



**Policy Title:**                    **Mental Health Initiatives Fund Policy**

Policy Number:

Category:                        External Services

Department:                  Parks, Recreation and Culture

Related Policies:

Approved By:                Municipal Council

Effective Date:

Revision Date:

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**Policy Statement:**

The Municipality of North Grenville recognizes the valuable contributions made by community organizations and agencies in supporting the mental health and well-being of residents. The Mental Health Initiatives Fund (MHIF) is designed to provide modest levels of support to community-based initiatives that align with the Municipality's commitment to enhancing mental health awareness, improving access to services, and reducing stigma. This policy ensures a fair and objective process for the allocation of MHIF resources, helping to foster community well-being through effective and sustainable mental health initiatives.

**Purpose:**

The purpose of this policy is to establish a clear and consistent framework for the administration of the MHIF, ensuring that funding is allocated to initiatives that align with the fund's objectives. The MHIF aims to encourage initiatives that:

- Improve system navigation and reduce barriers to accessing mental health resources.
- Increase mental health literacy and skills.
- Promote positive mental health and well-being.
- Reduce stigma associated with mental health issues.

## **Application:**

MHIF allocations are funded through the annual operating budget, and the total amount available is approved through the annual operating budget process.

## **Policy:**

### **1. General Funding Terms**

- 1.1. The maximum amount provided by the MHIF will generally be up to 75% of the total project cost.
- 1.2. Typical grant amounts range between \$500 and \$3,000, though exceptions may be made in extraordinary circumstances.
- 1.3. The applicant must spend grant funding for the sole purpose to which it was awarded and normally within the calendar year of the grant program. If the intended purpose of the project, program, or event changes, information as to a substitute project, program, or event should be communicated to the Manager of Community and Leisure Services to be presented to Council for consideration. Extensions will be granted at the discretion of the Chief Administrative Officer.
- 1.4. Approval of funding in any one year, or over several years, is not to be interpreted as a commitment to future funding.
- 1.5. Funding for any project will not be approved more than two consecutive years.

### **2. Eligibility Criteria**

- 2.1. The Municipality of North Grenville will not provide funding to an individual or group that supports or promotes views, ideas or presentations which promote or are likely to promote discrimination, contempt or hatred to any person on the basis of race, national or ethnic origin, color, religion, age, sex, marital status, family status, sexual preference, or disability, gratuitous sex and violence or denigration of the human condition.
- 2.2. The following organizations are eligible for funding:
  - 2.2.1. Applicants must be non-profit, charitable, or community-based organizations that support mental health and well-being initiatives within the Municipality of North Grenville.
  - 2.2.2. Applicants must be in, and conduct most of their activities/business within, the geographical borders of the municipality; and/or at least 51% of the membership must live in North Grenville. The Municipality may, at the discretion of Council, make exception for regional service agencies.
- 2.3. The following are not eligible for funding:
  - 2.3.1. Organizations and/or charities whose mandate does not support residents of the Municipality.
  - 2.3.2. Businesses and individuals.
  - 2.3.3. Organizations with political affiliations.

- 2.3.4. School Boards and educational institutions.
- 2.3.5. Programs within legislative mandates of other governments including municipal departments.
- 2.3.6. Regional, provincial, or national organizations, unless a local chapter serving residents.
- 2.3.7. Organizations who have not completed the final report for the previous funding year for this or any other municipal funding program.
- 2.4. Businesses and individuals are considered ineligible applicants; however, the Municipality recognizes that in exceptional circumstances, funding support may be appropriate. Applications will be reviewed and evaluated on their merit and in the interest of best service to the community and at the sole discretion of Council.
- 2.5. This list of eligible/ineligible applicants is not to be considered complete; the Municipality, at its sole discretion, may approve allocation of funding to organizations/agencies that have the capacity to deliver projects, events, and programs in keeping with the spirit of this policy.

### **3. Eligible Expenses**

- 3.1. The following are eligible expenses:
  - 3.1.1. Funding requests should be for costs directly related to the implementation of events, projects, or programs that
    - Improve system navigation and reduce barriers to accessing mental health resources.
    - Increase mental health literacy and skills.
    - Promote positive mental health and well-being.
    - Reduce stigma associated with mental health issues.
  - 3.1.2. Funding may be used for program development, coordination and supplies, facilitator fees, marketing, educational materials, and necessary equipment.
  - 3.1.3. Funding for operating expenses of the organization may be considered, but only where the expense directly contributes to the implementation of eligible projects, events, or programs.
- 3.2. The following are not eligible expenses:
  - 3.2.1. Expenses incurred prior to funding approval.
  - 3.2.2. Accumulated deficits or funding shortfalls.
  - 3.2.3. Any cost determined to not be in keeping with the spirit of the policy, at the discretion of Municipal Council.
- 3.3. Across all eligible applications, up to \$5,000 per year may be allocated to waive municipal facility rental fees for projects supported by the MHIF. This allocation is in addition to the budget for the MHIF.

#### **4. Intake and Deadlines**

- 4.1. There will be one (1) intake period per year. Application deadline will be published annually by the Municipality of North Grenville.
- 4.2. All applications shall be submitted to the Manager of Community and Leisure Services, on or before the deadline. Applications must be submitted before the end of the business day (5:00 p.m. local time) to be considered eligible.
- 4.3. Any applications received after the due date will not be considered.
- 4.4. The Municipality may, at its sole discretion, choose to extend the application deadline. In this case, the extended deadline will apply to all applicants and notification will be provided with the program information on the Municipal website.

#### **5. Application Process**

- 5.1. Applications and supporting documentation must be completed and submitted in full prior to the application deadline using the official MHIF application form available on the Municipal website or by request.
- 5.2. Applications must include:
  - Applicant information
  - A detailed project description, objectives, and expected outcomes.
  - A clear budget outline and sustainability plan.
  - Supporting documentation such as letters of support, project timeline, and cost estimates.
- 5.3. Applications should be submitted using the online application form (found at [www.northgrenville.ca](http://www.northgrenville.ca)). Applicants may also download a PDF application form and submit their application via email to [thurlbert@northgrenville.on.ca](mailto:thurlbert@northgrenville.on.ca) or deliver in person or by mail to:

Municipality of North Grenville  
P.O. Box 130, 285 County Road 44  
Kemptville, ON, K0G 1J0  
Attn: Manager of Community and Leisure Services

- 5.4. As part of the Municipality's commitment to meeting accessibility legislation, the Application Form will be made available in accessible formats, and will be provided upon request.

#### **6. Evaluation and Approval Process**

- 6.1. Applications are reviewed by the Manager of Community and Leisure Services to ensure they meet eligibility requirements and are complete.
- 6.2. Applications deemed complete and in alignment with the program policy will be provided to Council in a confidential report. Council deliberates in closed session to determine approved applications and funding allocation, including requests to waive fees for related use of municipal facilities.

6.3. An Evaluation Matrix will be as a tool to assess applications. Scores will be used to assist in prioritizing applications and allocating funds.

<b>Evaluation Matrix</b>		
<b>Criteria</b>	<b>Description</b>	<b>Score</b>
Project Merit	<ul style="list-style-type: none"><li>• Alignment with mental health priorities, including improving access, increasing literacy, reducing stigma, and promoting positive mental health.</li><li>• Clear goals, objectives, and measurable outcomes.</li></ul>	/30 points
Community Impact	<ul style="list-style-type: none"><li>• The extent to which the project addresses a demonstrated need.</li><li>• Contribution to community development, including volunteer and participant engagement.</li><li>• Inclusivity and accessibility of the project.</li></ul>	/25 points
Sustainability	<ul style="list-style-type: none"><li>• The ability of the project to continue beyond the initial funding period.</li><li>• The organization's capacity to manage the project and demonstrate long-term viability.</li></ul>	/20 points
Organizational Effectiveness	<ul style="list-style-type: none"><li>• The experience and capacity of the organization to deliver the project.</li><li>• Adequate leadership, staff, and volunteer resources.</li></ul>	/15 points
Economic and Social Impact	<ul style="list-style-type: none"><li>• The project's potential to generate positive social or economic outcomes.</li><li>• Opportunity for collaboration with other community organizations or businesses.</li></ul>	/10 points
<b>Total</b>		/100 points

6.4. Applicants will be notified of outcome via email by the Manager of Community and Leisure Services or designate. Included with the notification is a copy of the application, final report template, agreement to be signed, and Municipal logo for recognition purposes.

## **7. Reporting Requirements**

7.1. A Final Report is due by December 31st of the funding year. Final reports and supporting documents (copies of invoices/proof of expenses only required on request) must be submitted to the Manager of Community and Leisure Services for review and filing. A copy of the blank reporting form is provided with notice of award and agreement.

- 7.2. Any organization that does not complete the final report may be ineligible for funding in the following budget year, unless otherwise approved by Council. During that time Manager of Community and Leisure Services will work with the organization to ensure reporting is completed in order to become eligible for future funding years.
- 7.3. If an extension to the reporting deadline is needed, it should be arranged in advance through the Manager of Community and Leisure Services.

**Responsibilities:**

The MHIF is administered by the Department of Parks, Recreation, and Culture through the Manager of Community and Leisure Service.

**Compliance:**

The Department of Parks, Recreation and Culture will ensure policy compliance by all parties.

**Policy Communication:**

This policy shall be posted on the Municipal website as public information. All relevant application timelines and forms will also be posted at [www.northgrenville.ca](http://www.northgrenville.ca).

**Related Documents/Legislation:**

The Department of Parks, Recreation and Culture will maintain records in accordance with the Records Retention Policy.

**Authorization:**

This Policy was authorized by Resolution Number \_\_\_\_\_ adopted by Council at its meeting held on \_\_\_\_\_.

**Revision History**

Document Owner	Revised Date	Reason for Changes

**Contact:**

Any questions or concerns regarding this Policy shall be directed to the Manager of Community and Leisure Services, Department of Parks, Recreation and Culture.