

Application Instructions CIF Project Proposal

1. Overview of CIF Projects

The Consumer Initiative Fund (CIF) is a unique and progressive program that funds and supports projects that are proposed, managed, and run by people with lived/living experience of mental health and/or substance use challenges (also called peers).

Guiding Value:

*CIF strives to **empower** peers through **meaningful involvement***

CIF embodies the belief that:

- Recovery is possible
- Peers can have purpose in their lives
- Peers can improve the quality of their life through self determination
- Peers are experts

CIF projects allow peers to take the expertise they have acquired through lived experience, identify activities that could benefit peers in the community of Vancouver, and then bring their vision into reality.

2. Steps in Application Process

To apply for a CIF Project Proposal, complete the following:

1. Project Proposal Application Form
 - Attach 2 Character References
 - Attach Additional Requirements, if applicable
2. Proposal Budget Form
3. Submit completed application including all attachments:

Email:

Megan.Brummitt@vch.ca

Mail/Drop off:

Consumer Initiative Fund Office
200 - 520 W 6th Ave
Vancouver, BC V5Z 4H5

Download Proposal Application and Budget Forms from our website:

SpotlightOnMentalHealth.com/Consumer-Initiative-Fund/Projects

For detailed instructions on how to complete the forms, see pages 5-8 below

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3. Criteria for CIF Proposals

Projects can take many different forms, including workshops, support groups, and community building social activities. Eligible proposals are reviewed by a Peer Selection Committee who provide recommendations about which proposals would benefit the community the most.

We often receive more proposals than we are able to fund, so the selection process is competitive. Here's what we are looking for.

CIF Projects Aim To:

- Support recovery of peers in the city of Vancouver
- Promote development of accessible and diverse peer group projects
- Encourage physical activity, creativity, learning and/or social interaction
- Develop skills and knowledge that support wellbeing
- Create opportunities for personal, professional and/or community growth
- Empower individuals rather than organizations
- Address a specific need in Vancouver without copying existing CIF projects

Participation:

- Projects are open to individuals in recovery who have self-identified as having lived experience of mental health and/or substance use challenges
- No referral is required to participate
- There are no fees to participate
- Taking part in project activities can help participants feel more connected to the community, and inspired by seeing other peers in action

More Details:

- Projects cannot offer therapy
- Projects cannot be designed to generate profit, either directly or indirectly
- Project Leaders and Assistants can be paid for their time as Fees for Service
- Applicants must disclose any connections to organizations (i.e. in-kind support)
- Proposals that require paid staff to run the project will not be considered
- Material/content developed for a CIF project can be reused or repurposed by the creator, provided they credit CIF and VCH as a funding source for the development
- Equipment cannot be purchased (rental of equipment is ok)

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4. What to Expect if Your Proposal is Funded

Leading a CIF Project comes with a lot of responsibilities and can be challenging at times. However, it can help to build skills like problem-solving, managing finances, and interpersonal communication. These leadership skills can really stay with an individual long after a project has ended and be applied to other work or life opportunities in the future. Here's what to expect!

Payments:

- Funding is not provided upfront
- Receipts must be submitted in order for expenses to be reimbursed
- Original physical receipts are required for in-person purchases

Project Leaders and Assistants:

- Sign a contract with Vancouver Coastal Health (VCH)
- Complete a Criminal Record Check (we cover the cost)
- Receive a T4A slip for taxes for the tax years affected - your Social Insurance Number (SIN) will be required for this purpose
- Complete a survey for program statistical purposes
- The CIF Coordinator will attend a project activity at some point during the project
- Prepare and submit all required paperwork

Required Paperwork:

The following forms can be downloaded from SpotlightOnMentalHealth.com/Consumer-Initiative-Fund/Projects

Payment Requests

- Fees for Service Invoice
- Receipt Summary

Track Project Participation

- Attendance
- Participant Feedback Form

Final Report

- Written Final Reflection

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5. Responsibilities of Project Leaders

Manage project activities:

- Plan, organize, and facilitate all activities/events/courses related to the project, ensuring it runs smoothly and meets proposed goals and objectives
- Create and distribute posters and other marketing materials
- Book venues, respond to inquiries and handle participant registration
- Purchase supplies/materials as outlined in the approved budget and distribute to participants as needed
- Keep track of the budget to make sure spending remains within approved maximum amount
- Stay in regular communication with the CIF Coordinator, provide updates on progress and address any issues that arise
- Collaborate with the CIF Coordinator to resolve problems together
- Attend all required meetings related to the Consumer Initiative Fund
- Follow VCH policies and procedures

Lead project activities:

- Create a safe environment for participants to interact
- Support individual wellness and recovery
- A few things to keep in mind:
 - Connect with participants and meet them where they are at
 - Approach individuals with understanding, empathy, and respect for their current emotional, mental, or situational state
 - Allow individuals to grow at their own pace
 - Support is not about fixing someone, or deciding what their journey should look like
 - Support is about walking beside someone on their journey, and reminding them they are not alone

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6. Proposal Budget Form – How to Complete

1. Download the Proposal Budget Form from SpotlightOnMentalHealth.com/Consumer-Initiative-Fund/Projects
2. Save a copy to your computer
3. Type in the information into the fields as needed
 - It is a fillable PDF that calculates totals automatically

The Proposal Budget Form is a tool to communicate how much funding you are requesting, and how it will be used. The form is divided into 3 sections.

Fees for Service – Funding to pay Project Leaders and Assistants for time

- It can include tasks like hosting events, registering participants, creating posters, etc
- Enter the rate of pay (\$/hr) and number of hours, the total will calculate on the right
- Maximum total depends on project duration
 - 6 month project – max Fees for Service is \$2600
 - 12 month project – max Fees for Service is \$5200

Expenses – Funding to reimburse for out-of-pocket purchases

- It can include materials, supplies, venue rentals, honoraria, etc
- Equipment cannot be purchased (rental of equipment is ok)

Monthly Costs – for expenses that repeat monthly

- Enter a category and brief description
- Enter the cost (\$/month), number of months, the total will calculate on the right
- Ex: Space rental – Community Centre – \$150 – 6 months – Total \$900

One-Time Costs – for expenses that do not repeat

- Enter a category and brief description
- Enter the total cost on the right
- Ex: Supplies – Name tags, paper, markers – Total \$40

Unexpected Expenses – for backup in case costs unexpectedly increase

- 10% of total budget set aside, required for all proposals
- To ensure project can continue
- Can only be used toward items identified on budget
- Ex: 6 month project – Total budget is \$4000 – Unexpected Expenses is \$400

In-Kind Items – Resources that are zero-cost and contribute to running the project

- It can include donated materials, volunteer labour, use of equipment already owned

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7. Proposal Application Form – How to Complete

The purpose of the proposal is to communicate your idea in writing. Eligible proposals are evaluated by a Selection Committee of peers to help determine which projects to fund.

1. Download Project Proposal Application Form from [SpotlightOnMentalHealth.com/Consumer-Initiative-Fund/Projects](https://www.spotlightonmentalhealth.com/consumer-initiative-fund/projects)
2. Save a copy as a Word document (changes made to the online form may not be saved)
3. Type in the information under each section

The application form is organized into 13 sections. As you complete each section, consider presenting your project idea as though you were explaining it to someone for the first time.

Section 1: Applicant Information

A brief introduction to yourself

- Why you are passionate about your project idea
- What relevant qualifications you have
- Your contact info

Section 2: Name of Project

Descriptive name that makes the topic of the project clear

- Maximum 5 words
- Keeping the name short will help make it stand out and easier to design posters

Section 3: Description

Detailed explanation of the project idea

- How the project is a good fit for CIF (how it empowers peers)
- Who will participate
- How many people the project will serve
- How participants will grow by being involved in the project

Section 4: Summary

Short explanation of the project idea (1-2 paragraphs)

- Include some details from the description, but do not include names
- Purpose is to engage potential participants
- To be used for marketing on our website

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Section 5: Objectives/Goals

Describe what you hope to achieve with the project. It could:

- Be about working toward a final product, or about the journey
- Be about individual participants, or community connection
- Identify a specific need/demand and explain how the project will meet it

Section 6: Strategies/Activities

Describe what work is involved to accomplish your goals

- If there are different sections of the project
 - Start up and development
 - Running project
 - Project ending
- If you will partner with other agencies, explain what that will involve
- How you will measure outcomes (how you will evaluate that you have met your goals)

Section 7: Back-up Plan

Describe how the project will continue if you become unable to lead the project

- If you are unexpectedly called away on family business, or become sick
- Is there a project assistant that can take over in your absence?
- Do you have a plan to notify participants if an activity is cancelled?

Section 8: Marketing

Describe how you will get the word out about your project

- Create and distribute posters/graphics
- Physical posters, digital marketing, social media
- If there is a specific audience, explain how you can appeal to them

Section 9: Resources

Describe the logistical, material, and human resources you will need for the project

- Where the project will be held (if in person, what venue?)
- What materials are required for the project
- Who will be involved to help run the project
 - Project Co-Leader or Project Assistant
 - Guest speakers
 - Volunteers

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Section 10: Timeframe

Provide an overview of project events using the table provided

- Indicate how long it will be (6 months or 12 months)
- Outline when activities should start and end
- Identify key milestones within your project to help track progress and deadlines

Section 11: Budget

Use the Budget Form to communicate how much funding you are requesting, and how it will be used

- See page 5 for a full description of how to download and complete the form

Section 12: Character References

Provide two letters of character reference in support of you as project leader

- Identify what makes you qualified to be a Project Leader
- Does not have to be related to work experience
- Attach copies to the proposal

Section 13: Additional Requirements

Attach any additional information relevant to the proposal

- Only if applicable
- Ex: Food Safe Certification

Thank you for offering your time, energy, and creativity to support the community of peers with lived/living experience of mental health and/or substance use challenges. Together we can empower each other through meaningful involvement.

Questions? Please reach out!

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