



Canadian Mental
Health Association
Alberta
Mental health for all

2024 COMMUNITY GRANTS

MICROGRANT COMMUNITY GRANT STREAM

New Feature! Access helpful tips by **hovering** your mouse over the **blue coloured** text. Happy writing!

OVERVIEW & CONTACT INFORMATION

| | | | |
|--|---------------------|-----------------------|--|
| Project Title: <i>Get creative! The title of the project will be used across the RMH Website, social media and the Network to highlight your project.</i> | | | |
| | | | |
| Community | | | |
| | | | |
| Have you applied for a RMH Community Grant Before? | | | |
| <input type="checkbox"/> Yes, amount: \$ _____ <input type="checkbox"/> No | | | |
| Amount Requested (\$5K MAX) | | | |
| | | | |
| Animator Name | | E-mail Address | Phone # |
| | | | |
| Job Sector | Organization | Job Title | Are you planning to animate as part of your paid role? |
| Choose an item. | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Animator Signature | | Date | |
| | | | |
| Backbone Organization - Please consult the Guidelines & Eligibility Requirement documents for more detailed information on Backbone Organization eligibility | | | |
| | | | |
| Backbone Type | | | Backbone Audit Status |
| <input type="checkbox"/> Local Gov or FCSS <input type="checkbox"/> Non-profit <input type="checkbox"/> Registered Charity | | | <input type="checkbox"/> Audited <input type="checkbox"/> Non Audited |
| Backbone Contact Name - <i>The Backbone Contact cannot be the Animator applying. The contact must be someone with signing authority who is not directly supervised by the Animator.</i> | | E-mail Address | Phone Number |
| | | | |
| Backbone Contact Signature | | Date | |
| | | | |



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- We have carefully read Eligibility Requirements
- We have consulted the Application Guidelines & Rubric

BRIEF SUMMARY

Tip: Answer this question last. This should serve as a summary of the application.

1. Describe your project in 4-7 sentences. *This will serve as a high-level overview to help Adjudicators understand the big picture (purpose) of your project (i.e What is your project? What do you plan to do? Why is it important in the community?)*

COMMUNITY CONTEXT

*Tip: Provide as much contextual information as possible – The Adjudication Team will not know about your community, previous grant projects or the work happening in your community. Make sure to provide enough detail for them to understand your specific community context, history, and assets **as it relates to mental health and wellness**. It’s important that your project and community context are related and that the project be relevant to what your community wants and/or needs.*

2. Provide a brief overview of the history and any significant events that have shaped the development towards the current mental health and wellness climate in the community.

3. What are the main challenges the community currently faces? *Consider any cultural, social, or demographic factors unique to the community.*



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4. What are the local assets, resources, opportunities and strengths of the community? Consider all types of assets: People, places, supports, etc. This could look like an existing mental health working group, or a physical space where people meet to discuss mental health efforts.

5. Describe the demographic makeup of the community.

RATIONALE, OBJECTIVES, AND ACTIVITIES

Tip: If you are needing some inspiration for community level objectives, there are some potential outcomes that may be relevant to your work in the Application Walkthrough guide.

6. Describe the goals of the project. Include two (2) short-term objectives (i.e. within the grant term) and one (1) long-term objective (i.e. post grant-term). Consider why these goals are a good fit for the Community Context as you described above and how the project will build and strengthen existing assets.

For each goal identified, describe which of the [8 Domains](#) is relevant, and how the project advances the domain(s).



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BUDGET

Tip: Please ensure that this budget is as detailed as possible, as it will be closely examined alongside the financial expense reports you'll be required to submit. It's essential to include all aspects of the budget, such as in-kind donations, contributions from partners, and any other funding sources that will be utilized to support the project.

10. Using the table below, provide a brief breakdown of how the grant funds will be used to complete the project. To determine eligible and ineligible expenses, please refer to the Application Guidelines for a comprehensive list.

Please delete the examples; add or delete rows as necessary

| Item | Description | Amount Requested | In Kind Contributions | |
|--------------------|---|------------------|-----------------------|--------------------------|
| | | | In Kind Amount | Partner Name |
| Facility Rental | Cost of renting space x6 sessions | 0 | \$600 | FCSS |
| Light Refreshments | For 30 attendees (\$300) x 6 sessions | \$1800 | | |
| Swag | Branded coffee mugs to distribute (50 unique participants x\$25) | \$1250 | | |
| Childminding | Supervision for up to 10 children of attendees (3 hours, 2 people, ~\$20/hr = \$120 x 6) | 0 | \$720 | Local Parent Cooperative |
| Honoraria | Community member facilitating discussion (\$50x6 session) | \$300 | | |
| Evaluation Event | Light Meal (50 people x\$15/meal = \$750) Appreciation card/gift card (50x\$10 = \$500) Printing Costs \$50 | \$1300 | | |
| TOTAL | | \$4650 | \$1320 | |



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PROJECT COLLABORATION

Tip: Demonstrate how the proposal was developed with others and how the project will uphold collaboration throughout its deployment. - It's important that Adjudicators see collaboration with diverse people/groups across all stages of the project. Identify the "usual" and "unusual" collaborators who are involved from across sectors, different community associations, people with lived experiences, etc. Although important, community attendance does not count as collaboration.

11. Who was involved in writing this grant proposal?

12. Use the below table to identify who has been involved (please ensure you include identifiers (i.e single mom), names are optional) and in what stage of the 5Ds (Discover, Develop, Design, Deploy, Debrief) of this project? What is their specific role? How will they continue to be involved throughout each stage? Don't forget to include the Unusual Suspects, ethnocultural communities, and community members with lived experiences with mental illness, homelessness, new immigrants, those experiencing multiple barriers to access, etc!

| Who | 5D Stage Development | How |
|---------------------|----------------------|---|
| Janine – Single Mom | Discover | Quick, open discussions at her monthly group gatherings |
| Youth ages 12-18 | Design | Monthly meetings & design workshops |
| | | |
| | | |
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| | | |

For questions 13 to 15, please select the appropriate answer that reflects the planning process

13. What level of citizen participation took place in the development of this project proposal? 'Citizen' is defined as a member of the community, participating independent from their paid role and/or primary profession

- No citizens participated in the design, only Animator or local professionals designed the project
- Some citizens' information was gathered to inform the project (e.g., survey or consultation)
- Citizens took part in some planning and idea generation for the project (e.g. attended brainstorming meetings)
- Citizens took an active role in planning and writing some project goals and activities. (e.g. attending most planning meetings)
- Citizens co-led the development of all goals, objectives, and activities. (e.g. co-facilitated meetings)



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14. Were members from multiple **ethnocultural communities involved in designing this project?**

- Yes
 No

15. Were community members from **underrepresented groups involved in designing this project?** *Consider people with lived experiences with mental illness, homelessness, new immigrants, those experiencing multiple barriers to access, etc.*

- Yes
 No

16. If members from multiple **ethnocultural communities and/or **underrepresented groups** have not been involved in designing this project, please explain how this project can support more diverse community involvement moving forward?**



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REFLECTION & EVALUATION

17. For each of the objectives you listed in Question 9, explain how you'll track the progress and effectiveness of your activities. Also, detail how you'll gather feedback and evaluate the outcomes.

Please delete the examples; add or delete rows as necessary

| Objective | Measurements (How will you track progress?) | Method (How will you gather input?) |
|----------------------|---|--|
| <i>Reduce Stigma</i> | <ul style="list-style-type: none"> <i># of people that attend workshop</i> <i># of people that report feeling more comfortable talking about mental health after attending workshop</i> | <i>Roundtable discussion after each workshop, capturing comments on sticky notes</i> |
| | | |
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18. How will you include time for reflection and learning during each stage of the project (5Ds)? *For example, how will your Action Team debrief after an activity deployment or milestone with other collaborators and/or participants?*



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QUESTIONS FOR BACKBONE ORGANIZATION

19. In what ways does the project align and differ from your organization's mission, ongoing projects, and existing programs?

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20. What form of involvement can be expected from your organization in supporting the project?

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21. Are there supports that RMH can offer to support your success as a backbone?

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ADDITIONAL DOCUMENTATION

Although not required to apply for a grant, Letter(s) of Support from community members or grassroots organizations can be included to demonstrate how diverse groups of collaborators will be engaged and involved in the planning, decision-making, and implementation of your project.