

## 2023 Harvest Bucks Sponsorship Application

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Harvest Bucks is a program of London's Child and Youth Network, coordinated by the Middlesex-London Health Unit and various community partners.

Sponsorship applications must be submitted by March 1, 2023 at 5:00 pm.

### Program Overview and Funding Eligibility

Emergency Food Programs and Community Food Programs may apply for Harvest Bucks funding. Please complete a separate application for each program for which you are applying for funding. For the purposes of the Harvest Bucks funding:

1. Emergency Food Programs are defined as programs that provide food free of charge to community members (for example, through monthly food cupboard, food bank, etc.). Programs that offer community meals only do not qualify for Harvest Bucks funding.

2. Community Food Programs are defined as programs that develop ongoing relationships with a group of community members through group and/or individual sessions. Programs provide a variety of supports depending on community member needs (for example, basic needs, housing, counselling, employment, financial empowerment, mental health, and food literacy education, etc.).

New this year, programs may apply for 1) Harvest Bucks vouchers, 2) London Good Food Boxes and/or 3) Community Pop-up Markets. There are different program requirements for each option. Not all options may work for each program. The choice of options allows programs to select the option(s) that best meet the needs of their program and community.

Harvest Bucks vouchers are for distribution to program participants and redeemable for fresh vegetables and fruit at 7 locations and Berries Market. One or more additional locations may also be added this year.

London Good Food Boxes are individual boxes of vegetables and fruit for distribution to program participants. Organizations may order the boxes once per month and pick them up from Glen Cairn Community Resource Centre (244 Adelaide Street South, London, Ontario).

Community Pop-up Markets are organization events with a "take what you need" vegetable and fruit stand. The vegetables and fruit must be offered to community members free of charge. Organizations may also accept donations for the vegetables and fruit (for example, money or goods). Any money or goods received may be used within the organization based on the direction of the organization. Ideally, the pop-up market would be operated in collaboration with community partners and include more than the vegetable and fruit stand (for example, other booths, entertainment, resource sharing etc.). The funding request is for the cost of the vegetables and fruit only. The organization is responsible for all other costs to operate the market (for example, staff costs, set-up, tables etc.). If multiple programs from the same organization location apply for a market, the funding request will be reviewed and determined for the location as a whole.

Programs may apply for one, two, or all three of the options above. As in past years, there will be a maximum amount of funding that each program may receive, depending on a variety of factors, including the funding requests and the available funding. For any programs that apply for 2 or more options, you will be asked to prioritize how you would like your funding allocated, in the event you do not receive your full funding request for each option. It is likely that the total funding requested from all applicants will exceed the funding available.

The Harvest Bucks Steering Committee will be reviewing all sponsorship applications and making funding decisions.

Harvest Bucks vouchers are also available for direct purchase at any time during the year.

### Application Participation

The application will take about 15-30 minutes to complete. The application contains multiple choice and short answer questions divided into 10 parts. Depending on how you answer specific questions, you may have fewer parts to complete. Responses will be

shared with the Harvest Bucks Steering Committee to determine program eligibility and the approved funding amount.

Application responses will be stored by the online survey provider CheckMarket on its server for 1 year. Responses will also be securely stored on the Middlesex-London Health Unit server in accordance with the retention policy of 7 years.

Completion and submission of the application indicates your consent to participate.

### **Risks and Benefits**

There are no foreseeable risks from participating in this application that are greater than those encountered in daily life. The benefits to participants include the potential to receive Harvest Bucks vouchers, London Good Food Boxes, and/or Community Pop-up Markets for your program clients.

### **Privacy and Confidentiality**

No personal health information is collected in this application. The personal information on this application is collected under the authority of the Health Protection and Promotion Act and applicable privacy legislation. This information will be used to make funding decisions and to contact selected organizations. We will take steps to ensure this information is kept confidential and safe. Any questions about the collection of this information should be directed to the Middlesex-London Health Unit's Community Health Promotion Team at 519-663-5317 or the Privacy Office at [privacy@mlhu.on.ca](mailto:privacy@mlhu.on.ca).

### **Questions**

If you have any questions about the application or experience any technical issues with the application, please contact:

Kim Loupos, RD

Community Health Promotion Team, Middlesex-London Health Unit

CitiPlaza 110-355 Wellington St, London ON N6A 3N7

Phone: (519) 663-5317 ext. 2353; Email: [kim.loupos@mlhu.on.ca](mailto:kim.loupos@mlhu.on.ca)

### **Part 1: Contact Information**

Please complete the information below.

#### **\* 2. Organization**

#### **\* 3. Contact Name**

#### **\* 4. Contact Job Title**

#### **\* 5. Contact Email**

**\* 6. Contact Phone Number**

**Part 2: Program Description**

**\* 7. What is your type of program? For the Harvest Bucks funding, we define our two program types below.**

**Emergency Food Programs** provide food free of charge to community members (for example, through monthly food cupboard, food bank, etc.). Programs that offer community meals only do not qualify for Harvest Bucks funding.

**Community Food Programs** develop ongoing relationships with a group of community members through group and/or individual sessions. Programs provide a variety of supports depending on community member needs (for example, basic needs, housing, counselling, employment, financial empowerment, mental health, and food literacy education, etc.).

**Please complete a separate application for each program for which you are applying for funding.**

☐ Emergency Food Program

☐ Community Food Program

**\* 10. What is the name of your program?**

**\* 11. When is the expected program start date?**

☐ April 2023 or before

☐ June 2023

☐ August 2023

☐ October 2023

☐ December 2023

☐ May 2023

☐ July 2023

☐ September 2023

☐ November 2023

**\* 12. When is the expected program end date?**

☐ May 2023 or before

☐ July 2023

☐ September 2023

☐ November 2023

☐ January 2024 or after

☐ June 2023

☐ August 2023

☐ October 2023

☐ December 2023

**\* 13. Which of the following are priority populations for your program? Please check all that apply.**

☐ Black, Indigenous, and People of Colour

☐ Individuals experiencing food insecurity

☐ Individuals living with low income

☐ Households with children 18 years or younger

☐ Individuals experiencing mental health challenges

☐ New immigrants

☐ Older adults

**\* 14. Briefly describe the purpose of the program (2-3 sentences maximum).**

### **Part 3: Attestation to Funding Requirements (Emergency Food Programs)**

Only applicants who answer 'yes' to all the statements in this section are eligible to apply for Harvest Bucks funding. By selecting 'yes', you are attesting that the statement is true.

**\* 15. The program is located in the Middlesex-London region.**

☐ Yes

☐ No

**\* 16. The program provides emergency food free of charge to community members on an ongoing basis (for example, through monthly food cupboards, food bank etc.). Note: Programs that only provide food through community meals are not eligible to apply.**

☐ Yes

☐ No

**\* 17. The program targets one or more of the following priority populations: Black, Indigenous, and People of Colour; households with children 18 years or younger; individuals experiencing food insecurity; individuals experiencing mental health challenges; individuals living with low income; new immigrants; and older adults.**

☐ Yes

☐ No

**\* 18. The program will provide one or more food resources to program participants to take if they wish (for example, recipes, tips for how to store food etc.).**

☐ Yes

☐ No

**\* 19. Program staff will support the Harvest Bucks evaluation process which includes a brief survey at the end of the program year.**

☐ Yes

☐ No

### **Part 3: Attestation to Funding Requirements (Community Food Programs)**

Only applicants who answer 'yes' to all the statements in this section are eligible to apply for Harvest Bucks funding. By selecting 'yes', you are attesting that the statement is true.

**\* 20. The program is located in the Middlesex-London region.**

☐ Yes

☐ No

- \* 21. The program targets one or more of the following priority populations: Black, Indigenous, and People of Colour; households with children 18 years or younger; individuals experiencing food insecurity; individuals experiencing mental health challenges; individuals living with low income; new immigrants; and older adults.

☐ Yes

☐ No

- \* 22. The program provides a variety of supports for participants depending on their needs (for example, basic needs provision, housing, employment, financial empowerment, mental health, food literacy education, cooking together, individual counselling etc.).

☐ Yes

☐ No

- \* 23. Harvest Bucks vouchers and/or London Good Food Boxes will be distributed to Community Food Program participants at least 3 times (program must be ongoing with repeat participants, not single sessions).

☐ Yes

☐ No

- \* 24. The program will support participants' consumption of the vegetables and fruit based on participant needs. For example, sharing recipes, discussing how to store the vegetables and fruit, or cooking together.

☐ Yes

☐ No

- \* 25. Program staff will support the Harvest Bucks evaluation process which includes a brief survey at the end of the program year.

☐ Yes

☐ No

- \* 26. Which of the following supports does your program offer to participants? Please select all that apply.

☐ Basic needs provision

☐ Housing

☐ Employment

☐ Financial empowerment (e.g., assistance filing income tax, applying for benefits)

☐ Mental health

☐ Food literacy education

☐ Cooking together

☐ Individual counselling

☐ Other, please specify

- \* 27. Please provide a brief written description of your program and how the Harvest Bucks vouchers, London Good Food Boxes, and/or Community Pop-up Markets would be used to support program participants.

Please also provide any additional information about your program and/or program participants you feel is important.

Please write a maximum of 100 words.

Your program has met the initial funding requirements.

There are additional requirements depending on whether you are applying for Harvest Bucks vouchers, London Good Food Boxes, and/or community pop-up markets.

**\* 28. Are you applying for Harvest Bucks vouchers?**

**Harvest Bucks vouchers are for distribution to program participants and are redeemable for fresh vegetables and fruit at these 7 locations, as well as Berries Market. One or more additional locations may also be added this year.**

☐ Yes

☐ No

**Part 4: Attestation to Harvest Bucks Voucher Requirements**

Only applicants who answer 'yes' to all the statements in this section are eligible to apply for Harvest Bucks vouchers. By selecting 'yes', you are attesting that the statement is true.

**\* 29. Program staff will discuss Harvest Bucks with program participants, including the locations to redeem the vouchers, and allow the program participant to determine if they would use the Harvest Bucks (e.g. desire to use the Bucks, ability to travel to a location, comfort going to a location). This may occur individually or as part of a group session.**

☐ Yes

☐ No

**\* 30. Harvest Bucks vouchers will be distributed to program participants, and not used to purchase produce for the organization.**

☐ Yes

☐ No

**\* 31. All Harvest Bucks vouchers will be distributed by January 13, 2024.**

☐ Yes

☐ No

**Part 5: Harvest Bucks Vouchers Request**

**\* 34. For Emergency Food Programs: On average, how many unique households does your program provide food to each month?**

**For Community Food Programs: How many participants are you expecting in your program?**

**Please enter a number only.**

- \* 35. Approximately how many times do you plan to distribute Harvest Bucks vouchers to each participant or household?

Please enter a number only.

- \* 36. On average, what dollar value do you want to distribute to each participant or household at each distribution time?

For households with 1 member, \$20 each time is recommended to provide enough incentive to visit a Harvest Bucks location. For larger households, \$30-\$50 each time is recommended depending on the number of family members.

Please enter a number only. Do not include a dollar sign.

- \* 37. What is your total dollar value requested? (number of participants or households multiplied by number of distribution times multiplied by dollar amount of vouchers each time).

Please enter a number only. Do not include a dollar sign.

For example, if you are requesting to distribute vouchers to 10 participants or households, 5 times each, and \$30 each time, your request is  $10 \times 5 \times \$30 = \$1500$ . You would then enter 1500.

Your program is not eligible to apply for Harvest Bucks vouchers. You may be eligible to apply for London Good Food Boxes and/or a Community Pop-Up Market. Please continue with the application questions.

Please contact Kim Loupos if you have any questions.

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CitiPlaza 110-355 Wellington St, London ON N6A 3N7  
Phone: (519) 663-5317 ext. 2353; Email: kim.loupos@mlhu.on.ca

- \* 38. Are you applying for London Good Food Boxes?

London Good Food Boxes are individual boxes of vegetables and fruit for distribution to program participants. Organizations may order the boxes once per month and pick them up from Glen Cairn Community Resource Centre (244 Adelaide Street South, London, Ontario).

☐ Yes

☐ No

#### Part 6: Attestation to London Good Food Box Requirements

Only applicants who answer 'yes' to all the statements in this section to be eligible to apply for London Good Food Boxes. By selecting 'yes', you are attesting that the statement is true.

- \* 39. Program staff (or volunteers) have the ability to pick up the London Good Food Boxes (LGFB) from Glen Cairn Community Resource Centre (GCCRC) (244 Adelaide Street South, London, Ontario) on the last Monday of the month between 1 pm and 3 pm.

☐ Yes

☐ No

- \* 40. If needed, the program can store any LGFBs after they are picked up from GCCRC.

Some items require refrigeration if not distributed to community members the day of pick up from GCCRC (for example, berries, some lettuces).

☐ Yes

☐ No

- \* 41. London Good Food Boxes will be distributed to program participants, and not used for program supplies.

☐ Yes

☐ No

### Part 7: London Good Food Box Request

- \* 45. How many London Good Food Boxes (LGFB) are you requesting each month?

Please enter a number only. Enter "0" if you are not requesting London Good Food Boxes for a particular month.

	1 number of LGFB
May 2023	<input type="text"/>
October 2023	<input type="text"/>
June 2023	<input type="text"/>
July 2023	<input type="text"/>
November 2023	<input type="text"/>
December 2023	<input type="text"/>
August 2023	<input type="text"/>
September 2023	<input type="text"/>
January 2024	<input type="text"/>

- \* 45. What is the total number of boxes you are requesting? Please add all the monthly numbers above. Please enter a number only.

- \* 46. What is your total dollar value requested? (number of boxes x \$14 per box). Please type a number only. Do not include a dollar sign.

Your program is not eligible to apply for London Good Food Boxes. You may be eligible to apply for a Community Pop-up Market. Please continue with the application questions.

Please contact Kim Loupos if you have any questions.

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**\* 47. Are you applying for a Community Pop-up Market for your organization?**

Community Pop-Up Markets are organization events with a "take what you need" vegetable and fruit stand. The vegetables and fruit must be offered to community members free of charge. Organizations may also accept donations for the vegetables and fruit (for example, money or goods). Any money or goods received may be used within the organization based on the direction of the organization.

Ideally, the market would be operated in collaboration with community partners and include more than the vegetable and fruit stand (for example, other booths, entertainment, resource sharing etc.).

The funding request is for the cost of the vegetables and fruit only. The organization is responsible for other costs to operate the market (for example, staff costs, set-up, tables etc.).

☐ Yes

☐ No

**Part 8: Attestation to Community Pop-Up Market Requirements**

Only applicants who answer 'yes' to all the statements in this section to be eligible to apply for Community Pop-up Markets. By selecting 'yes', you are attesting that the statement is true.

**\* 48. Vegetables and fruit will be provided free of charge to community members and/or donations will be accepted (for example, goods, money).**

☐ Yes

☐ No

**\* 49. The organization can pick up the vegetables and fruit from Urban Roots (21 Norlan Ave, London, Ontario). This may include transportation by paid staff, volunteers, or other community partners. Depending on the size of the market, an estimated 1-3 car loads (or 1 van or truck load) may be needed.**

☐ Yes

☐ No

**\* 50. If the vegetables and fruit are picked up from Urban Roots prior to the market day, the organization can store the produce until the market day. Some items require refrigeration if they are not distributed the day of pick up from Urban Roots (for example, berries, some lettuces). Ideally the vegetables and fruit will be picked up on the market day.**

☐ Yes

☐ No

**\* 51. The organization has staff and/or volunteer support to operate the market. Depending on the size of the market, you may need up to 4-6 staff and/or volunteers. Support is needed for various tasks including set-up, intake, floater, etc. An intake process with eligibility criteria is recommended, but not required, to help distribute resources to those who are most in need.**

☐ Yes

☐ No

- \* 52. At the market, the organization will provide one or more food resources to program participants to take if they wish (for example, recipes, tips for how to store food etc.).

☐ Yes

☐ No

- \* 53. The organization has the ability to support all other costs and materials to operate the market as needed (for example, tables, signs, etc.).

☐ Yes

☐ No

### Part 9: Community Pop-up Market Request

If multiple programs from the same organization location request Community Pop-up Markets, the funding request will be reviewed and determined for the location as a whole.

A minimum amount of produce is needed to operate a market. This will be considered when the funding requests are reviewed and decisions made about the number and frequency of markets funded.

The month(s) funded for each organization will depend on the total funding requests and the amount of vegetables and fruit available from Urban Roots.

- \* 54. About how many community members do you expect to attend each market?

- \* 55. For which month(s) are you applying for a pop-up market? Please select all that apply.

☐ May 2023

☐ June 2023

☐ July 2023

☐ August 2023

☐ September 2023

☐ October 2023

- \* 56. How often would you like to offer the market? Please check all that apply.

☐ Weekly

☐ Every 2 weeks

☐ Monthly

☐ Other, please specify:

### Part 10: Multiple Options Requested

- \* 57. You have applied for 2 or more of Harvest Bucks vouchers, London Good Food Boxes (LGFB), or Community Pop-up Markets. If you do not receive your full request for each option, what percent of your funding do you request be allocated to each option? Your numbers must add to 100.

Enter only a number without a percent sign. Enter "0" for any option you did not apply for.

For example if you applied for all three options, you might enter: 25 for vouchers, 50 for LGFB, and 25 for pop-up markets.

	1 Percent of funding
Harvest Bucks Vouchers	<input type="text"/>
London Good Food Boxes	<input type="text"/>
Community Pop-up Markets	<input type="text"/>

Your program is not eligible to apply for Community Pop-up Markets.

Please contact Kim Loupos if you have any questions.

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## Your responses have been registered!

Thank you for taking the time to complete the application. You will be contacted by March 31, 2023 with the results of your application.

Please contact Kim Loupos if you have any questions.

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