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>