



FREQUENTLY ASKED QUESTIONS (FAQS)

The following Frequently Asked Questions (FAQs) are designed to support the completion of the funding application.

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1 BACKGROUND INFORMATION

1.1 Why was this funding opportunity created?

The Ministry of Children, Community and Social Services (MCCSS) is focused on improving outcomes for children, youth and adults with Fetal Alcohol Spectrum Disorder (FASD) or possible FASD and their families. It has long been acknowledged that individuals and families who are experiencing FASD have limited access to relevant support programs and services. The Government of Ontario is demonstrating its commitment to building capacity and improving outcomes for those with FASD by offering small subsidies to support and expand FASD Support Groups for individuals, families, and caregivers. See [Application Guidelines](#) for details regarding the purpose of the funding and what the money can and cannot be used for. Funding for FASD Support Groups is being provided by the Government of Ontario.

1.2 What is Health Nexus?

Health Nexus is a bilingual health promotion organization that works with diverse partners to build healthy, equitable and thriving communities. Health Nexus supports service providers who work in preconception health, prenatal health, and early child development. Health Nexus oversees several provincial initiatives related to FASD: the FASD provincial website, FASDinfoTSAF.ca, where you can find recent and up-to-date information about what's happening, learn more about resources and tools, and find out services available in your local community. We also allocate subsidies every year to 40+ support groups for individuals with FASD and their families and provide virtual trainings to group leaders and FASD Coordinators to enhance support group services and to reduce barriers. Additionally, we host a minimum of 4 expert led webinars every year, to facilitate community mobilization among FASD support group leaders, FASD workers/coordinators and stakeholders including individuals with FASD and caregivers. Health Nexus has also designed an online training for service providers from various sectors, including health care and nursing, education, mental health and addictions, justice and corrections, and community and social work (www.training.fasdinfotsaf.ca). For more information about Health Nexus, please visit www.healthnexus.ca.

1.3 How much funding is available?

Funding of up to \$4,500 will be available for successful applicants for 2024-25. We remain committed to supporting existing groups and the ongoing growth and development of new opportunities for communities that have gaps and limited FASD support services. Application acceptance is based on merit and not on amount requested.

1.4 Can I/we submit more than one funding application?

Yes. An individual or collaborative can submit applications for more than one FASD support group, as long as activities are being provided to different groups of people, (such as parents of children, parents of adolescents, adults living with FASD) or in different geographic locations.

1.5 Can I/we apply for funding in 2024-25 if we received subsidies in previous cycles?

Yes. We encourage applicants to apply for all cycles of funding to increase opportunities for support within your community. During the new cycle, the applicant can apply to provide entirely new activities or continue with current activities that are already having a positive impact for families/caregivers of individuals with FASD.

2 APPLICATION TIMELINE

2.1 What is the application timeline?

2024-25 timeline:

- People or organizations interested in applying can download the application package from: www.fasdinfotsaf.ca/gethelp
- Applications may be completed in English or French
- Applicants must send their completed application form via email by **Friday May 31, 2024**
- Applicants will be notified of our decision by **Friday, June 14, 2024**
- Legal agreements will need to be signed by successful applicants by **Friday, June 28, 2024**. Funds will flow in July.
- Please ensure that the contact information on the application form is completed correctly. This will enable Health Nexus to:
 - Confirm receipt of the application
 - Contact you if there are any details that require clarification
 - Notify you once a decision has been made – whether you were selected or not

3 APPLICATION PROCESS

3.1 Who can apply for funding?

Groups must be Ontario-based. The following groups/representatives can apply for funding:

- People who do not belong to an organization (e.g., volunteer parent, adult with FASD, etc.)
- Charitable organizations
- Non-profit organizations

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3.2 How do I/we apply for funding?

To apply for funding, the applicant needs to:

- Submit application to Health Nexus by **Friday, May 31, 2024**
- The application form can be downloaded from: www.fasdinfectsaf.ca/gethelp
- Applicants are asked to answer a series of questions and then complete an action plan
- Complete the application form and submit it by email at FASDSupport@healthnexus.ca

See [Application Guidelines](#) and [Application Form](#) for details.

3.3 What if we do not have an FASD Support Group name established yet?

The applicant must include a name for the FASD Support Group in the application. If the applicant does not have a name yet, please make one up that sets the FASD Support Group apart from others. For example, the name could be {town/city} {any special population} FASD Support Group. Health Nexus must be informed of any name change that might occur.

3.4 What are the “must haves” for applications?

To receive funding, applications must show the impact that their group will have and their plans to increase access to FASD-specific family and caregiver supports within their communities. This can involve building upon existing work, and/or creating new support activities for families, caregivers and individuals with FASD.

Additionally, activities must support one or more of the following audiences:

- 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)

3.5 What if there is already an FASD Support Group in my community?

FASD Support Groups in the same communities will be encouraged to work together if possible. FASD Support Groups in the same area who support different populations i.e., Francophone, newcomers, different age groups, members of Indigenous groups, etc. will be considered for separate funding projects. Priority will be given to communities who have fewer or no services available in their region.

3.6 What type of activities can funds be used for?

Funding is expected to be used for activities such as, but not limited to:

- In person or virtual support group sessions
- Education and training. It can be for families, caregivers, and individuals with 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 an event focussing on family wellness, self-care and how to access FASD support services

Funds may not be used to purchase the applicant's own resources or products.

3.7 Can in-person activities be funded this cycle?

Yes, in-person activities may be funded. Due to the COVID-19 pandemic we strongly suggest that you prepare a back-up plan to make activities happen virtually or spend the funding differently if necessary.

3.8 What are the expected outcomes of my/our activities?

Outcomes will vary depending on the activities. However, all project groups are expected to measure how many people have been supported. It is the intent to have FASD Support Groups demonstrate improved outcomes for individuals and families through positive participant feedback. Some examples are:

- Participants share that they are satisfied with the FASD Support Group activities
- Participants feel more aware, have more skills, and have more confidence in their abilities because of these activities
- There are more FASD supports available for the community as a result of this funding
- Group members feel less isolated

3.9 How will my application be scored?

All applications will be scored using the following metrics:

- Is the application complete? (Yes/No)

The following will be rated on a scale of 1-5 (1-weak 3-moderate 5-excellent):

- Your goal aligns with FASD program at Health Nexus
- You present a sound plan (budget and activities)
- Activities are evidence based, person-centred/directed, strength-based, FASD and trauma informed
- Meets community needs

We will also consider:



- Population being served (General, Newcomer, Francophone, Indigenous)
- Primary populations (Caregivers, Youth, Adults with FASD, etc.)
- Geographical area being served
- Language(s) of service delivery
- Level of originality, innovation, or expected positive impact included in group's proposal

4 NEXT STEPS

4.1 What happens if the application is successful?

If the application is successful, the applicant will be notified on June 14, 2024. The successful applicant will need to sign a legal agreement and submit it to us by Friday June 28, 2024. Funds will be made available to the successful applicant after the agreement is signed.

We have moved to electronic payments: therefore, groups will need to be able to receive an electronic transfer of funds. If you are not in the position to receive an electronic payment, please contact Health Nexus to discuss alternate arrangements.

4.2 What happens if my/our application is not successful?

Unfortunately, there is a limited number of subsidies available, and we may not be able to fund all FASD Support Groups. The applicant will be notified of the decision within the two weeks following the application deadline.

4.3 What administrative and reporting expectations are there for successful applicants?

In addition to signing a legal agreement, these are the other requirements for successful applicants:

- Participation in peer sharing via newsletters, and ongoing group leader networking meetings and provincial trainings
- Midterm report to be completed midway through the funding cycle
- Final report to be completed at the end of the funding cycle
- For the midterm and final reports, the applicant will be expected to provide an updated action plan which includes:
 - Progress on activities
 - Plans for finishing the activities (mid-term report only)
 - Amount of money spent to date
 - Number of people supported
 - Additional ways to demonstrate that the activities are helping (e.g., group impact, client feedback and satisfaction)

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- Feedback to be gathered from group participants and group leader(s) (the applicant and any other staff/volunteer helping them run the group)
- Health Nexus to be notified by **March 1, 2025** if the group is not able to spend all its allocated funds
- All activities must be completed by **March 15, 2025**. We highly recommend planning to have all your activities completed by March 1 to allow for flexibility in case you need to make adjustments or changes to your plans.
- Bookkeeping must be concluded by **March 15, 2025**
- **Health Nexus will not process payments submitted past March 15, 2025**
- Unspent money will need to be returned to Health Nexus

4.4 What if there is a change in my planned activities?

You may adjust up to 10% of the planned budget by your own accord, but only within a single budget section. (For an example, up to 10% of funds allocated under an activity for Group/Event Facilitation can be adjusted to another activity under Group/Event Facilitation). Any adjustments beyond this limit require submission of a budget amendment request for approval by Health Nexus.

4.5 What if I am unable to spend all of my funds or complete all of my planned activities by the deadline?

We highly recommend planning to have all your activities completed by March 1 to allow for flexibility in case you need to make adjustments or changes to your plans.

Funded groups are required to promptly communicate any issues related to spending funds or incomplete activities to Health Nexus. This allows us to assist in ensuring that funds are used appropriately, and activities are completed by the deadline. Failure to spend all allocated funds as per the approved budget and failure to communicate may impact your eligibility for future funding.

4.6 Will Health Nexus help me with my activities?

The applicant is responsible for making sure the project activities are finished. Health Nexus can help the applicant in different ways:

- Assist with questions and challenges by phone or email
- Facilitate webinars or teleconferences to discuss evaluation and reporting
- Facilitate webinars or teleconferences to encourage sharing of what is working and what are the areas of improvement
- Host events to allow for networking, sharing what FASD Support Groups are doing and to talk about emerging evidence and best practices
- Provide tools and documents to help guide projects
- Supply accommodations in reporting requirements upon request



4.7 Whom can I contact for help with my funding application?

For assistance with the funding application, please contact:

FASDSupport@healthnexus.ca.

Health Nexus will host a live webinar on **Tuesday, May 14, 2024, at 1 pm ET** to guide participants through the application process and demonstrate how to complete it effectively. Register [here](#).

Health Nexus will also be conducting two 45-minute office hour sessions where applicants can drop in and off, to address any questions regarding the application process. Sessions will be held on:

- Thursday, May 16, 2024 at 11 am ET. Register [here](#).
- Thursday May 23, 2024 at 2 pm ET. Register [here](#).

APPENDIX

FASD Ontario Website: www.fasdinfotsaf.ca

FASD Family and Caregiver Support Group page: www.fasdinfotsaf.ca/gethelp

Application package:

- Application Form: https://fasdinfotsaf.ca/wp-content/uploads/2024/05/FASDSubsidy_Application_2024-25.pdf
- Application Guidelines: https://fasdinfotsaf.ca/wp-content/uploads/2024/05/FASDSubsidy_Guidelines_2024-25-2.pdf
- Frequently Asked Questions: https://fasdinfotsaf.ca/wp-content/uploads/2024/05/FASDSubsidy_FAQs_2024-25.pdf

Out of the box ideas for successful FASD support groups:

<https://fasdinfotsaf.ca/info/out-of-the-box-ideas-for-successful-fasd-support-groups/>

Health Nexus FASD Webinars:

https://youtube.com/playlist?list=PLaKKZYInMNkGypF2-yJ0NRKaDFs-s_kc&si=a3ffioifiZByMezp

Facilitators Guide: Organizing FASD Family/Caregiver Support Groups:

<https://fasdinfotsaf.ca/info/facilitators-guide-organizing-fasd-family-caregiver-support-groups-2019/>

Service Provider Training: FASD: A Shared Responsibility:

<https://training.fasdinfotsaf.ca/>