

**OFFICE OF ADDICTIONS & MENTAL HEALTH**

**Mental Health and Addictions Community Wellness Grant  
 FUNDING APPLICATION PACKAGE**

**Open: May 28, 2024**

**Close: July 5, 2024**

Funding applications should be submitted by e-mail in MS Word format to: [oamhgrants@novascotia.ca](mailto:oamhgrants@novascotia.ca)

For questions related to the application process please contact: [oamhgrants@novascotia.ca](mailto:oamhgrants@novascotia.ca)

For applicant <PLEASE CHECKMARK & SIGN>:

\_\_\_\_I acknowledge that the information contained in this application is true and accurate.

\_\_\_\_I acknowledge that incomplete information will result in delays and/or rejection of this application from the review process.

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Signature of Applicant, Date

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| **Part 1 – CONTACT INFORMATION** | |
| **1.1 Organizational Information** | |
| 1.Organization Name: | |
| 2. Street Address | |
| 3. Mailing Address (if different from Street address) | |
| 4. Telephone | |
| 6. E-mail | |
| 7. Webpage URL | |
| 8. Date Organization was formed (dd/mm/yy) | |
| 9. Business # (BN) | 10. Charitable Tax Number |
| **1.2 Main Contact Person** | |
| 12. Name | 13. Position Title |
| 14. Telephone | 15. E-mail |
| **1.3 Board Chair** | |
| 16. Name | |
| 17. Telephone | 18. E-mail |
| **1.4 Signing Authority/Recognized Agent** | |
| 12. Name | 13. Position Title |
| 14. Telephone | 15. E-mail |

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| **Part 2 – Proposal**  **Please provide information that supports your proposal in a clear and concise manner.** |
| **2.1 Organization Profile** |
| Please provide a high-level description of your organization, including mandate/mission. |
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| **2.2 Organization’s Capacity and Fit** |
| Please clearly describe the existing/planned capacity of your organization to do the proposed work. |
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| **2.3 Profile** |
| Please include a high-level description of the key activities for the work you are proposing to undertake through this grant including but not limited to the following:   * What type of services (e.g., harm reduction intervention, individual or group clinical services, prevention activity). * Provided by who (e.g., Social Worker, Peer Supporter). * How any program/project/services will be offered (e.g., In person, virtual, phone based or through other modes of delivery). |
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| **2.4 Target Population and Evidence of Need** |
| Please provide a description of the target population for your proposal, including (but not limited to):   * Why this target population has been identified as such for your project, including **evidence** of the need? * Evidence of meaningful engagement of the target populations in the planning process and your plan for ongoing consultations in the implementation of your project. |
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| **2.5 EDIRA** |
| EDIRA – stands for Equity, Diversity, Inclusion, Reconciliation, and Accessibility. Together they represent the core concepts and principles that underlie an equity-based approach. Please describe how your project considers and includes actions that support EDIRA throughout the planning and implementation.   * ***Equity*** refers to an approach that ensures everyone has access to the same opportunities. It is a process that begins by acknowledging unequal starting points – through an understanding of peoples’ unique characteristics, viewpoints, and lived and current experiences – and works to address barriers that prevent people from accessing and benefiting from services regardless of their identity or background. * ***Diversity*** is defined as the many ways we are unique and different from one another while distinguishing us as individuals and identifying us as belonging to a group or groups. It cannot be expressed by single variables like culture, language, ability, age, etc., but must include the dynamic intersection of all identities that can lead to marginalization, social exclusion, deprivation, and disempowerment. * ***Inclusion*** refers to the intentional, ongoing efforts and actions to ensure that people with different identities actively participate in all aspects of the work of an organization and/or society. It refers to the way that diverse individuals are respected, and their perspectives valued and embraced as meaningful to inform and influence change. * ***Reconciliation*** The Truth and Reconciliation Commission describes reconciliation as a process of healing relationships that requires public truth sharing, apology, and commemoration that acknowledges and redresses past harm. It is a journey towards meaningful relationships between Indigenous and non-Indigenous peoples. One of the many intended outcomes is to reduce ongoing harm and re-traumatization experienced by Indigenous Peoples. * ***Accessibility*** The [Nova Scotia Accessibility Act](https://nslegislature.ca/legc/bills/62nd_3rd/1st_read/b059.htm) defines disability as; “a physical, mental, intellectual or sensory impairment that, in the interaction with a barrier, hinders an individual's full and effective participation in society.”Accessibility aims to address barriers that would impede people with disabilities meaningful access to health services, full participation, and contribution. |
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| **2.6 Key Partnerships** |
| Please provide a description of the partner organizations who have a defined role in supporting the proposed work. **For each organization,** please include a brief summary of the organization’s specific role in this work (e.g., operational, administrative, service delivery partner, advisory, etc.).  Letters of support are encouraged, especially for those organizations who are significantly contributing or collaborating to the proposed project.  ***(Please include letters of support in an Appendix to your application).*** |
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| **2.7 Three-Year Work Plan** |
| Please describe:   * A high-level description of the key activities and actions to be taken in each year. * The schedule/timeline for these key activities, and any other important high-level project milestones. * Please briefly describe the key risks associated with your proposed work and the steps that will be taken to mitigate them. |
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| **2.8 Alignment of Proposal to Community Wellness Domains** |
| How does your mental health and addictions proposal impact any of the following community wellness domains?   * Early childhood development * Education * Environments * Food and housing security * Health services * Income and employment * Health/mental health literacy * Social and cultural inclusion |
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| **2.9 Outcomes and Goals** | | | | |
| This section is a detailed outline of the activities and outcomes you will create over the duration of the proposed work. Use the standard logic model-style template provided below to demonstrate the approach you will take to achieve your intended outcomes, using bullet points to keep the information brief and specific.  Use the descriptions and examples below to guide your response; this information can be deleted to create space once content is added to the table. Considerations should be given to how you will measure and report the outputs and outcomes. | | | | |
| **Ultimate Outcome** | *The higher-level strategic goal that your work during the funding period will contribute to in the long run (e.g. your organization’s vision statement).* | | | |
| **What Your Work Will Do (Activities)** | | **What Your Work Will Create (Outputs)** | **Short Term Outcomes (year 1)** | **Medium Term Outcomes (years 2-3)** |
| *What activities, services, programs, events and/or initiatives will you implement?*  *In this column you will include things your grant will support directly or things which staff (who are funded by the grant) will be doing.*  *Some activities fall under broader components (e.g., project administration, education and awareness, training, outreach, Program A, Program B, Program C, etc.). Please include all activities related to each component in the same row.*  *Activities are usually described using VERBS such as Conduct, Develop, Identify, etc.*  *E.g.,*   * *Engage advisory committee to inform overall program plan.* * *Conduct environmental scan to support program model development.* * *Deliver xxxxxx program for the defined target population.* | | *Please indicate the products of your activities.*  *This is usually something that can be counted, as a result of* ***each activity****.*  *Outputs are usually described using NOUNS such as people, places, or things.*  *E.g.,*   * *Advisory committee formed; # of reps and sectors engaged* * *Environmental scan report and executive summary* * *# of clients/people accessing the program* | *What changes do you expect to see by the end of the funding cycle because of your activities?*  *Short term outcomes are typically expressed as a direct change you are hoping to see as a result of* ***each******activity****. The expected direction of the change must be included in each statement (e.g., increase vs. decrease).*  *Examples include:*   * *Increased knowledge* * *Increased skills* * *New attitudes or beliefs* * *Increased access or participation* * *Improved process*   *E.g.,*   * *Program plan is better informed* * *Improved level of buy-in from key stakeholders* * *Increased knowledge of best/emerging practices* * *Clients feel better supported to manage their health issue* * *Clients knowledge of available services is improved* | *What change(s) would you expect to see over the medium term because of your activities?*  *The medium-term outcomes are usually the changes that the overall* ***program activities*** *are intended to achieve. Since these outcomes will occur at a higher level, they are usually fewer in number than short-term.*  *These outcomes are typically expressed as changes in a social condition or status of a group:*   * *Improved health outcomes* * *Reduced risk factors* * *Change in system or organization*   *E.g.,*   * *Program is well-grounded in theory, evidence and good practice.* * *Clients health status improves.* * *Stigma towards the target population is reduced.* |
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| **2.10 Evidence of Best and Promising Practices** |
| An important step in planning for effective programming and service delivery in any field is to ground your practice in current evidence and a common understanding of what is most likely to produce a desired change or outcome. Evidence which supports emergent and complex approaches, promising practice, and best practice typically come from multiple sources and can take on many forms including (but not limited to):   * stakeholder feedback, including people with living/lived experience * community needs assessment * subject matter expertise * jurisdictional scanning * academic literature * grey literature (i.e., non-peer reviewed) * monitoring data * evaluation findings   Using the template below, please identify the evidence you have used to support your approach in Sections 2.9 of this proposal. Please consider each of the activities you are proposing and what evidence exists to support the activities you have planned, including evidence that supports why and how you will approach your work. *What evidence have you used to guide your planning and decision making around the activities and outcomes?* |

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| **Activities** | **Based on what evidence?** | **Types/Sources of Evidence** |
| *Include a row for each of the activities listed in Section 2.9.* | *Provide a brief description of the evidence and/or best practices that support your approach. Why do you believe that the proposed approach will lead to the achievement of the outcomes you expect to see?* | *Provide a brief description of where your information comes from. Be specific. Provide references where applicable.* |
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| **2.11 Alignment with Government Priorities** |
| Please describe how this proposal align with current government priorities, policies, or strategies. Provide concrete examples to illustrate the connections and reference any government documents to which your proposed work is aligned: for example the Minister’s Mandate: [ministerial-mandate-letter-2021-CNS-AMH-Youth.pdf (novascotia.ca)](https://novascotia.ca/exec_council/letters-2021/ministerial-mandate-letter-2021-CNS-AMH-Youth.pdf) and Action for Health: [action-for-health-strategic-plan-for-nova-scotia.pdf (novascotia.ca)](https://novascotia.ca/actionforhealth/assets/docs/action-for-health-strategic-plan-for-nova-scotia.pdf). |
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| **Part 3 – Budget** |
| **3.1 Grant Budget Template** |
| A grant budget template worksheet is provided in the MS Excel workbook attached to this proposal application package called *Grant Budget Template.xls* under the tab “Grant Budget Template”.  Please use the spreadsheet provided, including the budget line items proposed in the template to organize your budget submission. If a line item is not relevant for your organization simply leave the entry blank and/or delete the budget line entirely.  The spreadsheet has been designed to automatically total your overall annual budget and the overall amount you are requesting from OAMH as the line items are populated.  The spreadsheet will also calculate the following information based on the dollar figures you provide:   * *the percentage of each line item within the total annual budget for your organization (demonstrates where the bulk of your organizational spending takes place)* * *the percentage of each line item that will be paid for by the* OAMH *contribution you are requesting (demonstrates where* OAMH *funding will be used within the organization’s overall spending plans)* |
| **3.2 Budget Notes** |
| Please use the worksheet called “Budget Notes” accessible by the tab at the bottom of the workbook - *Grant Budget Template.xls* to provide brief notes explaining the budgeted items that OAMH will contribute to.  For budget lines related to staffing, please outline the staff person, a descriptor of their role and the itemized costs which comprise the staff salary line. |
| **3.3 Additional Sources of Funding** | |
| Please use the worksheet called “Additional Sources of Funding” accessible by the tab at the bottom of the workbook - *Grant Budget Template.xls* to provide any additional relevant information about government funding, and in-kind and cash contributions from the organization and/or its partners which will support the work proposed this year. | |
| **3.4 Template for Annual Reporting** | |
| In the *Grant Budget Template.xls* workbook, there is a worksheet called “Template for Annual reporting”. Please leave this blank for now. If successful, you will use this template to report your expenditures at the end of the fiscal year and submit on the schedule outlined in your grant agreement. | |