

## **Guidance for completion of applications for Community Addictions Prevention and Mental Health Promotion (CAPMHP) Fund grants**

**Deadline for submission of your application is end of day September 30, 2022**

You may add extra pages or documentation if necessary to complete your application.

**Please email your application to [CAPMHPgrants@gov.nl.ca](mailto:CAPMHPgrants@gov.nl.ca)**

The CAPMHP fund is an initiative of the Newfoundland and Labrador Department of Health and Community Services. The fund is administered by the Department in partnership with the four regional health authorities: Labrador-Grenfell Health, Western Health, Central Health and Eastern Health.

### Background

In June 2017, the Department of Health and Community Services released *Towards Recovery*, a mental health and addictions action plan. The plan contained 54 recommendations, all of which were substantially completed by March 2022. Two major provincial action plans which stemmed from that work are the **Alcohol Action Plan: Reducing Harms and Costs in Newfoundland and Labrador** and **Our Path of Resilience: An Action Plan to Promote Life and Prevent Suicide in Newfoundland and Labrador**. The CAPMHP fund supports the work of these two action plans to promote positive mental health, prevention and early intervention.

You can find these action plans at the links below:

<https://www.gov.nl.ca/hcs/files/Our-Path-of-Resilience-An-Action-Plan-to-Promote-Life-and-Prevent-Suicide-in-Newfoundland-and-Labrador-.pdf>

<https://www.gov.nl.ca/hcs/files/ProvincialAlcoholActionPlan.pdf>

### Applying for funding

All individuals, not for profit community groups, and organizations in the four health regions of Newfoundland and Labrador, who are interested in preventing suicide or reducing harms and costs associated with alcohol and promoting positive mental health, are eligible to apply for project funding through their regional health authority.

- To receive funding in the 2022-2023 fiscal year, applications from individuals, not-for-profit groups and organizations must address at least one of the following **priority areas**:
  - Suicide prevention/life promotion including:
    - stigma reduction, public education and awareness
    - training on suicide risk assessment and intervention
  - Reducing harms and costs related to alcohol use
  - Promoting positive mental health and wellness.

- Priority given to activities that continue to benefit individuals and communities beyond the life of the project.
- Applicants must demonstrate that their projects are accessible and inclusive of a diverse population.
- Applications must focus on one or more of the following targeted groups:
  - People with lived experience;
  - Families and friends who have experienced suicide attempt or loss;
  - Families and friends impacted by alcohol and other substances or addictions;
  - Indigenous communities;
  - First responders;
  - 2SLGBTQIA+;
  - Post-secondary students;
  - Youth,
  - People planning for pregnancy or are pregnant, and
  - Seniors.

There is a maximum grant amount of \$10,000 per applicant. Applications above \$10,000 will not be considered for funding.

**Eligible expenses** include but are not limited to:

- Resource material (e.g. educational / instructional materials)
- Speaking fees and travel expenses for resource people including speakers with skills and knowledge or content expertise.
- Advertising, publicity, printing
- Please note: Speaking fees or travel costs (including meals and accommodation are capped at half of the total project request, to a maximum of \$5000.00. Some exceptions may be considered for evidence-based program training.
- If you are offering meals or snacks for participants as part of your project, please provide healthy options. For more information on foods and beverages to offer, please visit:
  - [Community Healthy Eating Guide.](#)
  - [Canada's Food Guide](#)
  - [Affordable Healthy Eating](#)
  - [School Food Guidelines](#)

**Ineligible expenses** include:

- Projects which are a clear duplication of existing activities in your community
- Activities that can be completed by regional health authority staff
- Contributions to annual fundraising drives
- Core operating expenses (e.g. heat, light, staff/salary, etc.)
- Capital expenditures (e.g. building renovations, office furniture, etc.)
- Individual services, scholarships or bursaries
- Membership fees
- Private sector initiatives.

Letters of support are not required and will not be used for proposal evaluation.

## **Tips for preparing your grant application:**

### **What are the keys to a successful application?**

- A detailed and thorough application that answers all the questions in the application form and meets the criteria in the guidance document.
- Project must be sustainable and applicant must demonstrate how it will benefit people and communities beyond the life of the project.
- Collaboration with other agencies, schools, municipalities, etc.
- Provide as broad a reach as you can, i.e. include as many people as you can and/or as wide a geographic area as possible
- Project fills a gap in your community/area, e.g.
  - provides training that would otherwise not be offered,
  - increases public awareness on a mental health and addictions issue.
- If you have been funded in previous years point to how well you used the funds and demonstrate the success of the project as highlighted in your final report from the previous year's grant.
- The bulk of your funding ask should be used for the actual program or training as opposed to rental space and travel costs.

### **What are some examples of successful applications?**

- Trainings
- Projects that bring community members together
- Projects that are meaningful and have the potential to have a lasting impact on individuals, families and communities.

### **How much should I apply for?**

- Be realistic in your funding ask
- Provide specific details in your funding ask
- Apply for what you know you need and can spend in a timely manner

All successful funding recipients **are required to return a completed final report upon conclusion of the project.** The final report template will be provided to successful applicants by their regional health authority contact.

**Please contact the RHA consultant in your area (listed below) for assistance or if you have any questions or need help with your application.**

#### **Labrador-Grenfell Health:**

##### **Lindsay Mitchelmore**

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