

## **APPLICATION GUIDELINES**

### **BACKGROUND INFORMATION**

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

Community-based FASD Family/Caregiver Support Groups bring together people with FASD or possible FASD as well as parents/caregivers and other family members including siblings. 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 individuals, parents/caregivers and other family members to:

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

### **ELIGIBILITY**

Groups must be Ontario-based.

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

- People who do not belong to an organization (i.e., volunteer parent, adult with FASD)
- 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
- Honoraria for people with lived experience who are invited by the group to share. We strongly suggest to groups who may invite people with FASD to share their experiences to include honoraria in their budget
- 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
- Research
- Political or religious activities
- Activities outside of Ontario
- To purchase the applicant's own resources or products.

### **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



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

If applicable groups should highlight in their application how the resources created during a funding cycle will have a long-lasting impact on their community even after the funding cycle concludes.

**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 by **Friday, May 31, 2024:**

- By email at [FASDSupport@healthnexus.ca](mailto:FASDSupport@healthnexus.ca)

The application form can be downloaded from: [www.fasdinfotsaf.ca/gethelp](http://www.fasdinfotsaf.ca/gethelp). 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 – 2024-25 Schedule**

Application submission deadline	<b>May 31, 2024</b>
Applicants notified of funding decisions	<b>June 14, 2024</b>
Successful applicants sign legal agreement to receive funding	<b>June 28, 2024</b>
Midterm reports due	<b>November 15, 2024</b>
Activities completed	<b>March 15, 2025</b>
Bookkeeping concluded	<b>March 15, 2025</b>
Receipts submitted (For groups whose funds are being held by Health Nexus)	<b>March 15, 2025</b>
Final reports due	<b>April 7, 2025</b>

**APPLICATION ASSESSMENT PROCESS**

**How will successful applicants be chosen?**

Successful applicants will be chosen according to health equity needs, merit of application, and must be distributed evenly according to geography and population density. Organizations or individuals can submit multiple applications; however the applicants **must** demonstrate that they serve different populations (francophones, youths, Indigenous etc.), geographical areas within Ontario etc. Please note that there is a limit to the number of groups from the same organization that can be funded.

Applications will be assessed based on the following criteria:

- Application Form is completed with activities and budget clearly explained
  - Activities' purpose is clear and 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 15, 2025**

## **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

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- An FASD e-network to share information and events (<https://list.web.net/lists/listinfo/FASD>)
- Webinars or teleconferences to share what is working and lessons learned
- Virtual events 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
- Supply accommodations in reporting requirements upon request

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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 measure the impact of your activities?)</i>
<b>Group/Event Facilitation</b> <i>Direct supports you want to put into place for group participants (group sessions, webinars, events, etc.).</i>				
e.g., Monthly Meetings - 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., Monthly Meetings - 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> <i>For group leaders, volunteers and group participants to learn more about FASD strategies.</i>				
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>				
<i>Provided during activities or events.</i>				
e.g., Monthly Meetings - Snacks and Refreshments	\$350	Parents/caregivers of children with FASD	15 participants/session (4)	
e.g., Two-Day Educational Workshop - Snacks and Refreshments for Children	\$200	Children with FASD	10 children/session (4)	
<b>Resources, Technology, and Program Materials</b>				
<i>Purchases and, services necessary to deliver activities.</i>				
e.g., Monthly Meetings and Two-Day Educational Workshop - 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., Monthly Meetings - 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., Monthly Meetings and Two-Day Educational Workshop - 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>			

\*We generally suggest allocating no more than 25% of the budgeted funds towards Transportation and Food for a balanced budget. However, this can be amended on a case-by-case basis depending on the group’s activities (e.g. cooking classes would require a larger allocation of funds within this category).

Applicants must detail which activity each budget line will be spent towards as shown in the chart above.

**CONTACT**

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

## APPENDIX

FASD Ontario Website: [www.fasdinbotsaf.ca](http://www.fasdinbotsaf.ca)

FASD Family and Caregiver Support Group page: [www.fasdinbotsaf.ca/gethelp](http://www.fasdinbotsaf.ca/gethelp)

Application package:

- Application Form: [https://fasdinbotsaf.ca/wp-content/uploads/2024/05/FASDSubsidy\\_Application\\_2024-25.pdf](https://fasdinbotsaf.ca/wp-content/uploads/2024/05/FASDSubsidy_Application_2024-25.pdf)
- Application Guidelines: [https://fasdinbotsaf.ca/wp-content/uploads/2024/05/FASDSubsidy\\_Guidelines\\_2024-25-2.pdf](https://fasdinbotsaf.ca/wp-content/uploads/2024/05/FASDSubsidy_Guidelines_2024-25-2.pdf)
- Frequently Asked Questions: [https://fasdinbotsaf.ca/wp-content/uploads/2024/05/FASDSubsidy\\_FAQs\\_2024-25.pdf](https://fasdinbotsaf.ca/wp-content/uploads/2024/05/FASDSubsidy_FAQs_2024-25.pdf)

Out of the box ideas for successful FASD support groups:

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

Health Nexus FASD Webinars:

[https://youtube.com/playlist?list=PLaKKZYInMNkGypF2-yJONRkaDFs-s\\_kc&si=a3ffioifiZByMezp](https://youtube.com/playlist?list=PLaKKZYInMNkGypF2-yJONRkaDFs-s_kc&si=a3ffioifiZByMezp)

Facilitators Guide: Organizing FASD Family/Caregiver Support Groups:

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

Service Provider Training: FASD: A Shared Responsibility:

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