



ProjectMOVE Program Guidelines 2015

Objectives:

ProjectMOVE aims to identify effective, innovative, and enjoyable ways to increase women’s participation in physical activity. This program is specifically designed for female breast cancer survivors in the Okanagan region and seeks to include women from a wide range of social and cultural backgrounds.

ProjectMOVE hopes to enhance health, well-being and social connectedness among participants. To achieve this, ProjectMOVE will provide microgrants (small parcels of money) to support physical activity initiatives designed by applicants to meet their group’s unique needs.

This project is inspired by a desire to minimize the barriers to physical activity faced by breast cancer survivors. Funded by the Canadian Cancer Society Research Institute (CCSRI), ProjectMOVE will subsidize physical activity programs/ initiatives for groups of 8-12 women.

All you have to do is connect with other survivors and collectively come up with a fun and innovative group-based physical activity program/initiative. Try to consider options that can be done regularly and sustained over time.

Important Dates

October 1, 2015	Applications available online at www.projectmove.ca
November 1, 2015	Applications close
November 1, 2015 - November 15, 2015	Applications reviewed by Grant Review Panel
* November 15, 2015	Successful applicant groups notified

* Please note that depending on the number of applications received, the notification period may be before November 15, 2015.



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Questions:

What can the Project MOVE microgrants be used for?

ProjectMOVE will fund services, equipment, resources, etc. that directly facilitate safe and appropriate group based physical activity. All items must directly relate to the proposed program/initiative outlined in the application form. Receipts and invoices for all expenses must be submitted to the ProjectMOVE office.

What's an example of a program microgrants can be used for?

Initiate a Nordic pole-walking club that meets twice per week in Kelowna and walks for 30-60 minutes each session.

Eligible expenses: Nordic poles, local trail maps, water bottles, hats for sun protection.

Ineligible expenses: Exercise clothing (team t-shirts), energy bars and drinks, iPhone to map trails.

Other ProjectMOVE microgrants can be used for:

1. Equipment: Weights, fitness monitors (e.g., heart rate, pedometers), skipping ropes, walking poles.
2. Professional instructor fees for group-based classes such as yoga, Pilates, or personal training.
3. Registration fees for community classes that you join as a group (e.g., Zumba, Aqua Fit, Boot Camp etc.)
4. Public or group transportation to-and-from physical locations.
5. Childcare expenses during group physical activity sessions.
6. Miscellaneous: Hats for sun protection, water bottles for hydration, membership fees for clubs to facilitate group activity.

Items not likely to be funded by ProjectMOVE:

1. Equipment: personal home fitness equipment (e.g., treadmill), gaming/exercise console (e.g., wii fit)
2. Electronic equipment: personal computer, iPod, cell phone, etc.
3. Exercise clothing (e.g., yoga pants, running shorts, jackets).
4. Transportation: Personal mileage costs
5. Rehabilitation services: Physiotherapy, spa services, chiropractic etc.
6. Nutrition Supplements: Protein bars and powders, vitamins.

This list is not exhaustive. If you have questions about the eligibility of expenses related to your proposed project please contact Marianne Clark.



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The Funding Process:

Stage 1 – Planning

- Brainstorm about how your group can increase your physical activity in a way that's meaningful and enjoyable to you.
- Once you have some ideas, focus on the specifics: What will you do? Where will you do it? How often? What specific objectives will you set for your group?
- Talk to your friends and other potential group members to get them on board.
- Meet with other relevant people associated with the project/idea if applicable (e.g., yoga instructors, personal trainers, others who have started walking clubs or similar programs, etc.).
- Seek advice from community members or a ProjectMOVE officer.
- Start to create an estimated budget, think about all the items/services you may need to initiate the program/initiative and sustain it overtime.

Stage 2 – Contact the ProjectMOVE Office

- If you haven't already done so, this is a good time to contact our Project Officer to seek feedback on your project before filling out the application form.
- Contact our Project Officer Marianne Clark at marianne.clark@ubc.ca or by phone: 250-807-9907.

Stage 3 – Prepare and complete your application (see application form)

- Go to the website: www.projectmove.ca to complete an online application form. Make sure to answer each question in full, including a detailed budget.
- If you would prefer to complete a hard copy application form, please contact a ProjectMOVE Officer and we can mail an application form to you.
- Should you have any questions or need some assistance with the application form, please do not hesitate to contact a ProjectMOVE Officer.



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The Funding Process cont'd:

Stage 4 – Submit your application (applications close November 1, 2015)

Submit your completed online application through www.projectmove.ca or mail the completed form to us at the address below:

Cristina Caperchione
School of Health and Exercise Sciences, RHS117
University of British Columbia
Kelowna, BC, V1V 1V7

Stage 5 – Assessment

- The ProjectMOVE Grant Review Panel will assess all submitted applications. This panel is comprised of local, provincial, and national health professionals and community members invested in enhancing the wellbeing of breast cancer survivors and promoting physical activity.
- You will be notified of the outcome of your application, in writing, before November 21, 2015
- Projects should not commence until you receive confirmation that your application was successful.

Stage 6 – Start your project

- Once you have been notified of your successful application you will be asked to notify the project office, in writing (by email or mail), of your intentions to accept or decline the funds.
- * Once written acceptance has been received, funds will be distributed and your project may commence.
- * Please have all group members carefully read the responsibilities and requirements before notifying the project office of the group's acceptance of the microgrant funds. All group members must indicate that they agree to these responsibilities and requirements when notifying the Project Office of acceptance. Once notification of acceptance has been received, the funds will be distributed to the primary contact person.

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Responsibilities and Requirements of Successful Groups:

1. All participants will be required to fill out a questionnaire about physical activity and health behaviours at 3 separate time periods: At the beginning of the program, at 6 months, and at 12 months. The time commitment for this is approximately 1 hour per time period.
2. All participants will agree to wear an accelerometer (a computer-like activity tracking device worn around the waist) for 7 days. These devices will be returned to the Project Officers at the end of the 7-day period. Data from the accelerometers will help the research team measure physical activity and will be shared with participants upon request.
3. All participants will agree to participate in the weekly physical activity initiative proposed by their group.
4. All women in the group must be available to participate in follow-up assessments with the project team (e.g., focus group, post-grant interviews to capture their perceptions and opinions on the project).

Financial and Project-Related Requirements of Successful Groups

1. All receipts and invoices for financial expenditures must be collected and submitted to the ProjectMOVE office.
2. All expenditures must be directly associated with the specific project outlined in the grant application.
3. All teams will be required to submit a mid-term progress report at 6-months, and a final report at 12-months. These reports will reflect how your group has managed to meet its stated objectives.