



A COMMUNITY OF CONNECTIONS

Calgary's Mental Health and Addiction Strategy

2024 Connect the Dots! – Enhancing Programs and Services
Call for Proposals Applicant Guide

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Background

In March 2021, Council approved \$14 million in support of the **Calgary Mental Health and Addiction Community Strategy and Action Plan** and its three outcome areas of Being Well, Getting Help and Staying Safe.

The Mental Health and Addiction Investment Framework emerged through collaborative efforts to address issues related to mental health, addictions, and public safety – and guides investment into the advancement of two of the strategic outcome areas:

- **Being well:** Wellness at home, at school, at work, and in the community
- **Getting help:** What you need, when, where and how you need it

To learn more about the Mental Health and Addiction Investment Framework, we recommend that you read this - [Attach 3- Calgarys Mental Health and Addiction Investment Framework-PFC2021-0112.docx \(escribemeetings.com\)](#)

2024 Connect the Dots! – Enhancing Programs and Services Call for Proposals

Funding Description

The City of Calgary is accepting Connect the Dots! (CTD!) funding proposals to enhance support for existing evidence-based community programs, services and collaboration efforts which respond to the mental health and addiction related issues affecting Calgarians.

CTD! funding is available for established programs and services with a track record of positive impact. This is a competitive process which will assess both currently funded and established evidence-based community programs and services which are not currently receiving funding through CTD!. Pilot projects are not eligible.

Organizations that currently receive CTD! funding may apply to sustain funding for their current programs (with or without an additional enhancement), service enhancements to other mental health and addiction programs and services, or both.

Successful proposals will be approved for a funding term of 24 months (January 2024 to December 2025). Subsequent funding opportunities will be determined by the programs and organizations' impact, ability to meet contractual obligations and availability of funds.

Amount

Through this call for funding proposals, up to \$5 million annually will be available for a 24-month timeframe (January 2024 to December 2025). There is no maximum or minimum amount that can be requested. However, the requested amount should be proportionate to the type of proposed activities and timelines.

Historically, CTD! funding allocations have been in the range of \$90,000 – \$300,000 annually. A list of previously funded programs and amounts can be found on Calgary's Mental Health and Addiction [Funding Allocations page](#).

Successful programs will be funded until the end of 2025 and sustainability beyond this period should be a consideration in developing your applications and budget.

Funding scope: programs, services, and collaborative efforts

Existing programs, services, and collaborative efforts which have demonstrated impact in responding to mental health and addiction related issues for Calgarians. For the purposes of this funding opportunity, these are defined as:

Collaborative efforts: Collaboration and interorganizational partnerships are a critical component to enhancing the mental health and addiction system of care. By working with others, organizations can leverage a wider range of expertise and resources to inform change. ⁱⁱⁱ Collaboratives vary in how they are structured and how they operationalize shared work, however for the purposes of this funding opportunity the collaborative efforts are required to have:

- **Partners:** Two or more organizations working together towards a common goal
- **Backbone organization:** A backbone organization managing the collaboration (in this case the primary applicant and fiscal agent). The backbone organization will work with partners to carry out activities.
- **Communication:** Collaborative workflow, regular check-ins, and shared messaging for external communications.
- **Activities:** Expertise leveraged from each partner as part of the overall goals of the program or service.
- **Shared outcomes:** Common progress measures working towards a shared outcome.
- **Common Agenda:** Program or service schedules, decision-making structures, timelines, and accountabilities.

Program: a set of actions that is developed in response to a community need, problem or issue and delivered by community partners that improve the mental health and well-being of Calgarians.

Service: a short-term activity that improves the mental health and well-being of Calgarians.

What is an enhancement?

CTD! funding is intended for **existing** programs or collaboration efforts that respond to the mental health and addiction related issues affecting Calgarians. Community-based programs, services and collaboration efforts that are currently demonstrating results may request funding to enhance their capacity to address an identified service gap.

Programs which are currently funded through CTD! are eligible to apply to continue the delivery of currently funded programming without the requirement of an additional enhancement.

Enhancements vary in terms of how they build capacity to address an identified service gap and how work is operationalized. However, for the purposes of this funding opportunity, community-based programs, services, and collaboration efforts must be currently demonstrating results and provide a strong rationale for how the enhancement will address mental health and addiction related issues affecting Calgarians. Proposed programs and services will be one of the following:



Strategic Outcomes

In addition to the outcome measures designed to evaluate your program, service or collaboration effort, they must align with one of the following strategic outcomes:

Being Well

- **Resilient People and Communities:** Programs and services which increase the ability of Calgarians to recover from difficult times.
 - **Indicator:** % of Calgarians who report a sense of belonging to their local community.
 - **Indicator:** % of Calgarians who report an increased understanding of how to support family, friends, and neighbors who are experiencing mental health concerns.
 - **Indicator:** Program or service will develop its own indicators.
- **Reduced Stigma:** Program and services which address the complex social process which aims to exclude, reject, shame, and devalue groups of people based on mental health and addiction.
 - **Indicator:** % of Calgarians who experience mental health and/or addiction concerns talk about it with others.
 - **Indicator:** Program or service will develop its own indicators.

Getting Help

- **Improved Service Access and Navigation:** Programs and services which will increase service coordination and integration between the mental health and social services that serve Calgarians.
 - **Indicator:** % of Calgarians have accessed mental health supports.
 - **Indicator:** # of Calgarians received services through coordinated points of access.
 - **Indicator:** # of organizations who report increased access to shared data – particularly those which facilitate client care.
 - **Indicator:** Program or service will develop its own indicators.
- **Increased Knowledge:** Programs and services which ensure Calgarians know where to get help for mental health issues and problems, substance use and addiction issues where and when needed.
 - **Indicator:** % of Calgarians know how to access mental health support and services.
 - **Indicator:** Program or service will develop its own indicators.

Application period

Applicants can apply through the [Funding Information Management System \(FIMS\)](#) from Thursday, August 31 – Monday, October 16 (11:59 p.m.).

Due to an anticipated high volume of applications, extensions will not be provided following the submission deadline and late or partial applications will not be processed.

Steps to apply

Prior to applying, organizations are encouraged to review this web page in its entirety, as well as the following documents:

- [Calgary's Mental Health and Addiction Strategy](#);
- [Calgary's Mental Health and Addiction Investment Framework](#);

All eligible organizations must apply through the [Funding Information Management System \(FIMS\)](#). Information on FIMS, and how to access the system, and FAQs, and be found on the [FIMS resource page](#).

Organizations that don't have a FIMS account must register before accessing an application. Organizations access FIMS with a [myID business account](#), which is a single sign-on approach used by businesses and organizations to access City services online. To register for a myID business account organizations should obtain a [business id number here](#), and then [register their primary email address here](#). Finally, set up a myID business account by visiting [myid.calgary.ca](#) and using the business ID number and registered email address. Learn about how to obtain a myID business account and register for FIMS, and review the [FIMS training modules](#).

Questions about accessing FIMS may be directed to fundingproposals@calgary.ca. Alternate options to submit an application will be provided to organizations that encounter difficulties in accessing FIMS prior to the application deadline. Successful applicants will need to set up a FIMS account for payment and reporting purposes

In addition to submitting your application through FIMS, the following documents should be uploaded in FIMS by the application deadline:

- Organization's Certificate of incorporation;
- Organization's [provincial](#) or [federal](#) annual return;
- Organization's most recent financial statement;
- Strategic plan, including vision and mission (or equivalent);
- Business or strategic plan for proposed program, service, or collaborative effort;
- Evaluation of program in current state (annual reporting, testimonials, or other evidence of program success);
- **For collaboration efforts only:** Memorandum of Agreement, Terms of Reference, or written agreement;
- **For collaboration efforts only:** Information sharing policies and/or procedures.

Eligibility

Organization Eligibility

- Non-profit organizations with an elected volunteer Board of Directors, operating within Calgary's city limits. Organizations must be registered under one of the following:
 - The Alberta Societies Act;
 - The Alberta Companies Act;
 - The Canada Not-for-Profit Corporations Act; or
 - The Canada Business Corporations Act
- Organizations must have a solid track record for effective service delivery; have strong operational capacity, including sound governance, stable financial outlook, and the use of evidence-based practices; as well as a strategic or business plan related to the proposed program.
- Organization must be in good standing with The City of Calgary. Organizations with a previous, or existing, funding agreement must have fulfilled all reporting and other contractual requirements or have no other conditions that would disqualify them from additional funding.
- **For collaboration efforts (partnerships) only:** Organizations working in partnership will be required to list all partners and capture their working style as one of:
 - **Joint Venture:** The primary applicant will work with partners to carry out activities. They will pool resources to accomplish outcomes.
 - **Cooperative:** Rather than pooling resources and sharing responsibility for the program or service, each organization instead takes on responsibility only for parts of the initiative. However, shared mission, goals, decision-making and resources are in place – with the primary applicant distributing resources accordingly.
 - **Other:** Applicant required to define the collaborative and working structure.
- **For collaboration efforts (partnerships) only:** Prior to applying, partnering organizations should have a history of working together and in some cases a written agreement (where appropriate).

Program and service eligibility

- This one-time funding is intended for existing programs or collaboration efforts that respond to the mental health and addiction related issues affecting Calgarians.
- Programs funded through the 2022-2023 CTD! funding are eligible to apply for funding to continue to deliver currently funded programming with or without an additional enhancement.
- Capital expenses (vehicle purchase, facilities etc.) will not be considered for funding, However;
 - Technology purchased for the purposes of collaboration are eligible. Please provide a rationale for the purchase of hardware, applications, software, or database enhancements as it relates to program delivery.
 - Rent is eligible so long as space is intended for delivery of activities conducted under this program.

Additional considerations

- Publications generated by this program or service are to be publicly available free of charge immediately upon their completion.
- Insurance and audited financials (for grants which exceeds \$25, 000) are required but should be added to the proposed budget as eligible expenses.
- Program or service may run until December 2025, sustainability beyond funding period will be a consideration. No funding will be provided for ongoing maintenance, operation or staffing following the pilot period.
- More than one idea may be submitted; however, a separate application form must be submitted for each distinct idea. Bundled applications may be deemed ineligible pending review panel's discretion.

Application assessment

Applications will be assessed in the following areas:

Eligibility

- Application is received by the deadline – late applications will not be processed without extension process initiated 24-hours in advance of the application portal closing.
- Application is complete - partial applications will not be processed.
- Applicant is a registered non-profit organization under the Societies Act, the Companies Act in Alberta, or the Federal Not-for-Profit Corporations Act, and operating within Calgary's city limits.
- Organization has demonstrated a solid track record for effective service delivery; strong operational capacity, including sound governance, stable financial outlook, and the use of evidence-based practices; as well as a strategic or business plan related to the proposed program.
- Organization is in good standing with The City of Calgary. Organizations with a previous, or existing, funding agreement must have fulfilled all reporting and other contractual requirements or have no other conditions that would disqualify them from additional funding.

Program Design

- Service enhancement to mental health and addiction programs and services is clearly articulated, including impacted population(s);
 - Currently Funded:** demonstration of impact made to date and evidence to support continuity of investment.
 - Not Currently Funded:** demonstration of impact made by program currently offered and the potential for impact through an enhancement as informed by evidence and promising practices.
- Demonstration of need, and evidence to support request;
- Alignment to Calgary's Mental Health and Addiction Strategy outcomes;
- Clear outline of intended measures for evaluating impact;
- Strategy is clearly articulated and includes insights into user journey (how Calgarians will experience the program, service, or collaboration effort);
- Partners and their roles are clearly identified (if applicable);
- Requested amount is proportionate to the type of proposed activities;
- Demonstration that activities can begin as soon as funding agreement is signed;
- Demonstration that program has the ability to spend the fund by the end of 2025;
- Statement of sustainability indicating how will your program or service continue this work following the funding agreement.

Decision-making and correspondence

City administration and subject matter experts (when appropriate) will review applications and make decisions in December 2023. All applicants will be notified on the outcome of their application shortly thereafter.

Applicants may be asked to submit additional documents or answer questions to support the review and decision-making process.

Unsuccessful applicants may request feedback on why the application wasn't successful and what could be done differently in the future. Requests for feedback should be sent to fundingproposals@calgary.ca.

Reporting

Organizations will be required to report using the following accountability methods:

- Mid-report through FIMS (August 2024)
- Annual year-end report will be submitted through FIMS that details the program outputs and outcomes (February 2025 and February 2026)
- **A financial report and an unaudited financial statement** will be submitted through FIMS.
 - Unaudited financial report from primary applicant (February 2025)
 - Audited financial statement for initiatives over \$25,000 (3 months after fiscal year-end)
- Insurance and audited financials are required. The costs associated with both should be included in the application budget, as they are eligible expenses.

Contact

If you have identified barriers with this call for funding proposals or would like to suggest ideas on how to make this funding process more accessible and equitable, please contact us. We commit to integrating the feedback when possible and providing rationale if we are currently unable to make the changes. Email: fundingproposals@calgary.ca

Application Checklist – 2024 Connect the Dots! – Enhancing Programs and Services

Applications are being accepted through the [Funding Information Management System \(FIMS\)](#) until October 16, 2023 at 11:59pm. Due to the expected volume of applications and the time needed to review them, late applications will not be accepted without accommodations in place 24-hours ahead of portal closing. Those seeking accommodations should email fundingproposals@calgary.ca.

Before you apply:

- Review 2024 Connect the Dots! – Enhancing Programs and Services webpage and this Applicant Guide in its entirety.
- Review Calgary’s Mental Health and Addiction Strategy and Action Plan
- Optional:** Attend one of the scheduled Information Sessions or connect with fundingproposals@calgary.ca with any clarifying questions.
- Optional:** Download the non-fillable copy of the application form for review in advance of completing the application in FIMS.

Setting up Funding Information Management System (FIMS):

- Review the FIMS [frequently asked questions](#).
- Complete [FIMS online training modules](#).
- Organizations that do not have a [FIMS](#) account must set up a [myID](#) business account in order to register.
 - To obtain a business id number, visit Calgary.ca/startbusiness or call 403-268-5311.
 - Register your primary email address online at Calgary.ca/businessemail or call 403-268-5311.
 - Set up your myID business account by visiting myid.calgary.ca and use your existing business ID number and your registered email address.
- Create a FIMS account and set up organization profile ahead of creating a funding application. As it can take 3-5 business days to finalize this step and organizations are advised to allow ample time for creating these accounts.

Application Process:

- Upload relevant documents through FIMS by the application deadline and/or upload alternative attachments which demonstrate your capacity to lead this work. If these documents are not available, please indicate why in the corresponding application form:
 - Certificate of incorporation.
 - Organization’s [provincial](#) or [federal](#) annual return.
 - Organization’s most recent financial statement.
 - Strategic plan, including vision and mission (or equivalent)
 - Business or strategic plan for proposed program, service, or collaborative effort (or equivalent)
 - Evaluation of program in current state (annual reporting, testimonials, or other evidence of program success).
 - For collaboration efforts only:** Memorandum of Agreement, Terms of Reference, or written agreement.
 - For collaboration efforts only:** Information sharing policies and/or procedures.
 - Applicants may be asked to submit additional documents or answer questions to support the review and decision process.
- Access the application in FIMS under the ‘Available Funding’ section.
- Complete and submit application.
- If you have any questions during the application period, please contact us and we will respond within three business days. Email: fundingproposals@calgary.ca

Glossary

Funding Information Management System (FIMS) - A secure, online platform for non-profit organizations to manage their organization's profiles, manage their reporting requirements, and apply for funding for social programs and services.

myID - An online service that provides citizens and business owners access to multiple City of Calgary services using a single account. A myID business account is required to access the Funding Information Management System (FIMS).

ⁱ Mosley JE. Organizational Resources and Environmental Incentives: Understanding the Policy Advocacy Involvement of Human Service Nonprofits. *Social Service Review*. 2010;84(1):57-76. doi:10.1086/652681

ⁱⁱ Policy Advocacy at PATH: A Catalyst for Change. *PATH A catalyst for global health*; 2013:3.
https://path.azureedge.net/media/documents/APP_path_advocacy_approach_fs.pdf