

## **Application Guidelines**

### **BACKGROUND INFORMATION**

The Government of Ontario continues to be committed to improving outcomes for children, youth, adults, and families affected by Prenatal Exposure to Alcohol and Fetal Alcohol Spectrum Disorder (FASD) through subsidies for Family/Caregiver Support Groups.

Community-based FASD Family/Caregiver Support Groups bring together people who are providing care for a child, youth, or adult with FASD or for those living with FASD. Groups may be facilitated by service providers, volunteers or ideally both. We recommend having at least two people facilitating the group if possible.

FASD Support Groups will provide networking opportunities and connections between like-minded individuals and provide them with an opportunity to come together for mentorship, information sharing and awareness activities.

Subsidies are being made available through an application process to existing and new FASD Support Groups to provide a forum for families and caregivers to:

- Support each other and share information on FASD
- Build knowledge exchange across the province
- Share effective/best practices between communities
- Support parent/caregiver mentorship and organize and mobilize local FASD initiatives to improve outcomes for individuals living with FASD

Health Nexus created [Facilitators Guide: Organizing FASD Family/Caregiver Support Groups](#). It is a booklet to support parents, volunteers and staff members with:

- Organizing new or enhancing the existing support group activities in their area.
- Evidence-informed considerations that will most likely lead to inclusive and safe group environments.

### **ELIGIBILITY**

Groups must be Ontario-based.

#### **Who can apply?**

- People who do not belong to an organization (i.e., volunteer parent)
- Charitable organizations
- Non-profit organizations

### What can funds be used for?

- Developing (or adjusting to make culturally relevant) materials for families/caregivers of individuals with FASD
- Outreach and the creation of promotional materials to advertise groups and activities
- Assisting in the logistical and operational supports for meetings (e.g., childcare costs, children's programming, food delivery for virtual cooking/dinner)
- Printing and photocopying of materials to be used for group activities
- Consultant and training fees, guest speakers. The money can be spent on honoraria to book presenters for webinars/workshops organized by the group, or on fees for members to attend an event planned by another person/organization
- Group facilitator honorarium (only for groups run by volunteers). The honorarium amount cannot exceed 25% of the total budget
- Equipment necessary to support virtual connections and on-line group activities (e.g., online meeting platform, mobile Internet options, etc.)

### What can't funds be used for?

- Costs that are not related to the activities outlined in the Application Form
- Costs that are covered by another source of funding
- FASD public awareness campaigns
- To give away as a donation or for fundraising campaigns or events
- To repay debts
- Advocacy activities
- Political or religious activities
- Activities outside of Ontario

### FOCUS

FASD Support Group activities are expected to support one or more of the following groups of people:

- Children with FASD (or possible FASD)
- Youth with FASD (or possible FASD)
- Adults with FASD (or possible FASD)
- Families/caregivers of children with FASD (or possible FASD)
- Families/caregivers of youth with FASD (or possible FASD)
- Families/caregivers of adults with FASD (or possible FASD)

FASD Support Group activities are intended to mobilize and build communities by bringing together the groups noted above. Examples may include:

- Facilitating FASD Support Group sessions for families/caregivers or individuals with FASD
- Education and training for families, caregivers, and individuals experiencing FASD through workshops, weekly group sessions, one-time events, webinars, etc.
- Service provider and childcare provider education and training may be included to support the delivery of group activities
- Creating events focussing on family wellness, self-care and how to access services

### **APPLICATION PROCESS**

Applicants should thoroughly review and become familiar with the Guidelines, [Application Form](#), and the [Frequently Asked Questions](#).

To apply for funding, please send an application to Health Nexus via email by **Wednesday, May 26, 2021**, to: [FASDSupport@healthnexus.ca](mailto:FASDSupport@healthnexus.ca).

The application form can be downloaded from: <https://new.fasdinfectsaf.ca/fasd-support-groups>. Applicants are asked to answer a series of questions and then complete an action plan.

Organizations or individuals can apply for up to \$4,500 per FASD Support Group.

### **TIMELINES**

#### **FASD Support Groups – 2021-22 Schedule**

Application submission deadline	<b>May 26, 2021</b>
Applicants notified of funding decisions	<b>June 9, 2021</b>
Successful applicants sign legal agreement to receive funding	<b>June 23, 2021</b>
Midterm reports due	<b>November 15, 2021</b>
Activities completed	<b>March 15, 2022</b>
Bookkeeping concluded	<b>March 31, 2022</b>
Final reports due	<b>April 7, 2022</b>

### **APPLICATION ASSESSMENT PROCESS**

#### **How will successful applicants be chosen?**

Applications will be assessed based on the following criteria:

- Application Form is completed with activities and budget clearly explained

- Activities have a clear purpose and goal and are aligned with the intent of the funding
- Activities include easy ways to tell (evaluate) if they are helping
- Activities support one or more of the identified target audiences
- Applicant meets eligibility criteria
- Funds will be used for eligible activities and expenses

### **FUNDING REQUIREMENTS**

#### **Successful applicants will be required to:**

- Enter in a legal funding agreement with Health Nexus to ensure accountability for the use of funds
- Have an electronic banking system in place to receive the subsidy via e-transfer
- Prepare and submit a midterm and final report to Health Nexus
- Gather feedback from group participants and group leader(s) (the applicant and any other staff/volunteer helping them run the group)
- Be in contact with the Health Nexus FASD project coordinator (i.e., emails, phone calls, participating in group leader meetings)

#### **Funding to successful applicants will be disbursed as follows:**

- Groups managing their own subsidies: Funds will be disbursed as a one-time payment via digital means therefore banking information for electronic transfers will be required. Please contact us if there are barriers
- Groups whose subsidies are held by Health Nexus: Health Nexus will hold the funds and pay expenses directly. The groups will still be responsible for monitoring funds during the project
- Note: All bookkeeping should be concluded by **March 31, 2022**

### **COORDINATION AND SUPPORT**

Health Nexus will provide support to the applicant through information sharing and materials which may include the following:

- Telephone and email support with the FASD Project Coordinator
- A list of FASD Support Groups in Ontario
- An FASD e-network to share information and events
- Webinars or teleconferences to share what is working and lessons learned
- In-person (if possible) or virtual conference to build connections between group leaders, to exchange ideas of how to support families, build partnerships and offer evidence-informed support activities
- Documents and tools that will support funded projects with their activities

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**ACTION PLAN SAMPLE:**

Please use this sample as a guide to fill out your action plan in the application form.

<b>Details of expenses</b> <i>(What do you plan to do?)</i>	<b>Budget</b> <i>(What will each budget item cost?)</i>	<b>Participants</b> <i>(Who will the activity support? e.g., adults with FASD, etc.)</i>	<b>Expected Reach</b> <i>(How many people will you help/ support through each activity?)</i>	<b>Intended Outcomes</b> <i>(How will you know your activities are successful?)</i>
<b>Group/event Facilitation</b>				
e.g., Hire Guest speakers (once/month) for FASD Support Group	\$1,000	Parents/Caregivers of children with FASD	15 participants/session (4)	Participants will provide positive feedback and feel more informed about highlighted topic
e.g., Childcare	\$400	Children with FASD	10 children/session (4)	Group participation will increase due to increased accessibility for parents and caregivers to attend local groups
<b>Training</b>				
e.g., two-day educational workshop (Enhancing Care and Understanding of FASD)	\$1,750	Facilitators Volunteers Parents/Caregivers of children with FASD	50 participants	More satisfaction, confidence, and competence in FASD skills and strategies to support their children/the community

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<b>Transportation and Food</b>				
e.g., Snacks and refreshments	\$350	Parents/Caregivers of children with FASD	15 participants/session (4)	
e.g., Snacks and refreshments for children	\$200	Children with FASD	10 children/session (4)	
<b>Resources, Technology and Program Materials</b>				
e.g., Create flyer/social media plan to promote group	\$350	Parents/caregivers of children with FASD	500 people	Group attendance at weekly meetings will increase thanks to promotion via flyers/social media
e.g., Wi-Fi allocation for some families (for virtual meetings)	\$250	Parents/caregivers of children with FASD	25 participants/session (4)	Group participation will increase due to increased accessibility for parents and caregivers to attend
e.g., Group supplies (booklets, etc.)	\$200	Parents/caregivers of children with FASD Children with FASD	25 participants/session (4)	
<b>TOTAL</b>	<b>\$4,500</b>			

**CONTACT**

[FASDsupport@healthnexus.ca](mailto:FASDsupport@healthnexus.ca)

## **APPENDIX**

FASD Ontario Website: <https://new.fasdefotsaf.ca/>

Family and Caregiver Support Group page: <https://new.fasdefotsaf.ca/fasd-support-groups/>

Application package:

- Application Form: [https://new.fasdefotsaf.ca/wp-content/uploads/2021/03/FASDSubsidy\\_Application\\_2021-22.pdf](https://new.fasdefotsaf.ca/wp-content/uploads/2021/03/FASDSubsidy_Application_2021-22.pdf)
- Application Guidelines: [https://new.fasdefotsaf.ca/wp-content/uploads/2021/03/FASDSubsidy\\_Guidelines\\_2021-22.pdf](https://new.fasdefotsaf.ca/wp-content/uploads/2021/03/FASDSubsidy_Guidelines_2021-22.pdf)
- Frequently Asked Questions: [https://new.fasdefotsaf.ca/wp-content/uploads/2021/03/FASDSubsidy\\_FAQs\\_2021-22.pdf](https://new.fasdefotsaf.ca/wp-content/uploads/2021/03/FASDSubsidy_FAQs_2021-22.pdf)

Facilitators Guide: Organizing FASD Family/Caregiver Support Groups:

<https://resources.beststart.org/product/j42e-fasd-support-groups-facilitators-guide-booklet/>