

Heroes for Health

Heroes for Health Grant Eligibility Guidelines

The Heroes for Health grant program started in 2011 with the purpose of creating opportunities for members of our campus community to share ideas and work together in shaping a healthier campus community. The grant program provides financial support for novel and innovative approaches to support campus wellbeing and promotes partnerships between students, staff, and faculty. These grants are intended to support the start up costs to plan and implement wellness initiatives of benefit to our campus community.

In alignment with the University of Alberta's Healthy University Strategic Plan, Heroes for Health grants are offered from the Wellness Supports, Campus & Community Recreation, and Human Resources Health, Safety and Environment. Together, these partners are committed to improving the health and wellbeing of our campus community. Wellness Supports is responsible for the coordination and administration with these grants. Funding decisions and approvals is a shared responsibility among the partners.

Overview of Grants 2024:

The following grants are available:

- Heroes for Health Staff Grant (up to \$1500)
 - This grant will fund activities directly intended to benefit staff wellbeing. Projects that involve students and staff will be considered.
 - Grants submissions due February 9, 2024.
- Heroes for Health Community Grant (up to \$5000)
 - This grant will fund activities directly intended to benefit the greater campus community (student, staff, and faculty). Projects that involve partnerships between students and staff are preferred.
 - Grant submissions are due February 9, 2024.

Section I: Basic Application Guidelines

- Any University of Alberta student, staff/ faculty member, or alumni member is eligible to apply. This includes student groups, student faculty associations, departments, or central units.
- Projects will be eligible for funding if they align with objectives identified within the Healthy University Strategic Plan, improve campus health and wellbeing, and/or utilize

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health promotion approaches. For reference, please review the following strategic plans prior to submission:

- [For the Public Good](#)
- [Healthy University Strategic Plan](#)
- [Okanagan Charter](#)
- Projects led by an individual student, staff, or faculty must demonstrate support from a campus partner. A campus partner is defined as a member of the campus community who has a stake or interest in your project and can provide support in either a project sponsor or collaborative role. Multiple partners bring strength to an application. The level of support agreed upon from the project sponsor or collaborator must be described in the grant application. Funding may be delayed until a campus partner is identified for these projects.
- Proposals that focus on directly supporting student AND/OR staff wellbeing will be considered.
- Proposals that are incomplete will not be considered for funding.
- Each project submission will be considered, regardless of whether the applicant has been funded before. An applicant can submit more than one proposal.
- During the review process, the adjudication committee reserves the right to give preferential consideration to:
 - First-time applicants,
 - Projects which demonstrate strong partnership and relationship building between students and staff,
 - Projects with other contributory funding,
 - Projects with the potential to scale across the campus community,
 - Projects which demonstrated a benefit to the greater campus community and,
 - Projects that align with the University of Alberta's Healthy University Strategic Plan (HUSP)
- Projects will not be funded that duplicate existing services or programs at the University of Alberta
- Projects will not be funded to support an existing program or that fall into existing operations or standard practice. If funding is being sought for an existing program, a clear description of how the funds will be used for novel aspects of the program is required.
- **IMPORTANT**: For this year, applicants will be required to provide a contingency plan in case sessions will return to in-person learning on campus. Providing information on if your project will be solely online or flexible is essential to this year's review.

Format, Eligibility, Submission Deadlines and Review

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Format

- Heroes for Health Community Grant proposals of up to \$5,000 are due on February 9, 2024.
- Heroes for Health Staff Grant of up to \$1500 are due on February 9, 2024

Review & Selection

The process of awarding Heroes for Health grants is competitive. Not all projects will be awarded. Grants will be awarded up to \$5000 per project, based on demonstrated need. Once the available funding amounts have been exhausted for 2024, no further grants will be awarded for that period. Proposals will be reviewed through a committee composed of:

- Wellness Supports Adjudicators
- Campus & Community Recreation representatives
- Human Resources Health, Safety and Environment representatives

Successful proposals will be selected considered on their merit and quality of proposed activities based on:

- Ability to meet funding eligibility
- Making an important contribution to health/wellbeing at the UofA
- Building partnerships and collaboration
- Consideration of the feasibility of project implementation
- Consideration of project sustainability beyond funding
- Consideration of how the project outcomes will be evaluated and monitored
- Overall quality of proposal

Feedback will be provided to all applicants on their proposal. The review committee reserves the right to provide funding on condition of revisions from the applicant. Unsuccessful applicants will be encouraged to re-apply at a future date.

Funding Period

- Length of the funding period
- How long we expect projects to take
- Funding duration
- Financial reporting

The duration of a project is flexible, with most projects anticipated to be completed in 1-2 years. Annual disbursements for multi-year projects may be approved subject to the achievement of

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set milestones and satisfactory reporting. The adjudication committee may elect to fully fund, partially fund or not fund a project. Combinations of loans, grants, and external funding sources will be considered.

Information Sessions: Information sessions will be scheduled for the beginning of February, over Zoom. Come prepared to listen and learn about the grant program, as well as come with your specific questions. Registration for these sessions and information will be provided on the Heroes for Health landing page.

Submissions: Project proposal submissions must be sent by February 9th, 2024 by 7:00 pm MST to wshealth@ualberta.ca. Only completed proposal forms will be considered. Wellness Supports will acknowledge receipt of proposals via email.

Rights and Permissions: Any submitted material becomes the property of Health and Wellness Services, which retains all rights for future use.

Review & Selection: Project proposals will be reviewed through a two-part process. Staff and student representatives of Wellness Supports will review and provide short-listing recommendations to a review committee. This deciding committee is composed of representatives from the Wellness Supports, Campus & Community Recreation, and Human Resources Health, Safety and Environment. Submissions will be considered for funding based on the following criteria:

- Makes an important contribution to support student wellbeing at the UofA
- Builds partnerships and collaborations
- Considers the feasibility of project implementation
- Considers sustainability of the project beyond funding
- Considers how the project outcomes will be evaluated and monitored
- Overall quality of work

Funding: Up to \$5000 will be awarded to the project idea on campus who is best able to meet the funding criteria. Under the supervision and support of Wellness Supports, the implementation of the project idea will commence in the 2024/25 academic year. The deadline to spend funds through the Heroes for Health Grant is February 1, 2025, with funding period extension will be approved with discretion by the Heroes for Health granting partners.

Evaluation: Grant recipients awarded with funding will be required to submit a project evaluation form (provided by Wellness Supports) along with the following

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evaluation items:

- a. A financial report that verifies funds were expended solely for this project. In the case that projects expenses change from the submitted application; grant recipients must contact the Wellness Supports for approval.
- b. Photographs and testimonials from project participants/organizers.

Acknowledgment: The Heroes for Health Grant applicant awarded with funding will be asked to acknowledge funding support at any events, publications, reports, outreach, or marketing materials. Problems with this request must be given in writing to Wellness Supports.

Section II: Eligible and Ineligible Expense Guidelines

Funding awarded through the Heroes for Health Challenge is only intended to be used as set out in the grant agreement for expenses related to project activities. If a Grant Recipient is uncertain of a proposed expenditure is eligible or ineligible, they should contact the Wellness Supports prior to making the expenditure.

Furthermore, eligible expenses will be determined on a project-by-project basis, based on the rationale provided in each proposal. If expenses appear misaligned with project activities or for the purpose of the grant, the review committee will provide this feedback to Heroes for Health Grant applicants.

Compensation-related expenses:

Expenses must be for individuals whose duties are directly and primarily related to activities undertaken as part of the project as set out in the grant agreement.

Ineligible items include, but are not limited to:

- Staff positions
- Discretionary severance and separation packages

Travel and Subsistence costs:

Travel and subsistence costs include reasonable out-of-pocket expenses in accordance with standard Government of Alberta rates for fieldwork, research and other related activities directly related to and necessary to carry out the activities under the project as set out in the grant agreement. Travel and subsistence costs must not exceed the maximum allowable under the regulations governing the payment of traveling allowances pursuant to the Public Service Act.

Ineligible items include, but are not limited to:

- Commuting costs between residence and place of employment
- Passport and immigration fees

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- Reimbursement for airfare purchased with personal frequent flyer points

Equipment and supplies:

Expenses include reasonable costs for the purchase of equipment and supplies, which are directly related to and will be used primarily for the project as set out in the grant agreement.

Ineligible items include, but are not limited to:

- Insurance costs for equipment
- Costs of construction, renovation of laboratories, offices

Computers:

Reasonable expenses related to the purchase of computers that are directly related to and will be used for the project as set out in the grant agreement.

Ineligible items include, but are not limited to:

- Monthly telephone connection and rental costs
- Voicemail
- Cellular phones/ Smart phones

Services:

Reasonable expenses for services that are directly related to the funded project activities as set out in the agreement. Expenses where a personal benefit could be derived, are ineligible.

Ineligible items include, but are not limited to:

- Alcohol
- Staff awards and recognition
- Professional training or development costs
- Insurance costs
- Monthly parking fees (unless required for project fieldwork)
- Clothing costs
- Patenting expenses

Any questions not covered in this document should be sent to wshealth@ualberta.ca