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Drug Strategy Community Initiatives Fund

Funding Guidelines for 2005-2006

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Health Canada

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DRUG STRATEGY COMMUNITY INITIATIVES FUND

Funding Guidelines for 2005 - 2006

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE PREPARING YOUR FUNDING PROPOSAL AND APPLICATION FORM. THESE FUNDING GUIDELINES CONTAIN IMPORTANT INFORMATION ABOUT THE DRUG STRATEGY COMMUNITY INITIATIVES FUND AND ITS ELIGIBILITY CRITERIA. THIS DOCUMENT ALSO INCLUDES THE FUNDING APPLICATION GUIDE.

INTRODUCTION

Canada's Drug Strategy, under the leadership of Health Canada, and involving seven other departments and agencies, is the federal response to addressing problematic substance use in Canada. Problematic substance use is a devastating health problem with negative social, public safety and economic consequences for all Canadians. The Strategy addresses the underlying factors associated with problematic substance use. Central to the Strategy is the goal of reducing problematic substance use (illicit drugs, alcohol, solvents, the abuse of prescription drugs) and its associated harms, leading to healthier Canadians living in safer communities.

Drug Strategy Community Initiatives Fund

Given the complexities and interrelationships of the many challenges associated with problematic substance use, as well as the varying needs and priorities across the country, Canada's Drug Strategy recognizes that partnership and community activities are fundamental to achieving its goal. As a result, the **Drug Strategy Community Initiatives Fund** (DSCIF) was created within Health Canada in April 2004. Under the DSCIF, support is provided for a wide range of projects in the key areas of: **Promotion and Prevention**, and **Harm Reduction**. The DSCIF contributes to the achievement of Canada's Drug Strategy through the provision of financial assistance for initiatives aimed at a sustained reduction in problematic substance use and effective assistance to those at risk from the effects of drugs.

Objectives of the Fund

1. to facilitate the development of local, provincial, territorial, national and community-based solutions to problematic substance use
2. to promote public awareness of problematic substance use.

Funding Priorities

Funding priorities have been identified for the regional and national components of the Drug Strategy Community Initiatives Fund for the Call for Proposals. Please see the section on Funding Priorities and Deadlines for details.

FUNDING CRITERIA

Eligible Activities

The Drug Strategy Community Initiatives Fund (DSCIF) will consider projects that relate to one or more of the following areas eligible for support:

Promotion and Prevention

Promotion and prevention projects are designed to address the underlying social and environmental determinants of problematic substance use. This includes discouraging the initiation of substance use and preventing the progression to more frequent or regular use among vulnerable groups. Activities may be broad-based efforts targeted to the mainstream population(s) or activities targeted to specific groups such as street youth, the children of substance users, pregnant women, Aboriginal people and seniors.

The promotion and prevention area covers a range of activities such as public awareness campaigns, community-focussed projects and school-based programs, among others. Specific activities may involve raising awareness, informing and educating the public about drugs and the adverse health and social effects of problematic substance use;

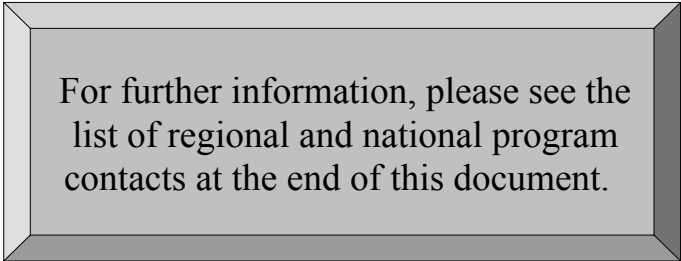
enabling individuals to develop healthy attitudes, resiliency and coping skills to avoid engaging in problematic substance use; and, promoting supportive environments and healthy behaviours, free of problematic substance use.

Examples of eligible projects under DSCIF could include: needs assessments, outreach, networking, conferences, training, and resource materials such as the development of toolkits and best practices.

Harm Reduction

Harm reduction focuses directly on reducing the harm resulting from problematic substance use, both to the individual and the larger community, without requiring diminished substance use or requiring abstinence. Harm reduction strategies designed to achieve safer substance use may, however, precede subsequent efforts to achieve total abstinence, or may be used to achieve lower-risk substance use as an intermediate step towards achieving abstinence from substance use.

Examples of eligible activities under DSCIF include: outreach for hard-to-reach populations such as urban Aboriginal people and street youth; pilot projects and evaluation of pilot activities; awareness activities on the health impacts of injection drug use, binge drinking and solvent use (*about* substances rather than *against* substances); activities that improve access to proven approaches such as needle exchange programs; and the development of peer support programs and user networks.



For further information, please see the list of regional and national program contacts at the end of this document.

ELIGIBLE

Eligible Applicants

The following types of applicants are eligible for funding under the Drug Strategy Community Initiatives Fund:

1. not-for-profit health organizations such as hospitals, regional health councils, public health units and community health organizations;
2. not-for-profit organizations and registered not-for-profit charitable organizations (where there will be a preference for those that have historically dealt with problematic substance use);
3. Canadian institutions including universities, boards of education and other centres of education in Canada;
4. other levels of government including provinces, territories and municipalities, and their agencies;
5. off-reserve First Nations, Métis, and Inuit not-for-profit organizations;
6. business sector associations; and
7. ad hoc groups or steering committees that purposefully come together to address drug issues in their communities.

Eligible Project Costs

Only expenses directly related to approved project activities are eligible. The eligible expenditures under the contribution agreement will include direct and indirect costs such as:

1. salaries and wages of individuals, including employees' benefits;
2. travel and accommodation;
3. costs of rental or leasing, or both, of meeting and conference facilities;

4. services provided under contract with a private contractor or consultant or a Canadian university, institute or community organization;
5. all reasonable project expenses including, but not limited to, office supplies, printing, publishing, distribution, promotion, rent, utilities, telephone, insurance, computer service rentals, repairs and maintenance; and
6. other costs that are time limited in support of the project and consistent with its objectives, such as honoraria, training, evaluation, audit requirements, etc.

Time Frame

Subject to the availability of resources, the DSCIF may consider funding projects for a period of one to three years.

INELIGIBLE

Ineligible Activities

1. projects that do not have problematic substance use and/or related harm issues as their primary focus;
2. projects and activities that contravene applicable federal, provincial or territorial laws, regulations, policies or guidelines;
3. programs and services that fall within provincial/territorial responsibility (e.g., regular service delivery such as methadone clinics, hospital services, direct educators in schools, etc.);
4. ongoing core operations of an organization, including core interventions which fall under the mandate of other government agencies (federal, provincial, municipal);
5. projects and activities implemented outside of Canada; and
6. projects whose sole purpose is to conduct primary research and/or whose sole purpose is advocacy/activism.

Ineligible Applicants

The following types of applicants are **not** eligible for funding:

1. individuals;
2. for-profit groups; and
3. Crown corporations/federal departments.

Ineligible Costs

1. funding for existing or ongoing programs and services;
2. costs or debts previously incurred;
3. purchase of buildings, land, vehicles or other major capital costs; and
4. costs that are already supported by another funding source.

PROJECT DELIVERABLES

Reporting Requirements for Projects Awarded Funding:

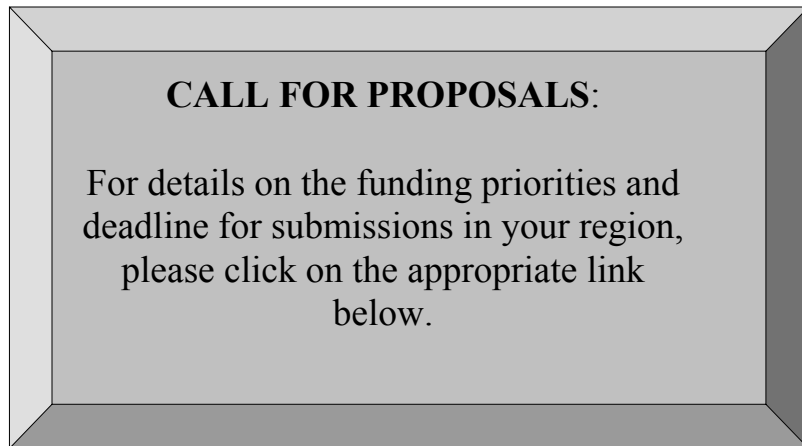
1. quarterly project activity reports;
2. quarterly statements of revenues and expenditures, and budgetary projections for the duration of the project;
3. draft and final statements of all project revenues and expenditures by fiscal year, or annual audited financial statements; and
4. a final narrative report on the project activities and evaluation, including copies of project deliverables such as videos or manuals and a plan for their dissemination.

SELECTION PROCESS

Proposals will be reviewed by Health Canada officials to determine their eligibility under the DSCIF criteria, their relevance to program priorities and, if appropriate, to provide technical assistance regarding the further development of eligible submissions. Once complete, these proposals undergo a detailed assessment that normally includes consultation with provincial or territorial government's, substance use/abuse experts and/or community representatives. Decisions resulting from this review process are final. Please note that the submission of a proposal does not guarantee that funding will be provided.

The following factors will be taken into consideration when reviewing proposals:

1. the eligibility of the organization;
2. the nature of the project and the extent to which it would advance the goal of *Canada's Drug Strategy*;
3. its relevance to the objectives and national or regional priorities of the Drug Strategy Community Initiatives Fund;
4. the quality of the project proposal (objectives and activities outlined in the detailed description of the proposed project, including information on participants, partnerships and collaboration, procedures, budget, expected outputs/products, outcomes, evaluation, reporting, accountability and sustainability plans);
5. its cost effectiveness;
6. evidence of consultations with relevant stakeholders regarding the proposed project;
7. evidence of the applicant's capacity to manage the project efficiently and effectively;
8. the quality of the plans for sharing, with other interested parties, knowledge and materials produced by the project;
9. whether the project is based on a needs assessment or previous evaluation results;
10. previous project funding provided to the applicant by Health Canada and/or other Government of Canada funding programs, and the applicant's demonstrated ability to successfully complete and document the previous project(s).



Funding Priorities, Deadlines and Additional Requirements:

Alberta:

Atlantic:

British Columbia:

Manitoba and Saskatchewan:

North (Nunavut, Northwest Territories, Yukon):

National:

Ontario:

Québec:

FUNDING APPLICATION GUIDE

FUNDING APPLICATIONS MUST INCLUDE:

- ▶ **A COMPLETED APPLICATION FORM; and**
 - ▶ **A DETAILED PROJECT PROPOSAL, WITH ALL ATTACHMENTS.**
-

APPLICATION FORM

All sections of the application form must be completed in full. The form is to be signed by the authorized representative of the applicant organization.

PROJECT PROPOSAL

A project proposal must not exceed **15 pages** plus attachments. It should describe the proposed project under the following categories.

1. Introduction

The proposal should include an introductory section that provides detailed information on the organization and the need for the project (rationale), including:

1. background information on the organization, its mandate, goals, objectives, activities, accomplishments and governance structure;
2. specific information relevant to the context of the proposed project (e.g., socio-economic information, data on problematic substance use, if available);
3. evidence of the need, specific issue(s) and the DSCIF regional or national funding priority (or priorities) the project will address; and
4. information regarding funding requests for this project submitted to other federal funding programs, including the name and contact information of the program officer.

2. Project Summary

The project summary section should provide a brief overall description of the project: its goals, activities, partners, results/products, plans for evaluation, information sharing, and sustainability. It should not exceed one page in length. *(Please note that, if your project receives funding, your summary may be used by Health Canada when we prepare information materials on projects supported by the Drug Strategy Community Initiatives Fund. This may include posting on our Web site.)*

3. Detailed Project Description

The project description should provide **detailed** information about the “who, what, where, when and why” of the project, including:

1. a description of the nature and extent of the needs to be met and how the project activities will meet them;
2. identification of the specific client groups(s) or populations(s) that will benefit from the project;
3. a detailed description of the main goal or purpose of the project, its content, activities, method of delivery, what it expects to accomplish and what its specific and measurable objectives will be, as well as how the goals and objectives of the proposed activities are consistent with the organization’s own objectives;
4. a description of the scope (national, provincial/territorial, regional or local) of the project, proposed objectives, key activities and expected outcomes;
5. an overview of the workplan or schedule of activities to be carried out, along with the time allocations and sequence for carrying out each activity, and a specification of the duration of the full project;
6. a detailed project budget, showing the projection of total project costs, the level of funding requested from the DSCIF and how the other sources of secured and anticipated funding (including in-kind support) will be allocated;
7. a description of the organization’s capacity to carry out the project activities and ensure that quality results will be provided, including time, resources, knowledge and expertise;

8. a description of the project partners and type of partnerships involved (e.g., advisory role, active partners in carrying out the project work; source of cash or in-kind support; referral role, etc.);
9. a description of how the project will be evaluated, including performance criteria, methodology and expected results;
10. a description of the plan for sharing information and materials resulting from the project; and
11. a description of the sustainability plan for the project when it is expected to continue beyond the proposed DSCIF funding period.

4. Project Budget

Proposals must contain a detailed project budget, broken down by fiscal year (April to March), including the amounts requested from Health Canada and from other proposed/secured sources of revenue and/or in-kind support. Budget notes should be attached to the budget to provide a narrative explanation/rationale, as appropriate.

Please include documentation confirming support from other funding sources, the community and intended partners (applicants should have one or more other significant funding partners).

Budget Guidelines:

1. subject to the availability of resources, the DSCIF may consider funding projects for a period of one to three years;
2. only expenses directly related to project activities are eligible;
3. applicants are expected to secure other sources of support, including in-kind, towards the costs of the project;
4. administrative costs should not exceed 15% of the total project costs, and must be described in detail; and
5. evaluation costs should not exceed 10 to 15% of the total project budget.

Support will **not** be given for:

1. funding for existing or ongoing programs and services;
2. costs or debts previously incurred;
3. purchase of buildings, land, vehicles or other major capital costs; or,
4. costs that are already supported by another funding source.

5. Attachments

Project proposals should include the following support documents:

1. proposed budget;
2. signed letters of support for the project from relevant stakeholders. This should include letters of support from the relevant provincial, territorial or municipal authorities, if applicable;
3. a list of the names and titles of the individuals conducting the project;
4. a list identifying other funding sources contributing to the costs of this project;
5. documents describing the mandate, objectives, activities and structure of your organization (e.g., constitution, charter, by-laws, etc.);
6. a copy of your organization's audit and financial statements for the last two fiscal years, including all sources of revenue (if not available, please explain in detail);
7. a list of your organization's other projects funded by Health Canada and/or other federal funding programs, including a description of the project, its status and/or results achieved, along with contact information on the federal funding program and responsible officer (if applicable);
8. disclosure of any actual or potential conflict of interest or any contingency fee arrangement for lobbyists in accordance with Treasury Board policy, and disclosure of involvement of any former public servants in accordance with the Conflict of Interest and Post-Employment Code for Public Office Holders and the Values and Ethics Code for the Public Service.

APPLICATION SUBMISSION and PROGRAM CONTACTS

Please refer to the section entitled Funding Priorities, Deadlines and Additional Requirements regarding how to submit your proposal and the number of copies required.

For **National** Scope Projects:

Drug Strategy Community Initiatives Fund
Office of Demand Reduction
Drug Strategy and Controlled Substances Programme
Health Canada
Address Locator: 3502D1
123 Slater Street
Ottawa, Ontario
K1A 1B9
Telephone: (613) 954-5029
Fax: (613) 957-1565

For Projects of **Local, Regional, Provincial/Territorial** Scope:

Atlantic

Drug Strategy and Controlled Substances
Atlantic Regional Office, HECSB
Health Canada
18th Floor, Maritime Centre
1505 Barrington Street
Halifax, Nova Scotia
B3J 3Y6
Tel.: (902) 426-5847 / 426-7278
Fax: (902) 426-4036

Ontario

Drug Strategy and Controlled Substances
Healthy Environments and Consumer
Safety Branch
Ontario/Nunavut Region
Health Canada
55 St. Clair Avenue East, 3rd Floor
Toronto, Ontario
M4T 1M2
Tel.: (416) 952-5082

Québec

Drug Strategy and Controlled Substances
Health Canada
Place du Quartier
Guy Favreau Complex
200 René Lévesque Blvd
East Tower, 2nd Floor
Montréal, Québec
H2Z 1X4
Tel.: (514) 283-1823
Fax: (514) 283-1894

Manitoba and Saskatchewan

Drug Strategy and Controlled Substances
Manitoba/Saskatchewan Regional Office,
HECSB
Health Canada
Chateau Towers, 18th Floor-1920 Broad Street
Regina, Saskatchewan
S4P 3V2
Tel: (306) 780-5104
Fax: (306) 780-3856

Alberta

Drug Strategy and Controlled Substances
Alberta/NWT Regional Office, HECSB
Health Canada
c/o 730 - 9700 Jasper Avenue
Edmonton, Alberta
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Fax: (780) 495-2624

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(Nunavut, Northwest Territories, Yukon)**

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