



Royal University Hospital Foundation  
Community Mental Health Endowment Grants Program  
2019–2020 Grant Application Form

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### Checklist for Submissions

Please note: if you have funding in your current operating budget to do this project or have an existing CMHE grant or outstanding report, you cannot apply this year.

- Was the application filled in electronically and is it complete?
- If you are proposing to buy equipment, have you attached quotes?
- Have you attached a letter of support on how this project will meet criteria?
- Have you included requests for ineligible items (if so, please include rationale)?
- The application has been approved by and signed by two people from your organization. Board Chair, Program Manager, Director, Department Head, Executive Director or CEO. Please have their signatures scanned into the application.
- Please ensure contact information is complete.

\_\_\_\_\_  
Program Manager/Director/  
Executive Director/CEO/Department Head

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Applicant's signature

Date of Submission \_\_\_\_\_



## Royal University Hospital Foundation Community Mental Health Endowment Grants

Thanks to the generosity of donors to the Future in Mind Campaign (2007–2009), the Royal University Hospital (RUH) Foundation grants \$75,000 in funding from the Community Mental Health Endowment (CMHE) Grants Program on an annual basis. CMHE Grants provide funding that helps develop new and innovative programming for patients/consumers and their families as well as enhances and/or bridges the services provided by SHA, U of S and Community Based Organization (CBO) communities'. CMHE Grants are for pilot projects or programs that have no other funding and have a proven record of impact and typically would not receive funding from capital or operating budgets.

Grant applications are available with an **October 28, 2019** deadline. Funding will be for the fiscal period **April 1, 2020 to March 31, 2021**. All of the funding awarded to the successful applicants must be used before March 31, 2021. A hold back of 10% of the grant will be released upon approval of the final report and expense summary.

**RUH Foundation Community Mental Health Endowment Grants Application**  
(Please fill in electronically, save and email the completed application along with a letter of support)

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Project Name:

Date of Submission:

CBO Name /SHA Program Area or U of S Department:

Contact Name & Title:

Mailing Address:

Phone No.:

Email Address:



**Brief Description of Project:**

**Project Deliverables:**

**Financial Information – Operating Budget Projections**

**Short-Term:** What are the funding costs for the initial 12 months of this project? (Be as accurate as possible, general estimates are not acceptable.)

Please note eligible versus non-eligible costs as outlined in the criteria document accompanying this application. Applications containing ineligible costs will not be considered without approval. Please ensure that all costs are clearly identified. Flat rates may apply for certain programs (i.e. art programs, music programs, community reintegration programs, etc.).

When requesting funds for purchase of furniture or equipment and the cost exceeds \$3,000 you should attempt to secure two quotes from vendors. SHA Material Management will provide quotes for SHA applications.





**Partnerships:** Priority will be given to programs that demonstrate cost-sharing or in kind partnerships. What partnership(s) have been considered in developing this initiative? Please describe the nature of the partnership and how this partnership will contribute to the successful implementation of this project (i.e., by reducing costs, sharing resources, etc.)

**Describe how the Royal University Hospital Foundation Community Mental Health Endowment Grant will be recognized as a funder of this project:**

To assist in our ongoing fundraising efforts, it is important that RUH Foundation's support be recognized. Please be specific in describing how this could be done for your program.

Briefly summarize how your project will impact patient/client/consumers if approved. What is the expected number of patient/client/consumers who will benefit?

If not approved, what will be the immediate and long-range impact?



Please indicate how the success of the program will be measured and evaluated?

Please describe how learning from this project will be transmitted and shared with other areas of SHA, MHAS, U of S, within your department or organization or in the community:

Please include a letter of support that will speak to why this project should receive funding.

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**Deadline:** Grant application and supporting letter must be received by email to Royal University Hospital Foundation by close of business day:

**4:00 p.m. Friday, October 24, 2019**

**Late applications will not be considered – there will be no exceptions.**

**Submit to:** Royal University Hospital Foundation by email to [info@ruhf.org](mailto:info@ruhf.org)

**Information/Questions:** Mia Cavanagh, Operations Officer  
306.655.6521  
[info@ruhf.org](mailto:info@ruhf.org)