

Supporting Psychological Health in First Responders

2020/21 application instructions: Stream 1 – Services

If you have questions about the application process or your proposed project's eligibility, contact SPHIFR@gov.ab.ca.

General information

The submission deadline for the application is **September 20, 2020 at 11:59 pm MDT**. Only complete applications will be eligible.

The Supporting Psychological Health in First Responders (SPHIFR) grant program is a competitive grant funding program. Projects must be dedicated to workers who are responsible for responding to provide immediate assistance at the scene of emergencies or in healthcare settings, and either:

- provide **services** to Alberta first responders living with or at risk of post-traumatic stress injuries (PTSI), or
- generate evidence on prevention or intervention for PTSI in first responders through **research**.

Organizations can submit multiple applications in a funding year; however, each proposed project must be distinctly different and independent of any other proposed projects.

The information provided in this application, along with information available on public facing websites and the applicant's previous grant performance with Alberta Labour and Immigration will all be considered when evaluating an application. The Ministry may not issue a grant where the terms and conditions of previous Alberta Labour and Immigration grants were not met.

- This is a dynamic form; questions will appear or disappear depending on your selection. Response boxes have character limits (including spaces). Information exceeding the character limit will not be considered part of the application.

Grant recipients will receive a grant agreement template that will include the terms and conditions of the grant. Review a sample grant agreement template [here](#).

Completing the Form

SPHIFR Stream

To access the grant application form, select Stream 1 (Services) or Stream 2 (Applied research). The appropriate application form will appear based on your selection.

- **Stream 1** provides project-based grants to not-for-profit or public sector organizations for projects dedicated to providing services to Alberta workers who are:
 - responsible for responding to provide immediate assistance at the scene of emergencies or in healthcare settings, and
 - living with or at risk of PTSD.
- [Stream 2](#) provides grants for applied research to develop and evaluate the most effective programs and services to support first responders suffering from or at risk of PTSD as well as early intervention and resilience-building.

NOTE: The following instructions are for Stream 1 (Services) applications.

Criteria	Stream 1 (Services)	
	Eligible	Not Eligible
Primary Applicant	Must: <ul style="list-style-type: none"> • Be a non-profit or public sector organization: a non-profit company, society, municipality, school board, health authority, public post-secondary institution, or a similar extra-provincial entity. • Have a mandate, or demonstrated history, of service clearly related to PTSD and/or first responders. • Operate in Alberta. 	Must not: <ul style="list-style-type: none"> • Be an individual person.
Proposed Project	Must be:	Must not : <ul style="list-style-type: none"> • Provide services to a specific individual.

	<ul style="list-style-type: none"> • Dedicated to providing services to Albertan first responders living with, or at risk of developing, PTSI. • Completed in 12 months. • Based on published research or formal evaluation evidence that supports its effectiveness at impacting PTSI. 	<ul style="list-style-type: none"> • Focus on general mental health or wellbeing without a clear focus on PTSI. • Be solely for military personnel, RCMP or veterans. • Focus on activities that an employer is obligated to undertake according to Alberta's OHS legislation including but not limited to: providing OHS training for staff, health and safety programs, emergency response plans, staff professional development. • Create a long-term funding dependency. • Focus on capitalization of business enterprises (e.g., for-profit activities and product development). • Duplicate or replace programs or services already provided by the Government of Alberta. • Focus on lobbying activities.
Budget	<p>If the project is partially funded by another organization, the primary applicant must clearly indicate what components will be funded by SPHIFR to avoid overlap.</p>	<p>Cannot fund:</p> <ul style="list-style-type: none"> • A project that is already in progress or has been completed. • Conferences. • Capital purchases. • Business operational expenses including but not limited to purchasing of office equipment and supplies, furniture, electronics, personal protective equipment, regular maintenance upgrades to existing websites (e.g. simplifying language or easing navigation of website), general computer software / applications / licenses (e.g. MS Office), etc.

Project Title

Provide a short, descriptive title for the project. This will be used to refer to the project in future communications.

1. Primary applicant organization information

All funding will be distributed to the primary applicant organization, who will have the lead role in project planning, scope and timelines. The primary applicant organization is also accountable for all project deliverables and reporting requirements. The contact person for the primary applicant organization will receive all correspondence and notifications from the Ministry regarding the project.

Organization mandate

The organization mandate introduces the applying organization. The mandate explains why the proposed project is relevant to the group requesting funding.

2. Partner organization information

A partner organization is an organization that will have a role in planning the scope, timeline, or deliverables of the project, The project objectives should align with the partner organization's goals or clientele. A partner organization must not be financially compensated for their execution of specific tasks or components of the project. The primary applicant remains responsible and accountable for all project deliverables and reporting. **Partner organizations should only be listed if their participation in the project has been confirmed by the primary applicant.**

- The partner organization must provide a letter on their organization's letterhead indicating their support for the project and their specific role.

3. Project summary

The following questions help describe the proposed project and its objectives and goals. Portions of the application or project summaries may be posted publicly on the SPHIFR grant program website. Do not include confidential information.

What is the project?

Clearly state the project, including who would attend or receive the services (the audience) and its purpose.

- Projects must provide services to Alberta workers who are responsible for responding to provide immediate assistance at the scene of emergencies and who are living with or at risk of PTSI.

How does this project provide support services for first responders who are living with or at risk of PTSI?

Describe how the proposed project will reach the audience identified in the previous question and the purpose or goal of reaching this audience.

How is this project new or unique from the regular business of your organization?

Describe how this project fits with the existing mandate or clientele of the primary applicant, and the partner organization (if applicable).

Describe how this will positively impact first responders, in relation to PTSI

Indicate the desired outcome of the project concerning the audience identified in the previous questions.

How will the project be determined to be successful?

Indicate what will be used to evaluate the project and how these items will be evaluated. Include qualitative and quantitative items where possible.

- Only include items that can be assessed within the 12-month project term.

Examples include, but are not limited to: desired audience/participant numbers reached, identified deliverables completed on time and within budget, pre and post service surveys to understand participants' perceived value of receiving the service.

As well as any other items that will demonstrate the project's success

How will the service be delivered?

Identify how the audience will interact with the project. Include any known limitations (e.g. physical space requirements) or risks (e.g. timing, location, participant uptake) associated with the delivery option.

Examples include, but are not limited to: in-person group or class setting, on-line resources or e-learning, training development or delivery.

Who will be eligible to access the service?

Identify who will be eligible to access the service.

Indicate if there will be a fee for access, and if so, estimate the approximate fee.

If a fee is charged to access the service, include: the approximate fee to eligible participants, the rationale for the fee to access the service, and what portion of the service the fee will cover.

4. Audience information

What are the key details that describe your audience?

Provide specifics on the audience and any parameters that will be used to select the audience.

Who will attend or receive the service(s) resulting from the project, if funded? What characteristics or defining features will make them eligible for the services (e.g. demographic information, location, etc.)?

Indicate the approximate number of people who will be directly reached by this project

When estimating the audience size (number of people who will be able to attend or receive the service(s) covered by the project), consider the duration of the grant (12 months), the audience size and location, the venue capacity, availability of required resources, etc.

Only numbers can be entered into this field. Provide written rationale in the next section.

Provide rationale on how the estimate was determined.

Indicate how the audience size was determined.

Specific to where the project will be implemented or delivered, what region is covered?

Select the area that best describes where your project will take place (i.e. where will the service(s) take place).

5. Project Schedule

Describe major milestones and timeframes in which they will be achieved. Milestones should be tangible accomplishments that are significant for the project's progress and success. Give timeframes relative to the start date of the project, in weeks or months (e.g. Week 5), not in absolute dates.

Milestone Accomplishment	Timeframe (e.g. Week 5)
Start offering program to eligible participants	Week 12
Deliverables (if applicable) <ul style="list-style-type: none">- Resource materials for participants are completed- Facility or platform to host program is ready to receive participants- Facilitator / program lead is ready to start program.	

+ -

Ensure that the milestones documented include: development, delivery, evaluation and any post-event wrap-up related tasks.

- The timelines included in this section will be used in the creation of the grant agreement if the application is selected for funding.

Use the (+) button at the bottom of the table to add additional milestones.

6. Project Resources

Resources:

List the resources (e.g. human resources including consultants or contractors, equipment, software, etc.) required for the success of the project. Indicate which of these the organization currently has and which will need to be procured.

Additional funding sources:

Identify if there are other sources of funds or key resources that have been secured or requested for the project.

7. Project budget

Outline the budget items the SPHIFR grant would fund.

Note: Costs related to staff employed by your organization are not eligible (e.g. salary, benefits, etc.).

The total amount will automatically calculate based on the amounts entered in the table.

8. Project evaluation

Identify completion indicators for each milestone and the results of completing the item.

Ensure these project evaluation timeframes are included in your project schedule in section 5.

9. Primary applicant - signing authority

If you are able to sign electronically, do so and click “Submit”. This will automatically attach the completed form to an email addressed to SPHIFR@gov.ab.ca. Attach additional attachments as needed (See **Application attachments**) and send the email. You will receive a confirmation of receipt email within one business day.

If you are unable to sign electronically, print and sign the signature page then save a scanned version with the file name “Lastname-Firstname-Signature”. Attach the completed application, the scanned signature page and additional attachments as needed (See **Application attachments**) and send the email to SPHIFR@gov.ab.ca. You will receive a confirmation of receipt email within one business day.

Application attachments

Depending on your application, the following documents may need to be submitted via email to SPHIFR@gov.ab.ca. All attachments can be combined into a single pdf titled “Lastname-Firstname-Attachments”.

- **Incorporation Documents:** If “Other” was selected under the question: Which Act is the organization regulated by?”, the Incorporation documents are required for the organization as part of the application process.
- **Partner organization letter of support:** If a partner organization is included on the application as having a role in the project, a letter of support is required. The letter must be on the partner organization’s letterhead and include their support for the project and specific role.