

Department of Psychiatry Serving and Engaging Society Fund

Grant Application Form

Serving and Engaging Society (S&E) Fund is available to all members of the department including Psychiatry residents, fellows, AFP physicians, graduate students, research faculty, and administrative staff in the Department of Psychiatry. Cross Appointed and Adjunct Faculty are also eligible.

Individuals can apply for the funding capped at \$1,000 per grant per fiscal year, or from April 1 until March 31. Eligibility for funds is subject to fund availability (up to 10 grants per year) and meeting criteria below. Funding is allocated based on the granted year rather than the actual spending year and must be utilized within one year of being awarded.

Funding Criteria

The Serving & Engaging Fund aims to encourage academic initiatives in collaboration with community partners, in the areas of education, clinical care, or research. All initiatives should fulfill the main departmental goal of Serving and Engaging Society stream, namely: "To close gaps in serving and engaging equity- denied populations and to become a more trusted partner with the community."

Note: It is expected that a portion of funding is dedicated to compensating community partners for their collaboration. A list of potentially eligible expenses is included at the bottom of the form. Direct payments to staff, faculty, or learners are not eligible expenses.

All applications are evaluated on a scoring rubric based on the criteria outlined below. Note: For graduate students, applications must be approved by graduate supervisors. Research project applications must reference approval or exemption from the relevant Research Ethics Board.

All successful applicants are expected to submit a final impact report to the sub-committee at project conclusion.

Application Process

- Complete application form and proposed budget.
- Submit application form and budget to S&E Committee Administrator at psych.ses@dal.ca
- Applications are reviewed by S&E Fund Sub-Committee on a quarterly basis
- Additional information – When requested, a timely response with cover letter detailing revisions expected before final consideration made by S&E Sub-Committee.
- S&E Committee makes recommendation to Committee Chair for approval before final decision letter sent

Claim Process

- Any expense that is pre-approved can be invoiced directly to the Department of Psychiatry at psych.ses@dal.ca
- Alternatively, expenses can be paid by the individuals/organizations and be reimbursed by submitting the claim to psych.ses@dal.ca with all relevant supporting documentation. Claims should include an attachment that demonstrates proof of payment, including the date. Upon satisfactory review of this information, a cheque will be issued

Alternate Funding Sources

All applicants are encouraged to seek alternate and additional sources of funding where possible. Recommended sources include: Mental Health Foundation of Nova Scotia (NSH Mental Health & Addiction Grants and Community Grants) and Department of Psychiatry Research Fund, among others.

**Department of Psychiatry's Serving and Engaging Society Initiatives Fund:
Grant Application Form**

Applicant Information

Name:

E-Mail:

1. Please briefly describe the Serving and Engaging Society (S&E) initiative for which you are seeking departmental support (max. 250 words):

2. Indicate which S&E selection criteria your initiative best fulfills (Select all that apply):

- Benefits at least one specific marginalized or equity-deserving group (Question 3)
- Promotes inquiry into or closing gaps in fulfilling S&E Guiding Principles or departmental values (Question 4)
- Involves knowledge translation and exchange activities with our community
- Draws from specific professional expertise of our faculty
- Originates from our department (i.e. instigated or co-led by our faculty)
- Enhances value and visibility of our department members as community advocates

How does your project/initiative fulfill the above criteria? (max. 250 words)



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3. Indicate which marginalized or equity-deserving groups your project/initiative will engage (Select all that apply):

- Indigenous/Mi'kmaq community
- Black Nova Scotians
- Other BIPOC populations
- Newcomers and Refugees
- Acadian/French-speaking population
- Women (especially single mothers and those experiencing domestic violence)
- Vulnerable age groups (over 65 and under 19)
- 2SLGBTQIA+ community
- Rural population
- Street population/homeless, and those experiencing poverty
- Individuals who have been incarcerated
- Individuals living with physical and intellectual disabilities
- Individuals living with addiction/those using illicit substances
- Individuals with serious and persistent mental illness
- Other (please specify):

4. The proposed project/initiative aims to apply the following S&E Strategy's Guiding Principle(s) to explore or expand Departmental Stated Values, or close gaps in fulfilling these values. Select 1-2 most relevant Guiding Principles (See the S&E Strategy "Guiding Principles" section for more details, if needed):

- "People-First with Kindness" – Guiding Principle to promote a sense of belonging and community
- "Pluralism" / "Two-Eyed Seeing" – Guiding Principle to include a stance of curiosity & reciprocity in learning, and to promote diversity
- "Strengths-based" – Guiding Principle to align with positive psychology/psychiatry and to support advocacy
- "Nothing about us without us" – Guiding Principle to promote reciprocal co-creation and co-ownership of programs and all academic deliverables
- "Do no harm" – Guiding Principle to include awareness of past/present colonial harms, potential future harms, and environmental stewardship

How does your project/initiative fulfill the Guiding Principle(s)? (max. 250 words)



5. Describe your involvement in this project/initiative. What intellectual, educational, research, clinical, “in kind” (voluntary) or financial support will you offer to promote its success? (max. 250 words)

6. Describe the specific support(s) you are seeking from the Department of Psychiatry. (max. 250 words)

7. Please let us know your evaluation plan to assess this event and the impact of this initiative. (max. 250 words)



8. If you are a graduate student, name the supervisor who reviewed and approved your application, and confirm research REB status if relevant. (Please leave blank if not relevant) (max 100 words)

Please submit this form with your proposed budget to the S&E Committee Administrator at psych.ses@dal.ca.

Please note: Any funded project will be expected to complete a Final Report (attached along with the acceptance letter) to submit to the Sub-Committee for evaluation.

