



Project Number

GRANTS AND PRIORITIES FORM AND APPLICATION

- Carefully read the attached application and terms. You will attest that you have read and understood these by signing this form.
- The term “applicant” is used throughout to refer to an individual, society, or other organization.
- All fields are mandatory and must be completed by the applicant.
- In the event that the project does not proceed, all monies provided for the project are to be returned to the Victoria Family Court & Youth Justice Committee c/o CRD Legal Services, 625 Fisgard St., Victoria, V8W 1R7.
- A new application is required where the project is substantially changed.
- Where the applicant is a minor, a responsible adult must be identified.
- Submissions should be submitted to VFCYJAdmin@crd.bc.ca for distribution.

PART A - CONTACT INFORMATION			
Date of Application: October 11/23		Legal Name of Applicant / Organization Umbrella Society for Addictions and Mental Health	
Address 8-415 Dunedin Street, Victoria BC, V8T5G8		Telephone Number 250-380-0595	Website www.umbrellasociety.ca
Name of Contact Person Sharlene Law		Telephone Number of Contact Person 250-589-3119	
Email Address of Contact Person sharlene@umbrellasociety.ca			
Alternate Contact Person Kiran Bolaria		Telephone Number of Alternate Contact Person 250-380-0595	
Email Address of Alternate Contact Person kiran@umbrellasociety.ca			
PART B – ORGANIZATION DETAILS (If applicable)			
Is the Organization a Registered Society in BC? YES <input type="checkbox"/> X NO <input type="checkbox"/> NA <input type="checkbox"/>		Registered Number under the BC <i>Society Act</i> 86186 7190 BC0001	
Is the Organization a Registered Charity? YES <input type="checkbox"/> x NO <input type="checkbox"/>		Is the Organization a Business? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> X	
Legal or Tradename of Organization or “NA” if individual Umbrella Society		Date the Organization was Created (yyyy/mm/dd) 2000-/11/01	
Mandate and main activities of the organization or applicable history of related projects: For over 20 years Umbrella Society for Addictions and Mental Health has been supporting individuals and their loved ones struggling with mental health and substance use issues in Greater Victoria. Peer support and system navigation is at the heart of our work; we employ over 60 peer support workers who meet with clients in the community, in hospital, providing referrals to detox, addiction treatment, assistance with paperwork, whatever the need is we do our best to address it. Over the last 5 years we have expanded greatly, into housing, support groups, and partnerships throughout the community. We now operate four recovery houses, each with a different level of support and programming. Umbrella was awarded the Housing Provider of the			

Year award by the BC Non-Profit Housing Association in 2019. Umbrella provides counselling to family members and their loved ones, and we support practicum students completing their master's degree in counselling. Umbrella also hosts several support groups for community members, including Connections (in partnership with Island Health) for those requiring immediate support, Hammer Time for construction workers, AIR (Anxiety in Recovery) for those experiencing anxiety and other mental health challenges, Behavioural Addictions Group for those with addictions outside of substances (sex, internet, gambling, food), plus 4 other weekly groups. We have an Indigenous led Indigenous Outreach Team, and a concurrent disorders team which helps clients that experience both mental health and substance use challenges. Umbrella peer services can be found at RJH and VGH hospitals, and we are proud to be a vital part of the system of care in Greater Victoria. Umbrella is constantly evaluating need in the community, and we seek to continue to grow and innovate.

The program we are seeking assistance with is our Intensive Journaling workshop. This weekly journaling group, which helps participants get to the heart of their substance use, has been offered at Umbrella for over a year, and is now our most requested group, currently with a waiting list of 25 people. It consists of three 6-week modules, (for a total of 18 sessions) to be completed sequentially, as the lessons build upon each other. The classes take place once a week for 2 hours and are completely free of charge, as is all our programming. Participants are provided with binders with dividers which are specific to the Journaling program and paper upon which to complete their writing assignments during the class. Every participant writes in their own journal workbook with prompts from the facilitator based on topics that change from week to week. This workshop is not simply a support group, or journaling club, rather this is real treatment that helps folks on the path to long term recovery. This program requires a significant commitment from participants, and they report that this workshop has allowed them to delve into difficult topics from their lives, such as trauma, that had kept them returning to substance use in the past. Over the past year, client evaluations have shown remarkable results in the areas of trauma, triggers, overall wellness, and relapse prevention.

Experience/qualifications of personnel responsible for and participating in the project (including volunteers):

This workshop is led by a professional facilitator who has been studying and teaching Intensive Journaling for over 40 years. He also leads groups in Intensive Journaling at William Head Penitentiary, New Roads Recovery, and Family Caregivers. He is professionally trained and certified. He has been offering this program at Umbrella for the past year, and is extremely effective, responsive, and devoted to this work.

PART C - PROJECT DETAILS

Project Name: Intensive Journaling for Recovery	Project Location: 8-415 Dunedin Street, Victoria
Start Date (yyyy/mm/dd): 2024/02/01	Completion Date (yyyy/mm/dd): 2024/06/30
Amount of Grant Requested: \$5423.32	Proposed Use of Grant Funds: Grant funds will contribute to Umbrella's costs for an 18 week intensive journaling workshop, including facilitator and materials.

Project funding will allow Umbrella to provide the Intensive Journaling workshop for 18-week cohort for 15 individuals. This includes a weekly two-hour workshop with our trained facilitator, who also makes himself available outside of class hours to individuals who have questions, miss a class, or who require some extra support. Participants will be provided with official journal/workbooks, and those who need transportation will be provided with bus tickets to and from the class. Coffee, tea, and snacks will be available to participants during the class. We will also provide management support to this project, recording intakes, and preparing and logging and assessing the client evaluations at the end of the workshop.

Timeline for project delivery (if applicable). Please list stages and anticipated outcomes.
Since this workshop has been offered at Umbrella previously, there will be very little need for time to organize the class – we have a waiting list of individuals who are ready to go, we have a dedicated classroom, and the syllabus has been developed and finetuned for Umbrella’s clients.

When project funding is obtained, we will be able to start the new cohort in the workshop within a month. We will confirm the participant list from our waitlist, confirm the evening for the workshop, and order the materials. The workshop will run for consecutive 18 weeks.

In terms of outcomes, we expect to see similar results to our previous offerings of this workshop – clients have reported a deepened understanding of their underlying issues which has led to their problematic substance use, and that they felt safe and supported in looking at some of these delicate topics. Clients come away from the workshop with greater confidence and self-assurance. Nearly all clients recommend this program to others. With this cohort, we plan to directly assess whether clients have decreased involvement with the legal system as a result of this workshop, which would be in line with the research that shows addiction treatment decreases rates of criminal offenses.

PART D – BUDGET DETAILS

Budget: to include clear accounting with potential line items and accompanying narrative, please include funding from other sources (Feel free to attach a spreadsheet if needed):
Please see attached budget

Other funding avenues/partners being explored:
Umbrella will contribute the meeting space, the cost of evaluations and management supervision of the project, and transportation costs for clients to reach the workshop. This is a guaranteed in-kind contribution. We have applied for two other funding streams for this workshop and are awaiting results.

Evaluation framework (How will you know if your project has been a success, and how will VFC&YJC know?)
Umbrella will collect quantitative data, including attendance and retention numbers, and detailed demographic information on the participants.

At the conclusion of the workshop, Umbrella will provide participants with a qualitative evaluation form about what they learned, whether they would recommend the workshop, and how it has affected their recovery, relationships, and daily lives.

We will report our findings to VFCYJC at the conclusion, or at any time during the project as requested.

Are you willing to present to the Committee upon completion? YES NO

TERMS AND CONDITIONS

Eligibility

Applicants must:

- be an individual or organization operating in the capital region; and
- if an organization, the Board of Directors or shareholders must not receive remuneration of any kind from the VFC&YJC funds.

Individuals or organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are ineligible.

Eligible Expenses

- travel expenditures that are necessary to the successful completion of the Project;
- costs associated with contractors engaged to undertake the Project activities, such as website developers or researchers;
- venue bookings;
- materials and supplies expenditures;
- equipment rentals;
- vehicle rental, lease, and operation expenditures;
- communication and printing, production, advertising, and distribution expenditures;
- costs associated with management and professional services required to support a Project; and
- other direct costs necessary for the completion of the Project that may be agreed to in writing by VYC&YJC from time to time.

Ineligible Expenses

- equipment purchases or other capital expenditures;
- salaries, business purposes, contest prizes, or competition sponsorship; and
- expenses for activities that have already taken place.

General

- Applicants may apply only once per calendar year.
- Approvals may be whole or in part. There is no obligation on VFC&YJC to make any awards.
- Upon completion of the project, the applicant must provide a brief written summary report on the project's outcomes and may be required to present this in person at a meeting of the VFC&YJC.
- The VFC&YJC title, name or logo will not be used without the prior written consent of the Committee.
- Funds are granted on these conditions. They must be used for the Project or returned in full within thirty (30) days of the oral or written demand.
- Grants may not be used to generate revenue for the Applicant or for purposes outside the project's scope.
- The maximum liability of CRD and VFC&YJC is limited to the provision of grant funds. The CRD and VFC&YJC will accept no liability whatsoever to any applicant, organization, or third party for any costs, claims, damages or losses however incurred relating to, occurring, or arising from the provision of grant funds or the Project. The applicant shall not be or be deemed to be, an agent of the CRD or the VFC&YJC and shall not present itself as such.

Application Requirements

- In the delivery of the program, the Applicant will conduct themselves in a professional and orderly manner, consistent with good public citizenship. Should, in CRD's opinion, this not occur, CRD may demand repayment of grant funds or request that the applicant appoint different staff or volunteers who will behave in a manner keeping with good public behaviour.

- The box titled “Revenues or Expenses” should equal zero. Ensure both columns in your budget are balanced, and the overall budget is balanced.
- A complete application consists of **two copies** of the completed application form and any attachments, signed by the person authorizing the application;

Assessment

- applications are assessed by the VFC&YJC Grants Subcommittee;
- notification of awards may take up to 90 days following submission; and
- the VFC&YJC will notify the applicant in writing of the Committee’s decision.

Budget

	Item	Detail	Cost	Total Funds
Revenues	<u>Please see attached budget</u>			
Expenses				
TOTAL				

Conditions of Funding

- a grant must be used for the activity for which it was intended;
- activities must be completed within 12 months of receipt of funding;
- submission of a final report within two months of activity completion;
- Applicant must comply with all laws applicable to the undertaking of the Project;
- Applicant must provide and maintain at their expense any insurance that they are required to provide by law or that is reasonably necessary to insure against any risks they may assume as a result of undertaking the project, including coverage for any employees as required by the *Workers Compensation Act*; and
- if the activity is not completed or a final report is not submitted, the VFC&YJC may request the return of the grant and refuse future applications.

Submitting an Application

- Completed applications must be submitted to the VFCYJCAAdmin@crd.bc.ca and in copy to scarey@crd.bc.ca.
- There is no deadline; however, the Committee does not meet in the summer months so applicants would be wise to submit as early as possible.

Application Checklist

What to submit:


- Completed and signed application form;
- Budget for the current year;
- Copy of the previous year’s financial statements (if applicable);
- List of current Board of Directors with full names, residential addresses and Board positions (if applicable); and

- Copy of the organization's BC society registration certificate, incorporation certificate, or otherwise (if applicable).

Eligibility and acceptance of your application do not guarantee funding. Funding does not guarantee future support.

If you have questions about the application or eligibility of your project, contact VFCYJAdmin@crd.bc.ca

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND THE VICTORIA FAMILY COURT & YOUTH JUSTICE COMMITTEE MANDATE (<https://www.victoriafamilycourt.ca/>) . I DECLARE THAT ANY UNUSED FUNDS WILL BE RETURNED TO THE VICTORIA FAMILY COURT & YOUTH JUSTICE COMMITTEE VIA CHEQUE WITHIN SIXTY DAYS OF THE CONCLUSION OF THE PROJECT UNLESS OTHERWISE AGREED. I REPRESENT I HAVE THE AUTHORITY TO BIND THE ORGANIZATION. (Check box)

Name of applicant/representative	
Name (Print)	Sharlene Law
Signature	
Position Title	Executive Director
Date (YYYY/MM/DD)	2023/10/11

This personal information is collected by the Capital Regional District (CRD) under section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used to [enter purpose for collection, i.e. administer information access requests under the Freedom of Information and Protection of Privacy Act]. Should you have questions about the collection of this information, please contact Kevin Kim, Manager, FOI and Privacy, (kkim@crd.bc.ca or (250) 360-5673).