



Public Health Agency of Canada
180 Queen Street West, 11th Floor
Toronto, Ontario M5V 3L7

July 5, 2013

Dear Project Sponsor:

SUBJECT: EXTENSION REQUIREMENTS FOR CAPC AND CPNP PROGRAMS

As a follow up to our letter dated June 21, 2013 notifying Sponsors of the three year extension (2014-2017) for the Community Action Program for Children (CAPC) and the Canada Prenatal Nutrition Program (CPNP), I would like to provide you with additional information about the extension criteria and required documentation.

Extension of currently funded projects will depend on the assessment of projects using program and performance criteria. This assessment will be evaluated on:

- the continued effectiveness and management of projects;
- if project activities are continuing to reach the priority populations, and;
- whether management of the funds and activities continue to be in line with the guiding principles of CAPC and CPNP Programs.

Please complete your project extension application and include the **same annual base amount as in your 2012-2014 budgets**. However, please note that the Public Health Agency is not required to continue funding under the terms of the current contribution agreement in response to your request.

To request an extension of funding, we ask you to submit the following information:

- a detailed three year workplan (Appendix A) for 2014-2017 for CAPC, CPNP;
- a detailed budget (Appendix B) for 2014-2015, 2015-2016 and 2016-2017 for CAPC, CPNP
- the application form endorsed by your Board of Directors or sponsoring organization (Appendix X) requesting the extension of funding for CAPC, CPNP.
- your organization's most recent by-laws.

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IMPORTANT

You must send all the information required for the extension of your project by completing the attached documents and returning them to PHAC no later than September 20, 2013

You will be notified of decisions following the assessment process.

If you have any questions, please do not hesitate to contact your program consultant.

Sincerely,



Marilyn Tate
Manager
Public Health Programs Unit
Ontario Regional Office

cc: Provincial Joint Management/Program Advisory Committee
Project Director/Coordinator
Program Consultant

Attachments:

- Appendix A - Workplan template
- Appendix B - Detailed Budget form
- Appendix X – Application form and Board of Directors' endorsement