



Strengthening Community Capacity to Support Mental Health and Wellbeing

COVID-19 Mental Health and Wellbeing Grant Program

FREQUENTLY ASKED QUESTIONS

BACKGROUND AND GENERAL PROGRAM CONTEXT

With funding from the Government of Canada and led by the Public Health Agency of Canada (PHAC), the Canadian Red Cross (CRC) is making grants available to community-based organizations across Canada to support mental health and wellbeing in the context of COVID-19.

This funding opportunity will assist **community-based organizations** to support populations whose mental health and wellbeing has been disproportionately affected by the COVID-19 pandemic. Projects funded through this program will promote mental health and wellbeing, prevent mental illness, and/or support organizational capacity to address mental health and wellbeing needs emerging from the pandemic.

PROGRAM ELIGIBILITY

1. What types of organizations can apply?

Community-based organizations that can apply include not-for-profit organizations, registered charities, other qualified donees, and incorporated and unincorporated non-profits that are registered provincially, territorially or federally and in good standing, that are organized and operated exclusively to provide social services, recreation, arts, education services, community service and engagement. This includes Indigenous governing bodies that are not registered as qualified donees, such as First Nations bands, Métis settlements, and Inuit governments or associations. Community-based organizations cannot operate for profit and exclude any for-profit business.

2. Who is ineligible to apply to the COVID-19 Mental Health and Wellbeing Grant Program?

The following are ineligible to apply for funding from the Canadian Red Cross for this program:

- Individuals
- For-profit organizations or businesses
- Political organizations

- Organizations (including non-profits) that are serving private business or economic development needs
- Organizations that are not headquartered or incorporated in Canada
- Organizations that are not assisting Canadian communities
- Organizations that do not meet the other specific eligibility criteria defined for the program

3. What are the eligibility criteria for funding under the COVID-19 Mental Health and Wellbeing Grant Program?

In recognition of the diverse types of organizations that work together to provide culturally relevant, safe, and accessible community wellness supports across Canada, this program will accept applications from a wide range of community organizations.

For a detailed list of the eligibility criteria, please refer to the *Eligibility to Apply* section of our [Program Guidelines](#).

4. Does my organization have to be a mental health or wellbeing service provider to be eligible to the program?

Your organization needs to have a mandate, guiding statement and/or established history of delivering mental health and wellbeing services, including strengthening social connectedness, in communities in Canada. You may be eligible for funding under this program if your proposed project activities contribute to the mental health and wellbeing needs of populations listed below in Q. 6 of these FAQs.

For more information on the activity areas that fall within the scope of this program and activities that we are unable to fund, please refer to the *Project Activities* section of our [Program Guidelines](#).

5. How are you defining mental health and wellbeing?

Mental health is a state of (psychological) well-being in which every individual realizes their own potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to their community.

Wellbeing describes the positive state of being when an individual thrives, influenced by the interplay of psychological factors (emotions, feelings, thoughts, behaviours, knowledge and coping strategies) and social factors (interpersonal relationships and social connections, social resources, social norms, social values, social roles, community life, spiritual and religious life).

6. Which populations will this program be focused on supporting?

While we recognize that everyone has been directly or indirectly affected by COVID-19, the program is focused on supporting populations that have been disproportionately affected. The populations this program will be focused on supporting includes, but is not limited to, disaster and crisis-impacted communities, Indigenous peoples, low-income individuals and people living in poverty, LGBTQIA2S+ people, newcomers to Canada, including recent immigrants, refugees and

refugee claimants, People of Colour, people experiencing homelessness and precarious housing, people experiencing sexual, gender-based and/or domestic violence, people with disabilities, people with mental illness and/or addictions, school-aged children and youth (up to age 17), seasonal or migrant workers, seniors and Elders, and young adults (ages 18-30).

We acknowledge that this may not be an exhaustive list. If your project is intended to reach additional populations whose mental health and wellbeing has been disproportionately impacted by COVID-19, you will be given the opportunity to tell us about who they are in the application form.

7. Why does it matter how long our organization has been in operation?

The Canadian Red Cross has limited funds available and would like to support organizations that have experience and an established history in delivering mental health and wellbeing services and/or strengthening social connectedness within their communities. The Canadian Red Cross will accept and consider applications from organizations that have been in operation since on or before December 31, 2019.

PROGRAM PARAMETERS

8. What kinds of activities can be supported for the COVID-19 Mental Health and Wellbeing Grant Program?

In your application you will be required to select the activity that best applies to the nature of the activities of your grant project. This funding opportunity will support activities that will:

- Enhance organizational capacity to address the current surge in demand for mental health promotion/mental illness prevention programs. *For example: training, technology, time-limited staffing.*
- Adapt to new models of promotion and prevention program delivery. *For example: virtual programming, alternative spaces.*

9. Can applications include costs for core funding for ongoing operations?

Costs for core funding or regular operational costs are not part of the eligible activities for this program. Although the project should be delivered by organizations who already engage in the mental health and wellbeing support spaces, the program is intended to fund projects within the program's timeline that respond to the mental health and wellbeing needs in the context of COVID-19 with a focus on populations whose mental health and wellbeing has been disproportionately impacted by the COVID-19 pandemic.

10. Can my organization develop new programs or interventions with funding from this program?

Given the time-limited nature of this funding opportunity, it is not intended to support the development of new programs or interventions.

11. What is the timeline for spending project funds?

To be eligible, all activities and expenditures must take place between October 1, 2022 (or the date stated in your Agreement) and January 31, 2024.

12. How much money can I apply for?

The total budget for the project, including direct costs and administrative costs, must be a minimum of \$10,000 and a maximum of \$75,000.

13. What types of activities are ineligible for funding?

While the Canadian Red Cross is dedicated to responding to community-identified needs, some activities do not fall within the objectives of this program. See the *Project Activities* section of our [Program Guidelines](#) for more information on the activity areas that are not eligible for funding under this program.

14. Should administrative costs be included in my project budget?

Administrative costs (sometimes called 'indirect costs' or overhead) should not be included in the detailed budget categories in your project budget.

A contribution to administrative costs will be automatically added at a rate of 9% of the direct costs in your budget. This 9% administrative rate will be calculated and added to your project budget. Therefore, your inputted budget must be between \$9,175 and \$68,800 so that when this administrative rate is applied, your total requested budget will be between \$10,000 and \$75,000.

APPLICATION PROCESS

15. Where can I apply?

You can apply online at www.redcross.ca/mentalhealthgrants. If you need support, you can contact us at mentalhealthgrants@redcross.ca or by calling 1-833-966-4225.

16. When is the deadline to apply?

The deadline to apply is **July 29, 2022**. Applications submitted after this date will unfortunately not be considered. If there is a change to the deadline, we will communicate this broadly to all applicants.

17. What support is available to applicants?

The application form and tools are available through a portal on the Canadian Red Cross website, in both English and French, and our Grant Team will be available to support organizations through the process. For organizations with limited internet access or application challenges please call us at 1-833-966-4225 or email us at mentalhealthgrants@redcross.ca.

Our goal is to ensure that organizations are supported through the application process.

18. When will successful applicants be notified?

Qualifying applications will be reviewed on a rolling basis; however, decisions will not be made until after the application period closes on July 29, 2022, and all applications have been assessed. We will respond within a reasonable amount of time following completion of this process.

19. How will I know the status of my application?

You can check your application profile through the [portal](#) for the status of your application and where it is in the review process.

20. Will applicants deemed ineligible be notified?

Yes, the Canadian Red Cross will notify all applicants regarding the outcome of the review of their application.

21. Is a deposit or payment required to apply to the program? Does the Canadian Red Cross ever ask for banking info, credit card info, or extensive personal information as part of its application process?

At the point of application for the program, the Canadian Red Cross requires limited personal information. We do not require financial deposits, payments or contributions at any time for this funding program. Please note that the Canadian Red Cross will never ask for your credit card information (except when you are making a financial donation).

22. Are the costs of applying reimbursable?

There is no fee to submit an application and unfortunately, any costs associated with your organization preparing the application will not be reimbursed.

23. Do I have to complete my application all at once?

You can save and return to your application as many times as you wish before submitting it. Please ensure that you hit the “submit” button once you have completed all the components of your application, and make sure you submit before the program deadline.

24. Can I make changes to my application once it has been submitted?

Unfortunately, no changes can be made to an application after it has been submitted. If you have any concerns, please contact us at mentalhealthgrants@redcross.ca.

25. My organization does not have the resources (people, skillset, etc.) to complete the application. Can the Canadian Red Cross assist with this process?

Unfortunately, due to the expected volume of applicants, we cannot provide resources to help you develop your project and application, however we are here to support. If you need support to complete your application, you can contact us at 1-888-381-8246 or mentalhealthgrants@redcross.ca to discuss your situation. Please keep in mind we cannot complete the application for you and can only support with answers to your questions and help to guide you through the process.

26. What support is available to official language minority communities for the application process?

The Canadian Red Cross team is here to support any organizations requiring additional assistance in the application process, which includes official minority language communities (OMLCs). All program materials and support are available in both French and English.

27. How do I know what costs are eligible for funding and how to fill in my project budget?

Please review our [Eligible Costing Guidelines](#) for information on what costs are eligible as well as how to complete the project budget. Instructions for completing your budget can also be found in the application form online.

28. What documentation will be required to apply?

The documentation required to validate your organization's eligibility will depend on your organization's status. Please refer to the *Required Eligibility Documents* section of our [Program Guidelines](#) for a detailed list.

29. What if my organization has not filed taxes for 2021 – can we submit for the 2020 year instead?

If you have not filed for the 2021 tax year, then please submit your most recent tax documents. Please keep in mind that if your organization is "tax exempt" this still requires you to file taxes annually.

This should not be read as professional tax advice. You are encouraged to retain the services of a tax professional for your organization's needs.

30. What do I do if my organization cannot provide some of the required documentation?

A document is required in each section to complete your application. If you do not have the required document, please provide a document with an explanation of why you are unable to provide it.

31. Are non-profit organizations required to file taxes or an information return? What if my organization hasn't filed any?

All incorporated entities (non-profit organizations, businesses, etc.) are required to file a T2 tax form (T2 Return or T2 Short Form) as part of their return. Unincorporated non-profits are only required to file taxes if ONE of the following is applicable:

- The organization is entitled to receive taxable dividends, interest, rentals or royalties totaling more than \$10,000 in the fiscal period; OR
- The organization owned assets valued at more than \$200,000 at the end of the immediately preceding fiscal period; OR
- The organizations had to file a non-profit organization information return for a previous fiscal period.

If non-profits meet one of the criteria above, they are required to complete required to complete the T1044.

If you are not required to file taxes or a tax return you can upload a document explaining this in the application process. If you are required to file a tax return, or are unsure of the requirements, and have not filed a return but have questions, please contact us at mentalhealthgrants@redcross.ca.

Federally registered charities are required to file a T3010 form annually to CRA. Please ensure you have filed your most recent T3010 form.

This should not be read as professional tax advice. You are encouraged to retain the services of a tax professional for your organization's needs.

32. Do I need to provide audited financial statements?

If you have audited financial statements, please provide them to us. However, many non-profits are not required or do not have the financial means to have audited financial statements and therefore will not have these documents. In this case, please provide your unaudited financial statements.

As well, some non-profits may have audited financial statements from previous years, but they have not completed their audit yet and in this case please provide the Canadian Red Cross with audited statements when you have them and unaudited when you don't.

33. Do I need to provide both the T2 and T1044?

Incorporated non-profits must file the T2 Corporation Income Tax Return, and some may also file the T1044, Non-Profit Organization (NPO) Information Return. Some unincorporated non-profits will only need to file the T1044. In some cases, an organization may not have filed the forms required, but this does not necessarily disqualify those organizations from applying for this grant. If you file both the T2 and T1044, please provide both. Here is information on the [T2](#) and [T1044](#).

This should not be read as professional tax advice. You are encouraged to retain the services of a tax professional for your organization's needs.

SUCCESSFUL APPLICANTS

34. What will be required of my organization if our application is successful?

If your application is successful, your organization will be expected to:

- Sign a Granting Agreement including the *Terms & Conditions*
- Comply with all applicable legislation, regulations, Canada Revenue Agency rules and guidelines, health and safety standards, and privacy legislation relevant to the activities funded through this program
- Recognize funding from the Canadian Red Cross and the Government of Canada
- Submit regular narrative and financial reporting

Organizations will also need to:

- Have in place strong financial management practices and be able to demonstrate how these have been followed, if requested
- Have in place appropriate insurance for their activities for the granting program
- Ensure that professionals delivering specialized services as part of or related to the project have the relevant certifications or checks.

35. Will all successful applicants receive the same amount from the granting program?

Successful applicants will receive project funding aligned to their request and the activities they will undertake. This funding amount will vary from organization to organization.

QUEBEC-BASED ORGANIZATIONS AND ACT M-30

36. What is M-30?

The Act respecting the Ministère du Conseil exécutif du Québec, L.R.Q., c. M-30 (hereinafter “M-30”) is an Act in Quebec that, among other things, covers agreements between a public agency in Quebec and another government in Canada, a federal department or agency, or a federal public body. As the funding for the Mental Health and Wellbeing Grant program was provided to the Canadian Red Cross by the Public Health Agency of Canada, M-30 is applicable to organizations based in Quebec who are subject to the Act.

You can find out more about M-30 [here](#).

37. How do I know if M-30 applies to my organization?

According to the Government of Quebec, the M-30 Act defines a public agency as a legal person or body that:

- Is NOT a governmental, municipal or school body;
- Has the majority of its members appointed by the government, a minister, a government agency, a municipal body, a school body or another public agency;

- Has its personnel appointed in accordance with the Public Service Act; and
- Receives more than half of its funding from Quebec public funds (i.e., from the Consolidated Revenue Fund, a government agency, a municipal body, a school body or another public agency).

More information about which agencies are covered by the M-30 Act is available [here](#).

38. What does my organization need to do to comply with M-30?

If M-30 applies to your organization, you will need to obtain the prior written authorization from the Minister responsible for Canadian Relations and the Canadian Francophonie to enter into a grant Agreement under the Strengthening Community Capacity to Support Mental Health and Wellbeing: COVID-19 Mental Health and Wellbeing Grant Program with the Canadian Red Cross. If your application is selected for funding, we will provide you with information regarding the next steps on how to do this.

You can find out more about the approval and authorization process [here](#).

OTHER QUESTIONS

39. I see the Canadian Red Cross is offering multiple funding programs. Can I apply to more than one?

Each of the Canadian Red Cross funding programs are standalone programs, with specific program parameters defined in the program materials. You may apply to any program provided your organization fits the eligibility criteria defined for that program.

40. I am worried that I have received a fraudulent message, that the message that I have received is not real, or that I have been contacted by a fraudulent party in relation to the COVID-19 Mental Health and Wellbeing Grant Program and/or application.

Unfortunately, bad actors and individuals seeking to commit fraud see health emergencies and disasters as an opportunity to commit fraud against those impacted and organizations like the Canadian Red Cross. If you receive an email or phone call from someone posing as the Canadian Red Cross, and you are in doubt, you can call us at 1-800-418-1111 or email us at WeCare@redcross.ca to validate that the outreach is from the Canadian Red Cross.