**Mental Health Foundation of Nova Scotia**

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| **MISSION:** | To make a difference in the lives of Nova Scotians by supporting mental health and addiction initiatives. |
| **VISION:** | To see Nova Scotians with mental illness and addiction thriving in our communities. |

# COMMUNITY GRANT
# GUIDE

We are very pleased to launch a robust and user-friendly grants management system! For the first time, Community Grant Applications will be submitted online through our application portal. Applicants will be required to create an account. Through your account you can save your application and return later to complete it, view the status of your application and stay updated of upcoming reporting needs.

To create your account anytime, please click here. Applications are linked to the email address used to login. Emails from the grants management system will come from mail@grantapplication.com; please add this address to your safe senders list so emails aren't directed to your Junk Folder.

*Tip: if setting up an account on behalf of an organization, consider using a general email like info@YourOrganization.ca so others can access the grants portal in your absence.*

Our Community Grants Program is competitive – we receive more applications in each round than we are able to fund. Strong applications demonstrate a connection to mental illness, addiction, or mental wellness for vulnerable groups; strong fiscal responsibility impacting an appropriate number of people; demonstrated impact for identified groups; a clear plan to deliver the project; and an evaluation plan. Unfortunately, sometimes worthy projects aren't funded due to budget limitations.

The volume of applications we receive continues to increase, and we rely on the efforts of our volunteer Community Grants Committee to read and score applications. **We have introduced word limits on the length of answers to keep the applications manageable.**

*Tip: it takes time and effort to concisely explain your plan. Allow adequate time to prepare your responses within the stated word limits. Consider asking a trusted colleague to review your draft application to ensure it is concise and makes a compelling case for your project.*

To help prospective applicants prepare to complete the online application, the accompanying worksheet contains all the questions and character limits. Please feel free to use the worksheet to prepare your application, then copy and paste your answers into the online grant application.

This guide offers more detail on the type of information to consider including in your responses. If you have questions or want to discuss your ideas, please contact Monica at grants@mentalhealthns.ca. Please be aware response times will be delayed closer to the application deadline!

| ABOUT YOUR ORGANIZATION | |
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| 1. Organization Name | The name of the group or organization leading the project.<br><br>Partnerships and joint requests are eligible (and encouraged!). In the case of a partnership, one organization should be identified as the lead organization which would receive the grant funds and be responsible for reporting on the project. |
| 2. Mailing Address, including postal code | |
| 3. Website | |
| 4. Organization Status | If you're unsure whether your organization is a charity or a non-profit, please refer to Canada Revenue Agency's definition. |
| 4a. Charitable Registration Number (if applicable) | If you are a **registered charity with Canada Revenue Agency**, please list your charitable registration number.<br><br>Please don't include any other business number or registry number. |
| **MAIN CONTACT FOR THE PROJECT** | |
| 5. First & Last Name<br>6. Job Title/Position<br>7. Email address<br>8. Phone Number | This contact information is primarily needed for communications related to the grant and grant reporting.  This is the person who will be contacted if additional information or clarification is needed. |
| **PROJECT INFORMATION** | |
| 9. Proposal Title | What is the name of the project or initiative you are seeking funding for?<br><br>This project name will be used in communications with you, and used publicly when we acknowledge projects we've funded. |
| 10. Requested Amount | Please indicate a specific amount (not a range) and prepare a detailed budget showing how you arrived at this amount for *Question 30 – Itemized Budget*.<br><br>The maximum amount of funding is $25,000. |
| 11. Total Project Budget | If you have other funders and are asking the Foundation to support a portion of the project, please list the total project budget here.  Please list the other funders or prospective funders in *Question 27 – Other Financial Support.*<br><br>If you are requesting full project funding from the Foundation with no in-kind or other support, the total project budget is the same as the amount requested. |

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| 12. Are participants (or participating organizations) charged a fee? | Fees are generally viewed as a barrier to access.  However, if you feel fees are required, please include this revenue in your budget – ***Question 30 – Itemized Budget*** |
| 13. Is this a pilot project? | Check yes if you are trying something new. If this is a new solution to an identified need, please be sure to highlight the need and why this program meets the need in ***Question 23 - Need***.

If this is a tried-and-true program, or an existing project with a minor change, please select no. |
| 14. How many people (Nova Scotians) will be directly impacted by this project? | This is the number of people you expect to <u>directly benefit</u> from the program.  If you are running a program, this is the projected number of program participants.  If you're running a phone line, it's the number of phone calls that will be answered as a result of this grant funding.

This question isn't asking about indirect impact or the maximum number of people who could possibly be impacted.

Our mandate is to serve Nova Scotians, so please ensure your response reflects the number of <u>Nova Scotians</u> who will benefit. If your organization operates in multiple provinces, please only include people in NS. If your operations are in NS but you serve people from out of province, please only include people whose primary residence is in Nova Scotia. |
| 15. Have you previously been awarded a Foundation Grant?

15a. If so, which years? | Please indicate the years you received a grant, or the range of years if you received grants over multiple years. |
| 16. Will the project involve the participation of other institutions, agencies or groups? | If yes, please attach a letter outlining the organization, its mandate and what its role will be in the project.

In general, the committee values partnerships as they can extend the benefits of programs by engaging more people and increasing knowledge and connection within the community.  While not every project is suitable for a partnership, please consider whether a partnership is appropriate for your project.

If your proposal relates to training, please identify at least one partner.

If you are proposing to serve an equity-seeking or vulnerable group and your organization or project lead isn't a part of that community, please consider a partnership to ensure your project includes the voice of the intended audience. |

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| 17. Project Dates<br>*(April 2024 – March 2025)* | The Community Grants Program funds programs or initiatives that can be completed within a 12-month period.<br>Grants funded in Round 1 support activities occurring between April – Mar; Round 2 funding supports activities occurring between October – September.<br><br>For this round of funding, all activities should begin after April 1, 2024 and conclude by March 31, 2025.  The final report will be due in early April.  If your project is shorter, i.e. a 12-week program, please list the actual dates for the program. |
| 18. In which counties will the project have an impact? | Some projects have activities in various locations or use technology to reach across the province.  Please list the counties in which your project will have an impact. If you list multiple counties, be sure your application explains how you will engage participants/communities if outside of your usual area of operation. |
| 19. Who is the primary intended audience for the project? | Most projects aren't able to effectively engage "the general public".  And while it's possible "everyone" could benefit from a project, this question is asking about the **primary** intended audience. Consider thinking about your response to *Question 23 – Unmet Need.*<br><br>Select a maximum of 3 groups.<br><br>Please keep in mind that if you are proposing to serve a specific group, your proposal should demonstrate your connection to that group OR a partnership with another group or organization OR a plan to engage the group/community. Your existing connection to the community, either directly or through a partner, will be considered.<br><br>Consider your responses to the following questions as you indicate the primary intended audience.<br>*Question 16 - Partnerships*<br>*Question 21 - Organizational Overview*<br>*Question 26 - Qualifications* |

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| 20. What is the main focus area? | Please select a maximum of 2 areas.<br><br><mark>NEW THIS YEAR – if the project is training or education, a partnership must be demonstrated.</mark>  This is a move toward increasing community capacity and fostering inter-agency connections.  Often additional participants can attend training at minimal charge, and this will reduce the number of unique applications and also extend the impact of the training to benefit more people. |
| 21. Organizational overview: what is your organization's mission and what does it do?<br>*(max 300 words)* | This is a brief overview of your organization. Your answer should set the stage for why your organization is suited to lead/deliver the project. |
| 22. Project Summary for the proposed project, including objectives and anticipated outcomes.<br>*(max 500 words)* | The Project Summary is a brief overview, summarizing key points of the application.  This section should give reviewers a good idea of what the proposed project is, why it's needed and how it will make a difference. |
| 23. Briefly explain how your proposal addresses a focused need that is not being sufficiently met.  What new or innovative ideas are being brought forward to address gaps? Please include any relevant information on how your proposal addresses diversity, if applicable.<br>*(max 300 words)* | This section will expand on the need identified in ***Question 22 - Project Summary***. You may wish to consider including evidence of the need, explaining the innovation of your project, or highlighting how your proposal addresses diversity or vulnerable populations. |
| 24. Please provide a timeline for your project – specific tasks with start and end dates. | The timeline should align with your project dates in ***Question 17 – Project Dates.***<br><br>The timeline should provide enough information and evidence of planning to show that your project can be successful, begin on time and conclude at the end of the granting period.  The Grants Review Committee considers the viability of the proposed project during the review process, and a clear timeline contributes to that. |
| 25. How will you measure the success and impact of this project?<br>*(max 300 words)* | Connect to ***Question 22- Project Summary*** and the stated objectives and outcomes.<br><br>You may wish to consider using metrics like participant feedback or participation rates.<br><br>Consider a question like: How has this program made a difference for participants? |

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| 26. What are your or your organization's qualifications to sustain and complete this project?<br><br>Or, if applicable, what are the program facilitator's qualifications? Attach bio if appropriate.<br><br>*(300 words max)* | Your answer will depend on your organization and the project you propose.  Consider your responses to:<br>***Question 20 – Intended Audience***<br>***Question 21 – Main Focus***<br>***Question 22 – Organizational Overview***<br>***Question 24 – Unmet Need***<br>and consider whether any explanation or additional information is needed to answer the question: Can this organization (and partners) successfully deliver this program?<br><br>If the project includes a therapeutic benefit from a specific clinician or professional, please include that person's credentials and/or a biography whether staff, partner or consultant.<br><br>Consider identifying the project lead or facilitator and their credentials, or uploading a bio on our attachments page.<br><br>If you are proposing to serve or engage a specific group, you may wish to identify if the project lead or your organization are members of this group. |
| 27. Are you seeking financial assistance or support from other sources? | We are happy to partner on projects or co-fund!  Please be sure to include confirmed or prospective funding in your submission for ***Question 31 – Itemized Budget*** |
| 28.Is this project and its benefits sustainable?<br><br>28a. If yes, how?<br><br>*(max 150 words)* | Will there be any ongoing or long-term impact as a result of this project?<br><br>If this is a pilot project, can the project continue after the pilot, *without ongoing grant funding*?  Can the project become self-sustaining? Does it provide participants the tools or training to continue to benefit from the project? |
| **DIRECT DEPOSIT INFORMATION** | |
| 29. Direct deposit information | To speed the processing of grant payments for successful applicants, we will collect direct deposit information as part of the application process.<br><br>This doesn't mean all applicants will receive a grant. |

| ATTACHMENTS | |
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| 30. Budget - Please submit an itemized budget detailing planned revenue and expenditure breakdowns. | Please create a separate document that you will upload in the application portal.<br><br>You may choose to use headings such as rental space, seminar/workshops, travel, printing/copying, telephone/fax, postage, etc.  You may wish to include in-kind contributions in the total project budget.<br><br>Please specify hourly wages/rates, and indicate whether facilitators or other professionals are discounting rates or providing a portion of service in-kind.<br><br>If the application is submitted by a for-profit business or private practice, there is an expectation that the proposal will include a reduced rate for this project.<br><br>As the Grants Review Committee scores applications, some of the factors considered are:<br>- how many people will be impacted through this grant (cost per person);<br>- is there a therapeutic benefit (art therapist vs. art materials);<br>- is the applicant contributing to the project (staff coordination, programming space, promotion or registration, etc);<br>- are licensed professionals charging full rate or offering pro-bono or discounted fees<br>- are the costs reasonable<br><br>**Please be aware that any unspent funds must be returned to the Foundation at the conclusion of the project.** |