



Mental Health Skill Building Grant for Youth Workers and Community Leaders

2017 Grant Program Guidelines

City of Toronto – Community Funding

Social Development, Finance & Administration

Application Process

1. **Review** these guidelines to ensure your group and your proposal are eligible for funding.
2. **Attend** the optional information session on **Friday October 13th from 10:30-11:30 AM at City Hall in Meeting Room C.**
3. Go to http://cityoftoronto.fluidsurveys.com/s/mentalhealth_eligibility/ to access the **Eligibility Screening Form**. This form must be submitted by the deadline of **October 20th, 2017 at 11:59 PM**. All eligible organizations will be sent the link to complete a full application by October 25th, 2017.
4. **Eligible organizations** can attend an optional information session on **Thursday November 16th from 9:30-10:30 AM**. Details about the meeting location will be provided to eligible organizations.
5. Eligible organizations can **submit a full application** by the deadline of **November 24th, 2017 at 11:59 PM**.

How to get in touch with us

If you have questions or need more information, please email or call the Agency Review Officer listed below. Please ensure you have read these Grant Guidelines.

By E-mail: cgis@toronto.ca

Suzanne Paes (416) 392-9271 or spaes@toronto.ca

What is the purpose of this grant program?

This grant will strengthen the capacity of youth sector staff and community leaders to respond to the mental health needs of vulnerable youth¹. It will also help youth sector staff and community leaders develop strategies to engage the families of vulnerable youth. The successful agency will develop and deliver a community-based mental health literacy and skills development pilot program, support trainees to utilize the skills they have learned and share knowledge they have developed with other agencies to enable replication of the program. This pilot program will consist of evidence-informed group sessions designed to train youth sector staff and community leaders.

The grant purpose reinforces several recommendations in the Toronto Youth Equity Strategy and specifically recommendations that highlight the importance of:

- intentional skills building
- community based training
- engagement of families and supportive allies in working with vulnerable youth
- increased capacity of staff who work with vulnerable youth

Background Information

The City of Toronto recognizes that vulnerable youth experience unique mental health concerns that cannot be dealt with only through clinical approaches. There is a need for community-based responses that promote mental health literacy and the associated skills needed to build resiliency

¹ The term "vulnerable youth" is used to describe youth (ages 13-29) who are most at risk of involvement in serious violence and crime (City of Toronto, 2014). More specifically, these youth face multiple and/or intersecting vulnerabilities identified in the Ontario Ministry of Children and Youth Services' Roots of Youth Violence report. The report identifies the following roots of violence: poverty, racism, community design, issues in the education system, family issues, health/mental health issues, lack of economic opportunity and issues in the justice system (Ministry of Children and Youth Services, 2008; City of Toronto, 2014).

among youth and their families. In this case, mental health literacy refers to the knowledge and beliefs about mental health issues and psychological well-being that assist in the ability to recognize, manage and/or prevent mental health concerns.

Youth workers and community leaders can play an important role in improving mental health outcomes for vulnerable youth and training will help build their capacity to play this role. Research also demonstrates the importance of engaging parents, guardians and family members in efforts to improve the mental health of vulnerable youth. This means it is also important that youth sector workers and community leaders learn how best to involve families in their work.

What is the grant size?

- A maximum of \$100,000 is available per year.
- Funding is available for a two-year project. Please note, funding for a second year is conditional on council approval of the 2018 budget

What are the funding deliverables?

The organization selected for funding will be required to:

1. Develop and deliver a group-based mental health literacy training and skills development pilot program that trains youth sector staff and community leaders to respond to the mental health needs of vulnerable youth and their families. Note: Applicants must identify the neighbourhood(s) in which their proposed program would work and preference will be given to programs operating in Neighbourhood Improvement Areas. **Applicants must also clearly show that their program will engage youth workers and community leaders beyond those they employ or serve.**
2. Provide on-going and concrete support to youth sector staff and/or community leaders to use the skills and knowledge they have developed
3. Engage vulnerable youth and their families in the development and

implementation of the program

4. Share knowledge they have developed by creating resources and materials and providing training to other agencies. This support will enable the program to be replicated by other organizations and should take place in the second year of the grant.
5. Develop a strong evaluation framework for the pilot project.

The above deliverables should reflect the following best practices or principles:

- Reflecting the culture, ethnicity, family and community dynamics of the group being served.
- Adopting a holistic framework that addresses the various factors influencing youth's behaviour and mental health (i.e. individual, family, peer, community, societal factors).
- Using an asset/strengths-based approach concentrating on the inherent strengths of individuals, families and communities
- Sharing evidence-informed practices and also helping participants develop their own strategies and solutions.
- Building participant capacity to connect youth and families to resources and services that are specific to their needs through targeted referrals

Who is eligible for funding?

To be eligible to receive funding applicants must:

- Have employed community-based youth sector staff for 5+ years
- Have 5+ years of experience building mental health literacy skills in youth and their families in a community setting or be partnering with an organization that has this experience
- Have 5+ years of experience working with vulnerable youth and their families
- Have experience with developing, implementing and evaluating

programs designed to enhance the capacity of staff and/or community leaders to work with vulnerable youth

- Actively partner with other youth-focused community organizations;
- Be an incorporated not-for-profit organization (a not for-profit operates without financial gain for its members or directors);
- Be based in the City of Toronto (this means the organization's head office must be located in Toronto and grant supported activities must take place in Toronto);
- Be accountable to the community through an elected board of directors that represents the community it serves;
- 50% or more of Board members reside in the City of Toronto, or 50% or more of the organization budget is allocated to Toronto;
- Have audited financial statements from 2016 or 2016-2017;
- Have the ability to manage the project (administrative oversight, processes and procedures);
- Show a clear separation between religious and community service functions (if religious activities are provided);

This grant program does NOT fund any of the following kinds of organizations or groups:

- Organizations with mandates covered under provincial or federal legislation, such as day-cares, group homes, hospitals, schools and universities;
- Grant-making or third-party fundraising organizations;
- Individuals or for-profit businesses or ventures;
- Political or lobby groups;

- Landlord/tenant and condominium corporations.

How can grant funds be used?

Costs that are eligible for funding include: planning, organizing, research, implementation, evaluation and administration (up to 20%) costs. Examples of these costs include:

- Staff salaries and benefits
- Space rental
- Liability insurance
- Transportation
- Planning and development
- Developing and supporting partnerships
- Delivery and materials costs
- Evaluation consultant
- Interpretation and translation for events and communications
- Childminding, if applicable.

Ineligible Use of Funds

Requests for the following purposes are NOT eligible for consideration:

- Fundraising events
- Donations to charitable causes
- Reserve funds
- Capital costs (i.e. building repairs or renovations)
- Debt repayment or deficit funding
- Political or religious activities
- Development of a program designed for clinical or institutional settings (e.g. hospitals, schools, or universities.)

Key Dates

- October 4th** Grant call launches – Guidelines circulated and Eligibility Screen opens at http://cityoftoronto.fluidsurveys.com/s/mentalhealth_eligibility/.
- October 13th** Optional Information Session - Join us from 10:30-11:30 AM at City Hall (100 Queen St W.) in Meeting Room C (2nd Floor)
- October 20th** **Deadline to submit Eligibility Screening Forms.** Screening forms will be accepted until 11:59 PM.
- October 25th** All eligible organizations that submitted Eligibility Screening Forms will be sent a link to the full application.
- November 16th** Optional Information Session for eligible organizations - Join us from 9:30-10:30 AM. Details about the meeting location will be provided to eligible organizations.
- November 24th** **Deadline to submit completed applications.** Applications will be accepted until 11:59 PM.
- December 15th** Grant decision announced. A Letter of Understanding will be mailed to the group that is approved for funding.

Special Needs

Accommodation of special needs (e.g. documents in alternate formats, sign-language interpreters, off-hour meetings) is available as required to ensure that groups can fully participate in the funding process. For accommodation of special needs please contact the Supervisor, Community Funding at 416-338-2084 or by email at cgis@toronto.ca.

Disclosure of Information

As mandated by the Municipal Freedom of Information and Protection of Privacy Act (1990) s. 27 and By-Law 974-1998 all information collected through grant applications, including personal information may be subject to full public disclosure which may include posting to a web site. Questions about this collection can be directed to the Supervisor of Community Funding at 416-338-2084 or by email at cgis@toronto.ca.

