

## CIF Crisis Grant Application Instructions

### What is the CIF Crisis Grant?

The Consumer Initiative Fund (CIF) is a unique and progressive program that provides funding to residents of Vancouver in various ways. CIF strives to empower those with mental health and/or substance use challenges through meaningful involvement.

The Crisis Grant is available to assist consumers of mental health and substance use services who are experiencing significant financial strain due to unexpected circumstances. This grant is reserved to provide financial assistance when no other funding sources are available.

Each grant is in the amount of \$85 and the funds are provided in the form of cash.

### Who is eligible to apply?

The following 5 criteria must be met:

1. Adult (19 years or older) with lived/living experience of mental health and/or substance use challenges
2. Resident of the City of Vancouver
3. Unable to cover essential costs due to an **unexpected circumstance**
4. Has not received a Crisis Grant bursary within the last 2 years
5. Referred by a health care worker (a professional worker who provides services related to mental health and/or substance use)

### What is an Unexpected Circumstance?

A situation that is unforeseen and/or out of the ordinary, resulting in one or more of the following:

1. An unexpected loss of income  
Ex: Loss of a job, volunteer honorarium, or ability to work due to health reasons
2. A sudden, essential, and unexpected expense  
Ex: Death in the family, theft, move, pest eradication

### Situations that do not qualify as an unexpected circumstance:

- Ongoing mismanagement of finances
- Expenses that were not impacted by unexpected events
- Costs related to non-essential items/activities
- Planned expenses that were anticipated in advance

**APPLICATION DEADLINE: 1st and 3rd Tuesday of every month at 1pm**

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### Application Process

Clients must be referred by a current health care worker who completes and submits the application form on behalf of their client.

**Download the CIF Crisis Grant Application form at**  
[www.SpotlightOnMentalHealth.com/cif/crisisgrant](http://www.SpotlightOnMentalHealth.com/cif/crisisgrant)

**Submit completed application forms by email to** [Megan.Thomas@vch.ca](mailto:Megan.Thomas@vch.ca)  
*To secure your client's information, please password protect the application before submitting*

### Selection Process

- Eligible applications are drawn randomly
- 6 grants are awarded every 2 weeks (12 per month)
- All referring health care workers will be notified of the draw result by 5pm on the Tuesday following each deadline

### Grant Pickup

The referring health care worker is responsible for picking up the funds and must be able to follow up with their client to ensure the funds are received.

Grants are available for pick up starting at 9am on Wednesday, one week following the application deadline.

The person specified to pick up the grant should give reception staff their name and tell them they are picking up a Crisis Grant (staff will ask to see ID)

**Pickup Location:**  
Vancouver Coastal Health  
200-520 W 6th Ave, 2<sup>nd</sup> floor reception  
Office Hours: Monday to Friday 8:30am – 4:30pm

### Questions? Please contact:

Megan Thomas (works Tuesday-Thursday)  
[Megan.Thomas@vch.ca](mailto:Megan.Thomas@vch.ca)  
604-714-3771 ext 2239 (voicemail only)

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