



George Brown College / The Helderleigh Foundation Partnership  
 Helderleigh Nutrition Application Fund

**HELDERLEIGH NUTRITION APPLICATION FUND (HNAF)**

**APPLICATION – TEMPLATE**

*All fields must be completed. Please note and adhere to word limits*

<b>Project Title</b>	<i>(This is the official title of the project, it should be as descriptive as possible to reflect the nature of the project)</i>		
<b>Date</b>			
<b>Applicant Organization</b>			
<i>(This is the external organization that will partner with GBC FIRSt and/or other GBC applied research unit to conduct the work)</i>			
<b>Name</b>			
<b>Address</b>			
<b>Website</b>			
<b>Contact &amp; Title</b> <i>(LEAD APPLICANT)</i>			
<b>Email</b>			
<b>Telephone</b>		Ext	
<b>Name(s) of Co-Applicant(s)</b>			
<b>Organizations eligible to apply as Lead Applicant</b> <i>(please check as applicable)</i>			
	<input type="checkbox"/>	Not-for-profit	
	<input type="checkbox"/>	Charitable	
	<input type="checkbox"/>	Broader public sector	
	<input type="checkbox"/>	Public sector	
<b>Lead Applicant Organization Description</b> <i>(This should include a short introduction to the organization and its mandate, maximum 100 words)</i>			

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**Project Summary**

*(Maximum 700 words, in plain language)*

*A. Provide a summary of the motivation for undertaking the project. How will the project deliverables be leveraged to improve the nutrition, diet, physical health and wellness of Canadians?*

*B. Provide a concise description of the scientific or technical objectives of this project. What will be the project deliverables? What is original or unique about this work related to current scientific, health and nutrition developments?*

*C. Provide a concise description of the project methodology.*

*D. Provide a concise explanation of the proposed involvement of GBC researchers to this project. What deliverables will be the responsibility of the GBC researchers?*

*E. If Co-Applicant(s) are involved in the project, provide an explanation of their involvement and contribution.*

*E. Provide information on the targeted end clients and the needs being served.*

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<p><i>F. Provide a concise explanation of the knowledge dissemination and impacts strategy.</i></p>	
<p><b>Immediate and/or near-term outcomes and benefits</b></p> <p><i>(Maximum 100 words, in plain language)</i></p> <p><i>Provide a synopsis of the expected immediate and/or near-term outcomes and benefits to end clients in the GTA (and Canada) from this project</i></p>	
<p><b>Long-term outcomes and benefits</b></p> <p><i>(Maximum 100 words, in plain language)</i></p> <p><i>Provide a synopsis of the anticipated long-term and additional economic, social and/or environmental outcomes and benefits from this project.</i></p> <p><i>Note: A Knowledge Dissemination and Impacts Report will be expected one year after project completion to help capture these longer-term outcomes and benefits.</i></p>	

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<b>Project Costs</b>															
<p><i>Preference will be given to projects that demonstrate strong collaborative ties by, for example, committing cash to the project, committing significant in-kind contributions, being involved in the work plan, having a significant impact on students (mentoring, etc.). All in-kind contributions will need to be documented.</i></p> <p><i>Also, please fill in the separate budget spreadsheet and include in the application package.</i></p>															
<b>Total Project Cost</b> <i>(cash + in-kind)</i>															
<b>Cash from Lead Applicant</b>															
<b>Proposed cash requested from HNAF</b>															
<b>Cash from Co-Applicant(s) – Not-for-profit or charitable or public sector or broader public sector</b>															
<b>Cash from Co-Applicant(s) – Private Sector</b>															
<b>In-Kind from Lead Applicant</b>															
<b>In-Kind from GBC</b>															
<b>In-Kind from Co-Applicant(s) – Not-for-profit or charitable or public sector or broader public sector</b>															
<b>In-Kind from Co-Applicant(s) – Private sector</b>															
<b>Project Area(s) of Focus</b> <i>(please check all that apply)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"></td><td>1. Recipe Development</td></tr> <tr><td></td><td>2. Menu Development</td></tr> <tr><td></td><td>3. Nutritional Information</td></tr> <tr><td></td><td>4. Custom Training</td></tr> <tr><td></td><td>5. Market Research</td></tr> <tr><td></td><td>6. Others - below</td></tr> <tr><td></td><td><i>(Please specify)</i></td></tr> </table>		1. Recipe Development		2. Menu Development		3. Nutritional Information		4. Custom Training		5. Market Research		6. Others - below		<i>(Please specify)</i>
	1. Recipe Development														
	2. Menu Development														
	3. Nutritional Information														
	4. Custom Training														
	5. Market Research														
	6. Others - below														
	<i>(Please specify)</i>														

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**Project Description, Rationale and Fit, Methodology (900 words maximum)**

*Provide a level of detail, elaborating on the summary section above, that enables the reviewers to understand what the project is trying to achieve, the plan to achieve the goals and why this work is important to help the HNAF achieve its goals. This is also an opportunity to showcase your experience and capacity to successfully carry out the proposed project.*

*Note: Use the following headings:*

- *Project Goals and Relevance*
- *Rationale and Fit with HNAF goals*
- *General Work Plan and Research Methodology*
- *Project Co-Applicants and Collaboration Involved*
- *Anticipated Outcomes and Benefits (Immediate/Short-Term/Long-Term)*
- *Capacity to Implement Outcomes or Findings*

**Benefits (300 words maximum)**

*Describe specifically how the project will benefit:*

- *Targeted client groups*
- *George Brown College students*
- *George Brown College*
- *Other stakeholders*

**Knowledge Dissemination (300 words maximum)**

*Describe specifically how the project will disseminate the knowledge gained from the project beyond the immediately targeted client group. What actions will be pursued to extend and maximize impact for public benefit?*

*Note: A Knowledge Dissemination and Impacts Report will be expected one year after project completion to help capture longer-term outcomes and benefits.*

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<b>Key Personnel</b>	
<i>(Please list and describe up to four key personnel involved with the proposal from either the Lead Applicant organization or George Brown College)</i>	
<b>Name</b>	<b>Role</b>
1. <i>(Name)</i>	<i>(Role)</i>
2. <i>(Name)</i>	<i>(Role)</i>
3. <i>(Name)</i>	<i>(Role)</i>
4. <i>(Name)</i>	<i>(Role)</i>
<b>Proposed Project Schedule</b>	
Start date:	
End date:	

<b>Work Plan, Deliverables, Timelines</b>			
<i>Please provide a <b>detailed</b> work-plan, including dates, activities, personnel required, and deliverables and/or end results.</i>			
Due Date or Date Range	Activity	Personnel	Deliverable/Outcome
e.g. June 1 – 20, 2016	Develop 15 written recipe concepts for selection	Principal Investigator (PI), student researcher	Select 10 concepts for further development
<b>Budget</b>			
<i>Complete the attached budget spreadsheet. You will be required to report against your budget in regular status reports. Eligible expenditures include: salaries (students, full-time faculty release time or part-time faculty, applicant personnel), travel, phone, contract services, materials, participant honoraria, etc.</i>			
<b>Other Funding</b>			
Have you applied for or received any other funding for this project? Please describe.			
<b>Lead Applicant Letter of Support</b>			



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*A letter of support from the Lead Applicant signed by the Executive Director (or equivalent) must accompany your application: a. confirming commitment to the project and its goals; b. stating the expected benefits to the organization; c. confirming commitment of the stated resources (cash and/or in-kind amounts; personnel); d. confirming that the Lead Applicant is capable of finishing the project within six months; e. declaring that the organization is in good standing and current with all applicable CRA filings; and, f. declaring that there are no conflicts of interest.*

**Additional Letter(s) of Support**

*Letters of support are also required from each Co-Applicant organization, as well as any organizations representing targeted client groups for this project. For the former, a letter of support: a. confirming commitment to the project and its goals; b. stating the expected benefits to the organization; and, c. confirming commitment of the stated resources (cash and/or in-kind amounts; personnel).*

**LEAD RESEARCHER**

Name:

Title:

Organization Name:

**Co-RESEARCHER**

Name:

Title:

Organization Name:

*Add more co-researchers, if required*

**Co-APPLICANTS**

Preference will be given to projects that demonstrate strong collaborative ties by, for example, committing cash to the project, committing significant in-kind contributions, being involved in the work plan, having a significant impact on students (mentoring, etc.). All cash and/or in-kind contributions will need to be documented. A letter of support from each collaborating Co-Applicant must accompany your application.

Name:

Title:

Organization:

Phone and email:

*Add more Co-Applicants, if required*

**INFORMATION ON THE RESEARCHER(S)**

*Describe the expertise, experience and resources that the researcher has to help undertake and complete the project. Include, where possible, a description of research projects previously undertaken, or previous research experience. Be brief.*

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Name	Previous experience in similar research projects; other relevant expertise; resources. Include a CV for each researcher.
e.g. John Smith	John Smith has worked on the following research projects in the past 5 years: <ol style="list-style-type: none"> <li>1. 2014, Recipe development for gluten free diet, in collaboration with the Canadian Celiac Association</li> <li>2. 2012, Vitamin D fortification in pizza dough, in collaboration with the University of Toronto and Mount Sinai Hospital</li> </ol>

*Add more researchers, if necessary*

**RESEARCH ETHICS**

*Does this project require Research Ethics Board review? If yes, application must be made within 30 days of notification of award. For more information, see: [www.georgebrown.ca/research/ethics.aspx](http://www.georgebrown.ca/research/ethics.aspx)*

Yes. Date of submission\* \_\_\_\_\_  
 No.

*\*Please note that, on average, the GBC Research Ethics Board (REB) takes 26 business days to approve an expedited application, which should be taken into consideration when planning your project.*

**SIGNATURES**

LEAD APPLICANT		DATE:	
CO-APPLICANT		DATE:	

*Add more Co-Applicants, if required*





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**CHECKLIST prior to submission**

All sections of application form completed (and word limits adhered to)	
Budget spreadsheet completed and included. <ul style="list-style-type: none"> <li>▪ A minimum 25% of the project cost is being contributed in cash and/or in-kind as matching funding from the Lead Applicant and any Co-Applicants.</li> <li>▪ A minimum 10% of the project cost is being allocated to knowledge dissemination activities.</li> </ul>	
Lead Applicant Organization Letter of Support attached.	
If applicable, Co-Applicant Organization Letter(s) of Support attached.	
If applicable, other Letter(s) of Support attached (e.g. from targeted client groups which may receive benefits from the project).	
CVs of researchers attached.	
Paper and electronic copies of application package, submitted as specified (application form, budget spreadsheet, letter(s) of support)	