



## RHEAL Leaders Program Application

### RHEAL = Rural Healthy Eating Active Living

#### What is the RHEAL Leader Program?

- The RHEAL Leader program provides opportunities for physical activity and promotes active lifestyles in rural Yukon communities. These community programs don't replace recreation that is already going on, but encourage participation in a broader range of active recreation.
- RHEAL Leader programs run between September and April and are offered at least once every week over a minimum of two months. Programs are led by a qualified, local individual.
- The Recreation and Parks Association of the Yukon (RPAY) manages the RHEAL Leader program with funding from Yukon Government Sport and Recreation Branch. The program covers expenses such as an honorarium for the leader's time, materials, supplies, healthy snacks, and/or facility rental.

#### How does the RHEAL Leader Program work?

Individuals or organizations apply for up to \$3,000 per program. Funding can be requested for:

- Preparation, delivery and administrative time with justification and based on qualifications
- Materials, healthy snacks, supplies, facility rental, etc. with an explanation of need

Funding is NOT intended:

- For staffing costs related to ongoing roles or responsibilities
- To replace responsibilities of Yukon Sport Governing Bodies
- To enhance PE classes in schools

#### Apply by:

1. Fall deadline: Either **September 15** (Early-bird) OR **October 31**
2. Winter/Spring deadline: **January 15**

#### Please Note:

If this application is for multiple programs, one application per program must be submitted. If you are not sure whether your plan involves one program or more, please call and discuss it with us.

#### Contact:

[Penny Sheardown](#), Active Living Coordinator  
Recreation and Parks Association of the Yukon  
Phone: 867-668-3010  
Toll free: 1-866-961-WALK (9255)  
Website: [www.rpay.ca](http://www.rpay.ca)

#### To apply:

1. [Click here for more information and guidelines.](#)
2. [Click here for a pdf version of the online application.](#) You may want to print and fill this out before entering the information online.
3. Click "NEXT" to complete and submit your application.

## RHEAL Leaders Program Application

### Application

\* 1. There are three types of RHEAL Leaders:

1. Community RHEAL Leaders offer programs to the community and may target groups such as pre-schoolers or older adults. Programs are offered at various times and locations between September and April.
2. Winter Active for Life (WAFL) RHEAL Leaders deliver programs designed to increase participation in outdoor winter activities such as snowshoeing and cross country skiing for residents of rural Yukon and First Nation communities.
3. After School (ASTP) RHEAL Leaders provide opportunities for children and youth to be physically active during the after school hours of 3:00 to 6:00 PM. Programs may be hosted by recreation departments, a non-profit group, a First Nation, or an individual.

Please check the type that applies to this program application. If you don't know, please choose COMMUNITY.

- Community RHEAL Leader
- Winter Active for Life RHEAL Leader
- After-School RHEAL Leader

### 2. Individuals and Organizations may apply to the RHEAL Leader Program

- Individuals enter into a "Contract" with RPAY. A SIN# or CRA Business Number is required. Individuals will receive a T4A. Subcontracting is not permitted.
- Organizations enter into a "Funding Agreement" with RPAY. An organization may be a non-profit organization, a municipality, a community association, a First Nation, a school, etc. Organizations must ensure program leaders have required certification and are covered by the organization's employment policies.

Please indicate if you are applying as an INDIVIDUAL or as an ORGANIZATION. If you are not sure, contact [RPAY](#).

- Individual Application
- Organization Application

Individual Application

As an individual, if your application is successful, you enter into a "Contract" with RPAY.

- Contractors must provide a Social Insurance Number or Canada Revenue Agency Business Number when signing their contract.
- Contractors receive a T4A in February for the previous calendar year.
- Individuals are not permitted to subcontract.

\* 3. Please provide the following information.

**First & Last Name:**

**Address:**

**Community:**

**Postal Code:**

**Email Address:**

**Phone Number:**

4. Briefly describe your related qualifications and interests.

OR

Upload a current resume below.

5. Please answer the previous question, or upload a current resume or profile.

No file chosen



As an organization, if your application is successful, you enter into a "Funding Agreement" with RPAY. An organization may be a non-profit organization, a municipality, a community association, a First Nation, a school, etc.

By submitting this application, the organization agrees to:

- supervise program leaders,
- hire/contract leaders with current certification,
- maintain copies of certification on file,
- require a criminal record check when leading programs for children, youth or vulnerable populations, and
- ensure generally accepted employment policies and insurance is in place and followed.

\* 6. Please provide the following information.

<b>Leader's Name:</b>	<input type="text"/>
<b>Organization's Name:</b>	<input type="text"/>
<b>Organization's Address:</b>	<input type="text"/>
<b>Community:</b>	<input type="text"/>
<b>Postal Code:</b>	<input type="text"/>
<b>Name of Supervisor:</b>	<input type="text"/>
<b>Supervisor's Email Address:</b>	<input type="text"/>
<b>Supervisor's Phone Number:</b>	<input type="text"/>

7. Briefly describe the qualifications (certification, experience and training) of the individual who will lead this program.

OR

Upload their resume below.

8. Please answer the previous question, or upload a current resume or profile.

Choose File    No file chosen



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The Program

\* 9. What is name or title of your RHEAL Leader Program?

\* 10. Describe your program clearly in a few sentences. Describe it in the same way you would for advertising and promotion.

\* 11. Who is the primary target group for your program?

\* 12. What will be the benefits of your program to participants?

What will be the benefits of your program to the community?

*To help answer these questions, learn more about the [Benefits of Recreation](#).*

\* 13. Please enter the following program information.

Start date (mm/dd/yy):

End date (mm/dd/yy):

Number of classes/sessions per week:

Length of each class/session (in minutes):

Anticipated # of participants:

\* 14. Will participants pay a fee to participate?

No

Yes, the cost per person will be... (please indicate)

\* 15. Where will the program take place in your community?

What facilities it will use?

16. Please use this space to provide additional program information that supports your application.



## RHEAL Leaders Program Application

### The Budget

In this section, describe your program budget. Include any expenses for which you request funding. These amounts may add up to a maximum of \$3,000.

Successful RHEAL Leader applicants may NOT receive 100% of requested amount.

\* 17. What is the total amount requested by this application?

18. You may wish to upload your budget to save time below.

No file chosen

19. List and explain personnel costs (number of hours, hourly rate, etc.) for:

Planning and Preparation

Delivering and Leading

Promoting and Reporting

Other

20. If you need funding for program expenses, list and explain them here.  
(Receipts are required for all program expenses.)

Supplies and Materials

Healthy Snacks

Facility Rental

Other

21. List and explain any sources of cash or in-kind funding that will support your program.

Revenue from Program Fees

Other Revenue (cash)

In-Kind Contributions

22. Use this space to provide more details about your budget if necessary.



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Supporting Documents

**Individuals**

who wish to enter into a RHEAL Leader contract must provide:

- current certification that demonstrates qualifications necessary to lead the program
- a resume
- a letter, a reference, or other evidence of community support for the program

If delivering a program for children, youth or vulnerable persons, leaders must also provide:

- a criminal record check
- proof of current Standard First Aid/CPR

If these documents are not already on file with RPAY, please upload them using the links below or submit them by fax, email, or in-person.

**Organizations** wishing to enter into a RHEAL Leader Funding Agreement are responsible to ensure leaders have appropriate qualifications, certification, experiences and background checks.

23. Upload your Resume (if this is not on file with RPAY).

No file chosen

24. Upload copies of your Current Certifications that qualify you to deliver this program (if these are not on file with RPAY).

No file chosen

25. Upload a letter, a reference, or evidence of community support for your program (if not already on file with RPAY).

No file chosen

26. If your program is for children, youth or vulnerable persons, upload a Current Criminal Record Check and proof of Standard First Aid/CPR (if this is not already on file with RPAY).

No file chosen

**SUBMIT YOUR APPLICATION**

By clicking "SUBMIT" your application will be forwarded directly to RPAY.

**Penny Sheardown**

Active Living Coordinator

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