

Application process opens:Early December

Last date to submit an application:February 18, 2022

Notice of Decision:End of March 2022

What is the Purpose of the Enhanced Support Grant Stream and what projects will be considered for funding?

PEI organizations can apply for up to \$300,000 to be paid out over three years for funding to enhance existing programs, policies, and initiatives to build resilience and improve mental well-being across the life span and across generations.

To be considered for funding, projects must focus on one or more of the following Action Areas that are known to build resilience for individuals, families and/or communities.

- i. supporting responsive relationships
- ii. strengthening core life skills
- iii. reducing sources of toxic stress and its harmful build-up

The grants can also be used to build and deepen knowledge and understanding about mental well-being and resilience through professional development, training, and building communities of practice both within the Applicant Organization and with its collaborators.

Up to \$1M total is available in 2021-2022 for this funding stream to support grants of up to \$300,000 to be paid out over three years according to the project's estimated budget requirements.

Who can apply?

Organizations in all regions of PEI from across all sectors, including:

- Local and regional not-for-profit, community and charitable organizations
- Indigenous organizations and communities
- Partners working with any of the above, including, but not limited to, businesses, municipalities, schools, and post-secondary organizations

NOTES

Individuals are not eligible to apply. Eligibility is restricted to organizations operating within PEI.

If justified to meet the objectives of the project, the applicant team may include a team member(s) from outside PEI if such team member(s) brings expertise and capacity to the project that is not available in the province (e.g., research and/or evaluation expertise). A team member(s) from outside PEI is not eligible to be the Project Lead.

*The **Applicant Organization** is the organization that will hold the grant funds. The **Project Lead** is the main contact from the Applicant Organization who will lead the project.*

What are eligible expenses?

Grant funds may be used to cover the following eligible expenses:

- Training and professional development
- Holding meetings and events, including facility rentals and remote meeting costs
- Transportation
- Research, evaluation, and dissemination activities
- Wages* and fees (e.g., consultants, trainers, expertise not available in the community, honoraria)
- Promotional and marketing activities directly related to the project
- Reasonable overhead, capital, and infrastructure costs directly related to the project to a maximum of 10% of the total grant
- Costs associated with the grant's financial reporting requirements

** Wages – Eligibility for wage coverage will be assessed based on the demonstrated need. Wages must cover tasks that do not already fall within a staff's job and are critical to the success of the project and require additional time.*

What are ineligible expenses?

Grant funds cannot be used to cover:

- Prizes and contests
- Scholarships and bursaries
- Individual conference attendance
- Events or activities that do not deliver on the objectives of the project (e.g., fundraising)
- Expenditures made prior to the application

What is the application process?

Before applying, applicants should review the [Knowledge Base Backgrounder](#).

Content provided in the application should be written in 12-point Times New Roman font using a minimum of single spacing.

Follow these three steps to complete and submit your application. Other ways of applying are also possible, on an as-needed basis (e.g., ground mail). For more information contact: grants@allianceformentalwellbeing.com.

Steps to apply

Step 1: Download the [Application Form Template](#) and the [Budget Template](#)

Step 2: Complete the Templates according to the instructions that follow

Step 3: Submit your completed Application Form Template and Budget Template to the Grants Coordinator by email at grantapplications@allianceformentalwellbeing.ca

Incomplete applications will not be eligible to advance in the process.

In your application you will be asked to provide:

- Project Title and Funding Stream
- Contact Information for the Applicant Organization and Project Lead
- Type of organization and PEI region(s) the project will take place in, including specific community and/or settings
- A high-level 1-page summary of the project plan, including purpose and rationale, timelines, estimated budget, anticipated milestones and results
- Using the following guidelines, a detailed proposal of up to a maximum of 10 pages that is structured according to the Evaluation Criteria for this Funding Stream: 1) Alignment - 3 pages, 2) Feasibility - 3 pages, 3) Potential Impact - 4 pages

1) Alignment:

- Provide a description of the how the project aligns with the four Objectives of the *Improving Mental Well-being for All: Focusing Action for Positive Change Grant Program* and Purpose of the Enhanced Support Funding Stream.
- Clearly state the relevance and rationale for the enhanced support and how such support will advance one or more of the Action Areas for individuals, families and/or communities:
 - i. supporting responsive relationships
 - ii. strengthening core life skills
 - iii. reducing sources of toxic stress and its harmful build-up
- If applicable, provide a description of the plan to include professional development, training and/or the creation of a community of practice as part of the project and how it will be implemented.

2) Feasibility

- Provide a project plan with timelines indicating how the project will successfully achieve its anticipated results within the grant timelines. Also include the description and rationale for engaging stakeholders and partners in the project, if applicable.
- Provide a description of the Project Lead and his/her capacity and expertise to lead the project and deliver on the proposed results, as well that of team member(s), partners, and collaborators, if applicable.
- If applicable, provide an example that demonstrates the Applicant Organization and Project Lead's experience executing similar projects successfully.
- Provide an indication of how the Applicant Organization will help enable the project's success (e.g., by providing in-kind support).
- Using the **Budget Template** provided, include a detailed estimated budget for the project with reasonable justification for each eligible cost along with both financial and in-kind contributions from other funders and/or partners, if applicable

3) Potential Impact

- Describe the potential impact and contribution of the enhanced support to build resilience for individuals, families and/or communities.
- Describe how this impact will be measured and assessed (e.g., by developing an evaluation plan, and/or research plan (if applicable)).
- Describe how the project results will be summarized and shared, by what means, with what audiences, and for what purpose (e.g., to build organizational awareness and connection within the community).
- Describe any potential the project holds for future scaleup (either within or beyond its current jurisdictional/community/geographical setting).
- Describe how the enhancements supported through this grant will be sustained, after the grant funding ends.

How will my application be assessed and scored?

The PEI Alliance for Mental Well-being will establish a peer review committee to review applications using **three review criteria that directly align with the application requirements:**

1) Alignment (30%)

- To what extent does the project align with the four Objectives of the *Improving Mental Well-being for All: Focusing Action for Positive Change Grant Program* and the Purpose of the Enhanced Support Funding Stream?
- Is the rationale and relevance for the enhanced support clearly stated and how it advances one or more of the Action Areas?
- If applicable, are the plans associated with professional development, training, and/or creating a community of practice clear and aligned with what the project is aiming to achieve?

2) Feasibility (20%)

- Are the timelines and related deliverables realistic and sufficient to implement the project?
- Is the estimated budget reasonable and well justified?
- Does the Applicant Organization and Project Lead have the appropriate expertise, experience, capacity, and time required to deliver on the project?
- If the project involves stakeholders and partners is there a clear and appropriate plan describing why they will be engaged, how and when?

3) Potential Impact (50%)

- To what extent will the project make an impact and contribution to building resilience through one or more of the Action Areas?
- Is there a clear and logical plan for measuring and assessing the impact of the project?
- Does the project include a clear and logical plan to ensure its results are summarized, and disseminated in a meaningful way?
- To what extent does this project hold future potential for scaleup (either within or beyond its current jurisdictional/community/geographical setting)?
- To what extent will the benefits of this enhanced support be sustained after the term of the grant funding?

Peer review committee members assign a **score** for each of the three criteria based on the following scoring table. The appropriate weight is then applied to arrive at a final score. Applications must receive a score of 3.5 or higher for each of the three criteria to be recommended for funding.

Descriptor	Scoring Range
Outstanding	4.5 - 4.9
Excellent	4.0 - 4.44
Good	3.5-3.99
Fair	3.0 - 3.4
Poor	0.0 - 2.9

What are the grant reporting requirements?

Grantees will be required to report as follows (specific reporting requirements will be provided to successful applicants):

- A mid-term progress report
- A mid-term financial report detailing to-date grant expenditures and a forecast for expenditure of the remaining funds
- An end of grant report detailing the project outputs and outcomes.
- An end of grant financial report detailing grant expenditures

What happens after I apply?

All applicants will be notified about the outcome of their applications by the end of March 2022.

Applicants may be asked to submit additional documents or answer questions to support the review and decision process.

Unsuccessful applicants may request feedback on why their application wasn't successful and what could be done differently in the future. Requests for feedback should be sent to grants@allianceformentalwellbeing.com. Approved project applicants will be required to sign a funding agreement before receiving funds. The agreement may also seek the grantee's consent for the Alliance to synthesize and share the results of the project on its website or in other ways.

Who can I contact for more information?

For more information and to answer grant program questions, please contact the Grant Program Coordinator at grants@allianceformentalwellbeing.com.