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**Community Addictions Prevention and Mental Health Promotion Fund**

**SAMPLE COMPLETED APPLICATION**

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**Please see sample application that is adapted from a successful CAPMHP grant application from a previous year.**

**Community Addictions Prevention and Mental Health Promotion Fund  
Application Form**

| <b>SECTION 1: APPLICANT INFORMATION – PLEASE FILL IN ALL FIELDS</b>   |  |
|---|--|
| Applicant(s):<br><b>Anytown Youth Centre</b>  | Date:<br><b>October 30th, 2010</b>   |
| Agency or Committee Name:<br><b>Anytown Youth Centre</b>  |  |
| Brief Description of Agency or Committee:<br><br>The Anytown Youth Centre is an initiative of the local Community Youth Network. The Mission of the Youth Network is to provide experiences, opportunities, and activities to assist in the total development of children and youth in a safe, supportive, pressure-free environment. The centre provides social, recreational, leisure and educational supports to youth ages 12 – 18. |  |
| <b>Contact Information:</b>   |  |
| Name: <b>Jane Doe</b><br><br>Address: <b>P.O. Box 123</b><br><b>Anytown, NL A0H 0H0</b>   | Telephone #: <b>709-999-9999</b><br><br>Fax # <b>709-999-9998</b><br><br>Email: j.doe@yahoo.ca |
| <b>SECTION 2: PROJECT DESCRIPTION</b>   |  |
| Project/Program Name:<br><b>Voices of Youth – Peer Education Program</b>  |  |
| <u>Brief</u> Description of Project/Program:<br><br><b>The Voices of Youth (VY) program seeks to support youth to become engaged as effective peer educators encouraging healthy decision making and positive lifestyle choices.</b>  |  |
| Total Amount Requested:   | <b>\$2,650.00</b>  |
| <b>Priority Areas Covered: (please check all that apply)</b><br><br><div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Increasing Awareness and Understanding of Problematic Substance Use<br/> <input checked="" type="checkbox"/> Reducing Alcohol-Related Harms<br/> <input checked="" type="checkbox"/> Developing Supportive Communities         </div>  |  |

- ☒ Promoting Mental Health
- ☐ Providing Recreational Activities
- ☐ Supporting Child / Parent / Family Development

## Project Details

### Who?

Target Population: Who is the project/program for?

**The VY (Voices of Youth) Program will target youth ages 12-18 years, including Anytown Youth and youth not directly connected to the centre. Fifteen youth will be screened, interviewed and accepted into the VY Program**

What is the total number of people expected to take part for the duration of the project, program, or event?

**15 youth**

Partnerships: What partnerships do you already have or plan to make in order to make this project work?

**Partnership already established with Eastern Health and Eastern School District. In collaboration with Anytown Youth Centre staff, Eastern Health staff would be the trainers and the main source of instruction for youth participants through the VY learning sessions. We will also continue to make partnerships with local schools in the areas served by the centre.**

### What?

What is the project about? Please give a detailed description, including a statement about how this project/program/event will enhance current prevention/promotion programming currently being offered through your agency or in your community.

**The Anytown Centre will partner with Eastern Health for the VY Program, who will take on a leadership role as facilitators for the youth sessions. The VY Program intends to:**

- **Educate and train 15 youth participants to become a source of reason, support, education and knowledge amongst their peers in situations involving drugs, alcohol and other safety and risk factors.**
- **Research, plan and prepare workshop sessions on a variety of healthy lifestyle choices.**

- Train youth participants to become facilitators for the above workshop sessions targeting younger peers, youth, adults and other community groups.

This project will enhance current prevention programming in that youth will be directly involved in the development and delivery of prevention messaging to their younger peers. This may have a greater impact than workshops developed and delivered by adults.

### **Sustainability**

How will this project build lasting skills among participants? Please explain.

The VY Program will instill confidence and assist youth in the development of leadership skills. Through contact with youth staff, the project will also help youth in developing positive and beneficial connections to adults. As a result of their participation in the program, it is anticipated that youth will have greater skills in public speaking, working with others, research and planning and improved interpersonal skills. These skills will then be transferrable to other situations and have long lasting benefits. As a result of enhanced skills around peer leadership and education, youth may also serve as positive role models and leaders in their schools and communities.

### **Why?**

Why do you want to do this project (what is your main goal) and how does it meet a need?

The main goal of this program is to increase protective factors among youth in order to decrease involvement in at-risk behavior including alcohol and other drugs. It is believed that this program will benefit youth who participate as youth mentors and educators as it will provide them with positive community involvement through leadership skills while helping other peers. Same age and younger peers who interact with these youth will also benefit from support and encouragement around healthy lifestyle choices and from having involvement with positive older peers.

Experience dictates that the education and group facilitation from an adult source has been exhausted on many levels amongst our young people. Oftentimes, youth have a difficult time relating to adults. We believe the message and information may be better received and understood if it comes from a relatable facilitator... another young person.

Through the VY Program, we want to change the face of the knowledge facilitator. We see benefits from our young people themselves bringing the education to other young people. If these young people are properly trained and educated, we

**feel it would be a valuable learning opportunity for both youth and adults alike.**

**When?**

Project start date:

**January 10th, 2011**

Project finish date:

**March 25th, 2011**

**Project Work Plan**

Please indicate all the steps you will take to conduct this project. Please include who will be responsible for each step, and the expected timeline for each activity.

| <b>Activity</b>  | <b>Person Responsible</b>                      | <b>Timeline</b>          |
|--|--|--------------------------|
| 1/ Advertise VY Program amongst youth and general public                                       | Anytown Centre staff                           | Dec. 27 to Jan. 7        |
| 2/ Meet with Eastern Health to arrange facilitators, resources and support.                    | Anytown Centre staff                           | Dec. 27 to Jan. 7        |
| 3/ Prepare resource and information materials for distribution about the VY Program.           | Anytown Centre staff, Staff and Eastern Health | Dec. 27 to Jan. 7        |
| 4/ Screen and interview youth to become participants in VY Program.                            | Anytown Centre staff                           | Dec. 27 to Jan. 7        |
| 5/ Contact parents/guardians about the VY Program, to inform and gain permissions.             | Anytown Centre staff                           | Dec. 27 to Jan. 7        |
| 6/ Schedule and start weekly Learning Sessions with youth participants.                        | Anytown Centre staff and Eastern Health        | Jan. 10th to Mar. 25th   |
| 7/ Evaluate Weekly Sessions  | Anytown Centre staff, Eastern Health and Youth | Jan. 10th to Mar. 25th   |
| 8/ Plan mid and final Focus Groups to capture strengths, weaknesses and recommendations.       | Anytown Centre staff, Eastern Health and Youth | Mid Feb and end of March |
| 9/ Introduce #1 Group Building Recreation Activity – Gym Scooter Set                           | Anytown Centre staff, Eastern Health and Youth | Mid February             |
| 10/ Introduce #2 Group Building Recreation Activity – Ski Trip to White Hills in Clarendville. | Anytown Centre staff, Eastern Health and Youth | Mid March                |

## Evaluation Plan

How are you going to determine if this project has been a success? Please outline your goals, actions, expected outcomes, and measurement of expected outcomes.

Goals = Final outcome you want to achieve

Actions = How are you going to achieve your goal?

Expected outcomes = What do you hope to achieve from the action?

Measurement of expected outcomes = How are you going to measure the outcomes? (# of participants, feedback forms, pre-test/post-tests, etc)

An example of an evaluation plan:

| <b>Goal: Increase awareness of harms of alcohol use</b> |   |   |
|---|---|---|
| <b>Actions</b>  | <b>Expected Outcomes</b>  | <b>Measurement of Outcomes</b>  |
| Hold a workshop educating on the harms of alcohol use.  | Participants will have an increased knowledge of the harms associated with alcohol use. | Have participants fill out a questionnaire before and after the session to gauge their knowledge on the harms of alcohol use. |

If you have any questions about the evaluation plan, please contact your regional consultant from page 4.

## Evaluation Plan Table

| <b>GOAL: To increase protective factors among youth in order to decrease their involvement in at-risk behavior including substance use</b> |   |   |
|--|---|---|
| <b>Actions</b>   | <b>Expected Outcomes</b>  | <b>Measurement of Outcomes</b>  |
| <b>1. Involve youth in peer education training</b>   | <b>Twelve youth participants demonstrate increase knowledge and skills in peer education.</b> | <ul style="list-style-type: none"><li>- Attendance record</li><li>- Pre/Post training questionnaires</li><li>- Youth focus group</li></ul>                  |
| <b>2. Involve youth in structured activities with positive adults</b>  | <b>Over half of youth demonstrate stronger connections with positive adults</b>               | <ul style="list-style-type: none"><li>- Direct observation from Centre Staff.</li><li>- Weekly 'check in' between peer educators and Centre Staff</li></ul> |

|   |   |  |
|---|---|--|
| <b>3. Involve youth in development and delivery of presentations to younger peers</b> | <b>All youth peer educators will have taken part in developing and delivering at least one presentation to younger peers.</b> | <ul style="list-style-type: none"> <li>- Direct observation from Centre Coordinator and staff.</li> <li>- Each peer educator to submit their presentation to Centre Coordinator once completed.</li> </ul> |
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### SECTION 3: COSTS

Please list all items you require, costs, and other sources of funding you may be able to use if this fund cannot cover all items. Please be specific with all items listed.

| Item  | Details   | Estimated Cost                   |                              |
|---|---|----------------------------------|------------------------------|
|   |   | Requested in current application | Provided from another source |
| Small honoraria for volunteers  |   |                                  |                              |
| Equipment   | Small sports items (\$500)  | \$200.00                         | \$300.00                     |
| Travel for participants<br><br>(E.g. # of taxis x \$ _____ x # of trips = \$; cost for bus for 30 participants) |   |                                  |                              |
| Room/Space Rental   |   |                                  |                              |
| Materials<br><br>E.g. program manuals, mocktail supplies, arts and crafts, journals, etc...)                    | Office supplies for ten sessions (stationary, resource kits, posters) | \$200.00                         |                              |



|  |  |            |          |
|--|--|------------|----------|
|  |  |            |          |
| Food<br><br>(E.g. # of participants<br>x \$ ____ x \$ ____<br>---- = \$ ____;<br>nutrition<br>break<br>supplies:<br>fruit tray \$ ____,<br>water \$ ____,<br>etc...) | Snacks (10 Learning Sessions for 15 youth @ 25.00 per session) | \$250.00   |          |
| Other  | Advertising for VY program                                     | \$500.00   |          |
|  | Gym activity #1 (gym scooter set)                              | \$625.00   |          |
|  | Gym activity #2 (Ski trip to White Hills)                      | \$875.00   |          |
| Total  |  | \$2,650.00 | \$300.00 |

### Other Funding Requested or Received

Have you requested funding from any other source? If yes, please specify all potential funding sources.

Have you received funding from any other source, or do you have access to any in-kind funding? If yes, please specify amount and source of funding.

- Transportation to and from sessions at Youth Centre (100.00 per week for 10 wks) 1000.00
  - Meeting and session space (150.00 per session for 10 wks) 1500.00
  - Office equipment (internet, photocopier, fax, 75.00 per week for 10 wks) 750.00
  - Transportation to other sites to offer VY Program 250.00
  - Transportation to White Hills for ski trip 200.00
- TOTAL IN – KIND from Anytown Youth Centre = \$3700.00

**For Office Use Only:**

Application Received By:

Date:

Application Reviewed By:

Date:

Application Approved By:

Date:

Amount Awarded: