

# New Host Application

## Food Skills for Families



To apply and become a Host for the Food Skills for Families program please read and complete the following form. Email completed forms to [FoodskillsBC@diabetes.ca](mailto:FoodskillsBC@diabetes.ca). Once received, someone from Diabetes Canada will contact you to confirm your eligibility.

### FOOD SKILLS FOR FAMILIES

Food Skills for Families is a healthy eating program offered to adults that aim to teach and encourage healthy cooking in a fun relaxed atmosphere. This six-session hands-on program is offered to adults and youth (ages 13+) in groups of 8-12 for three hours once a week. The program strives to enhance cooking confidence and skills with a focus on improving healthy eating choices and increasing fruit and vegetable consumption. The program offers a standardized best practice core curriculum that has been professionally designed by dietitians and educators to encourage participants to make healthy food decisions. The curriculum is built on Canada's Food Guide and has been developed into five modules for the following populations: Indigenous, newcomers, Punjabi, low income families and seniors.

### PROGRAM FUNDING

Most of Food Skills for Families program funding is awarded at the beginning of the year with additional funding being awarded throughout the year as budget allows. If awarded funding, Diabetes Canada would cover the following:

**Facilitator Wage:** Community Facilitators may be eligible to bill Diabetes Canada directly for the time it takes to lead this program.

*Funding for a Facilitator is available **ONCE per year** if no staff member is trained. Partners hoping to run more than one program per year should consider training a staff member as a facilitator.*

**Groceries:** Diabetes Canada will cover all food costs related to the running of this program. Food eligible for reimbursement is listed on the grocery shopping lists found in the Facilitator Manual. Shopping should be done by the Facilitator. The Facilitator is required to submit an invoice and original copies of all food receipts directly to Diabetes Canada for reimbursement.

**Participant Handbooks:** Each participant (max 12) will be provided a book to keep, it contains all the recipes cooked in class as well as helpful tips, tricks and recipe modifications.

**Program Materials:** Session One and Session Six forms, Canada Food Guides, Diabetes handouts, Certificates of Completion, grocery store gift bags and nametags.

**Support:** Diabetes Canada Food Skills for Families program staff are available by phone and email to provide additional support and guidance throughout the length of your program.

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## HOST REQUIREMENT

### TARGET POPULATION

**Ability to Reach a Target Population:** The host organization must be able to reach at least one of the five target groups which are; Indigenous, Punjabi, newcomer, low income or active seniors.

**Ability to Register 12 Participants:** The program is designed for a maximum of 12 participants. Over registration is encouraged if there is a history of no shows among participants. The program should not start until at least 10 participants are registered and Diabetes Canada should be informed if participation drops below 8. ALL participants must be **18 years or older** or 13 years or older if proper youth protocols are in place. Hosts must be able to communicate to potential participants the program's time commitment of attending a three-hour session once per week, every week, for six consecutive weeks.

**Participant Confirmation:** A few days prior to the first session participants should be called and reminded of their registration.

### KITCHEN + TEACHING FACILITY

**Kitchen Rental:** Ability to book a kitchen for six weeks, four hours for six consecutive weekly sessions. **30 min set-up – 3-hour program – 30 min clean-up.** Session Five takes place at a grocery store.

**Equipped Kitchen:** Required equipment is listed on the Master Equipment List below.

**Space to Cook, Teach + Dine:** Kitchen with space for 10-14 individuals to cook comfortably or a smaller kitchen with a teaching room/area attached that can also be used for food preparations. Teaching area with table and chairs that can comfortably accommodate 14 individuals. This area will be used for the Dining and Discussion portion of the program.

### FACILITATOR AVAILABILITY

A trained Food Skills for Families Facilitator must be available in your community. If no Facilitator is available, the opportunity exists for you to send someone from your staff to be trained. There is no fee to register for the Train-the-Trainer program. Once the staff member is trained as a Community Facilitator, Diabetes Canada will support the delivery of Food Skills for Families programs by providing materials, handbooks for participants to keep and covering the cost of food. Visit [foodskillsforfamilies.ca/get-involved/facilitators/](https://foodskillsforfamilies.ca/get-involved/facilitators/) to learn how to apply.

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## FOOD SKILLS HOST APPLICATION

Organization Name	
Program/Group Name	
Job Title and/or Professional Designation	
Organization Address	Address <b>BC</b> Province City Postal Code
Contact Person Name	
Work Email	
Work Phone	

<p>Do you meet ALL the program's <b>Host Requirements</b> listed on the previous page?</p> <p>Yes</p> <p>No</p> <p>Comments</p>
<p>Kitchen where program will be held?</p> <p>Kitchen is <b>on-site</b></p> <p>Kitchen is <b>off-site</b></p> <p><i>If off-site provide name and address of kitchen</i></p>

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Briefly describe your organization's Vision and Mission.

Indicate which Food Skills **target population** do you work with.

Indigenous

Low Income

Active Seniors

Punjabi

Newcomers

Other

Do you work with any First Nations groups?

Yes

No

Comments

Briefly describe who you would offer the Food Skills for Families to?

*Example: participants of the best for baby's program, newcomers, general registration to clients.*

If approved, when would you like to deliver your first Food Skills for Families program. If Facilitator is known, please also indicate.

First Program (ex. Fall 2020)

Facilitator's Name (if known)

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Please read and check the boxes below to indicate you understand and meet the requirements.

- My organization is able to reach one of the above stated target populations.
- My organization has access to a kitchen that meets the host requirements and contains all equipment listed on the Master Equipment List below.
- My organization would like to offer at least one Food Skills for Families programs per year.
- I understand that programs are designed for 8-12 participants.

### SIGNATURE

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Applicant Signature

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Applicant Name

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Applicant Title

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Date

Once completed, email form to [FoodskillsBC@diabetes.ca](mailto:FoodskillsBC@diabetes.ca)

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#### Diabetes Canada Privacy Statement

Diabetes Canada respects your privacy. The information we collect ensures that our Diabetes Information and Support Center can respond to subsequent inquiries and can continue to provide the best possible programs and services appropriate to your individual needs. The information gathered is also used to help guide the Association to develop new programs and services relevant to those Canadians with diabetes, those affected by diabetes and those at risk, as well as formulating future fund-raising initiatives to support our mission. We guarantee that all information gathered will be held in the strictest of confidence and will not be used for any other purpose, without your further consent. If you wish to find out more about the collection and security of your personal information, please contact the Association at 1-800-BANTING, or email [info@diabetes.ca](mailto:info@diabetes.ca).

# Master Equipment List

Quantity		Measures
	2 Sets	Measuring cups - Dry
	2 Sets	Measuring cups - Liquid
	2 sets	Measuring spoons
Quantity		Kitchen Tools
	1	Can opener
	1	Garlic press
	2	Grater
	3 sets	Mixing Bowl Set
	1	Salad spinner
	1	Potato Masher
	1	Sieve (fine mesh colander)
	2	Strainer/colanders
	1 box	Toothpicks
	1	Vegetable Peeler
	2	Whisks
Quantity		Baking Equipment
	1	Baking dish – Square 9" X 9" or 8" X 8"
	1	Baking dish – Rectangular 9" X 13 "
	3	Cookie Sheets
	2	Cooling rack
	2	Muffin tins

Quantity		Appliances
	1	Blender or food processor
	1	Microwave
	1	Stove Top - 4 burner
	1	Ovens
Quantity		Stove Top Equipment
	2	Frying pans
	2 sets	Pots (sauce pans) with lids <i>small, medium and large</i>
	1	Wok (or deep-sided skillet)
Quantity		Utensils
	10	Chef's knives
	13 sets	Cutlery
	10	Paring knives
	2	Spatulas
	5	Wooden spoons
Quantity		Other
	12 sets	Dishes
	2 sets	Oven mitts
	1	Hand Soap
	2	Dish Towel
	3	Hand Towel
	1	Bleach