

Mental Health and Addictions Community Wellness Grant Guidelines

Office of Addictions and Mental Health

General Instructions

Use the following checklist to ensure your submission is complete:

1. Review funding guidelines (included in this document) and **Community Wellness Framework**.
2. Confirm if your organization is eligible for funding.
3. Send your Intent to Apply to oamhgrants@novascotia.ca
4. Send any questions to oamhgrants@novascotia.ca. These questions will be collated and answered within 3 business days and the question and answers will be sent to all organizations who sent in an 'Intent to Apply'.
 - a. Office of Addictions will be holding application information sessions.
 - i. June 10, 2024; 10am
 - ii. June 18, 2024; 10:30am
 - iii. June 24, 2024; 9:30am
5. Send completed application package by the July 5, 2024 at 2pm (AST). A completed application includes:
 - a. Completed Application (Form A)
 - b. Completed Excel Budget document (Form B)
 - c. Required financial documentation
 - d. Letter(s) of Support if partnering with another organization
6. Applications for funding are due on July 5, 2024 for consideration.
7. Late applications (those received after due date) may not be considered.
8. Once you submit your application you will receive a confirmation email of receipt within three business days. A representative from the Office of Addictions and Mental Health (OAMH) may reach out to discuss your proposal ideas or to clarify your application.
9. Written notification of the decision regarding funding and whether your application was successful will be provided in 6 – 8 weeks from grant application closing.

Eligibility

Community-based organizations (registered non-profit organizations and charities) that provide mental health and addiction supports and services and First Nations communities can apply for funding.

Community-based organizations include societies, non-profit association, non-profit co-operatives and charities registered and in good standing with Registry of Joint Stock Companies or under provincial or territorial legislation in Canada and that are authorized to operate in Nova Scotia.

Ineligible Groups

Health authorities, municipalities, organizations located outside of Nova Scotia, businesses, industry associations and sole proprietorships, and individuals and organizations that are not registered with Registry of Joint Stock Companies.

Grant Requirements

To be eligible, the application submitted must demonstrate the following criteria:

- The proposal must be focused on mental health and addictions and align with the Community Wellness Framework.
 - Office of Addictions and Mental Health will use the Community Wellness Framework to coordinate and guide its ongoing community-oriented mild to moderate mental health and addictions work across the continuum of MHA services and supports. The proposal must clearly identify what area of mild to moderate mental health and addictions work will be addressed.

The Mental Health and Addictions Community Wellness Grant provides up to 3-years of funding to:

- increase capacity (like knowledge, skills and resources) for mental health and addiction supports
- improve access for community members to resources, programs and services that support mental health and addictions care
- provide programs, services and supports that address community needs

Budget Requirements and Assets

For a list of eligible expenses please see attached budget forms. All proposed costs will be assessed based on the scale and scope of the proposal and some items requested may not be funded.

Requirements for budget submissions include:

- Submissions must have a completed budget template (see template) including:
 - Identification of all other grant funding received or anticipated for the same initiative must be identified.
 - Adequate budget notes for budget items requested to reviewers can assess.
 - It is an asset to demonstrate support (cash or in-kind) from at least one other funding source.

Ineligible Expenses

The following costs will not be considered at this time.

- New builds or major upgrades of facilities
- Any costs that are not associated with the proposed work.
- Expenses for work that are already fully funded

How to Apply

Phase 1: Submit Letter of Intent to oamhgrants@novascotia.ca

Phase 2: Proposal submission

- Proposal submitted to a central Office of Addictions and Mental Health (OAMH) email address oamhgrants@novascotia.ca
- Assessment stage- it is expected submitted applications include all required information. OAMH may reach out for clarification of some components of proposals if time permits.
- Funding decision.

Phase 3: Implementation (3 years)

- The proposal submitted if successful will inform the establishment of a multi year contract agreement between OAMH and the successful community-based organization.
- An annual accountability report will be required to be submitted to OAMH as outlined in the agreement. Failure to submit the annual accountability report or fail to achieve expected results may result in termination of funding.

How much funding is available?

- Up to \$250,000 is available for each of Years 1, 2, and 3.
- The number of years funding available will be up to 3 years unless otherwise identified for a specific cycle.
- Annual funding is dependent upon government approval during the annual budget process.

Timelines

Activity	Timeframe
Grant Guidelines posted and open for submissions	May 28, 2024
Questions and answers shared back with all applicants	Within 3 - 5 business days
Information Sessions	June 10, 2024; 10am June 18, 2024; 10:30am June 24, 2024; 9:30am
Grant closes to submissions	July 5, 2024 (2pm AST)
Notification of Outcome	6 – 8 weeks after close
Grant agreements and funding sent to organizations	September 2024

Notice of Decision

- Funds will be awarded based on assessments, equitable distribution, and available funds.
- Eligibility does not guarantee funds being awarded. Applications may be approved for some, or all, of the funding being requested. Applicants who are not approved for the amount they requested may be required to submit a revised budget based on the approved amount.
- All applicants will receive written notice from the OAMH on the funding decision.
- If approved, the amount of funding provided will be confirmed in the letter from the OAMH along with the Terms and Conditions of the funding agreement.

Grant Recipient Responsibilities

Each organization will be required to submit an accountability report annually that includes information on identified indicators and budget actuals, along with other audited financial statements on the timelines stipulated in the signed contract. Failure to submit required reports will impact current funding and future funding applications.

This report will be used to assess eligibility for ongoing and future funding and inform progress towards priority areas of action.

What if the initiatives change, cannot proceed, or are cancelled?

It is expected any awarded funds will be used as indicated in the application. If you need to change significantly from what was outlined in your application, you must make a written request to OAMH. Written permission to reallocate funding is required from OAMH prior to doing so.

If you anticipate you will have unspent funds by the end of fiscal, but you have a proposed plan of how you could spend this, you must make a written request to OAMH indicating the anticipated amount and how you plan to spend this funding. Written permission to reallocate funding is required from OAMH prior to doing so.

If your work is cancelled or you do not need the full amount of the grant provided, you must communicate with your contact at OAMH to determine next steps. Any unused funds must be returned to OAMH. This must be done using a cheque addressed to the Minister of Finance.