



Strengthening Community Capacity to Support Mental Health and Wellbeing

COVID -19 MENTAL HEALTH AND WELLBEING PROGRAM

TECHNICAL SUPPORT AND RESOURCES FOR APPLICANTS

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COVID-19 Mental Health and Wellbeing Grant Program

This document is to be used as a guide when applying to the Canadian Red Cross COVID-19 Mental Health and Wellbeing Grant Program.

For full information about the program, including Program Guidelines, FAQs and other resources for applicants, visit: [Strengthening Community Capacity to Support Mental Health and Wellbeing](#).

The Canadian Red Cross application portal uses a platform called **SM Apply**

- For privacy information, relevant to how SM Apply collects and stores user data, click here: <https://help.smapply.io/hc/en-us/articles/360003749013-SurveyMonkey-Apply-Data-Privacy>

In addition to this document, you can also find support by:

- Contacting our team at mentalhealthgrants@redcross.ca, or by phone at 1-833-966-4225

This application is available to complete in either English or French. To change language, choose the EN button in the header and choose FR.



Cette demande peut être complétée en anglais ou en français. Pour changer la langue, cliquez sur le bouton EN en haut de la page et choisissez FR.

Completing this application may take anywhere between 30 min to a few hours depending on your organization's ability to source the information required. Documents required are referenced in Section 5 of this document.

OVERVIEW OF APPLICATION STEPS

The **Application Form** consists of five tasks to be completed, including:

- a. Consent
- b. Organization Information
- c. Organization Supporting Documents Form
- d. Application Form
- e. Grant Project Budget Form

STEP 1: CREATE AN ACCOUNT IN SM APPLY

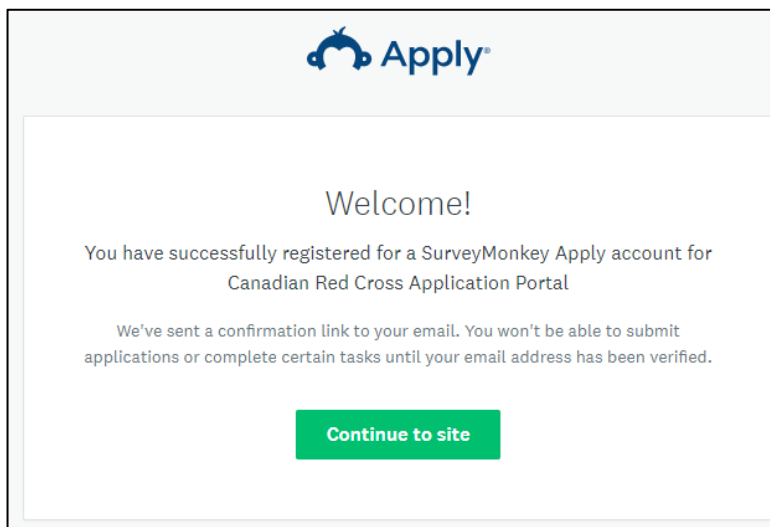
The first task is to create an account on the Canadian Red Cross Application Portal by going to <https://redcross.smapply.ca> on any web-enabled computer or mobile device. For the best user experience please DO NOT USE INTERNET EXPLORER; any other browser such as Chrome or Firefox or Edge may be used.

Choose **“REGISTER”** located at the top of your screen.

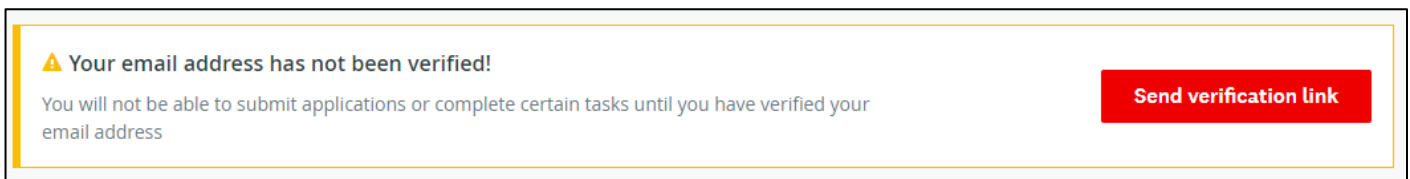


Enter your name, email, and choose a secure password, then click **“CREATE ACCOUNT”**

Once you enter your information you will receive a prompt from the system to verify your email. Upon successful verification you may continue with your application.



If you do not verify your email address, you will be unable to continue with your application. Click the red button in the header to resend the verification link.



STEP 2: CHOOSE A PROGRAM

There may be several active programs in the menu. Choose the *Strengthening Community Capacity to Support Mental and Wellbeing* box.

Strengthening Community Capacity to S...

Accepting applications from 16 Jun 2022 09:00 (EDT) to 29 Jul 2022 23:59 (EDT)
COVID-19 Mental Health and Wellbeing Grant Program

MORE

Click on the **“MORE”** button to access specific information about the program.

From the Program information page click on **“APPLY”** to begin your application.

Strengthening Community Capacity to Support Mental Health and Wellbeing

Program Information

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

APPLY

Opens
16 Jun 2022 09:00 (EDT)

Deadline
29 Jul 2022 23:59 (EDT)

STEP 3: STARTING YOUR ORGANIZATION'S APPLICATION FORM

Your screen will look similar to the screenshot below once you have launched into the application. You will need to complete the five tasks that make up the Application form, marking each as Complete. Work through the steps listed on the Task List on the right side of your screen.

The screenshot shows the application dashboard for 'Strengthening Community Cap...'. A red callout box labeled 'Start here' points to the 'Consent' task in the 'Your tasks' list. The dashboard includes a header for 'Canadian Red Cross | Croix-rouge canadienne', navigation links for 'Programs' and 'My Applications', and a user profile for 'Natalie Lem (Owner)'. The 'Your tasks' list contains five items: 'Consent', 'Organization Information', 'Organization Supporting Document Form', 'Application Form', and 'Grant Project Budget'. The 'Consent' task is the only one with a red checkmark icon, indicating it is completed.

COMPLETE ALL SECTIONS OF YOUR APPLICATION

Once you begin to complete the application, the Task List from your dashboard will show on the left side of your screen, providing a roadmap of all the tasks that are required to complete the section. Use this to navigate through the steps of your application.

The icons provide the following information:

- Task not yet started
- Task in progress
- Task Completed

All **mandatory sections must show a red checkmark** before you will be able to submit your application. The progress bar below the Task List (x of 5 tasks complete) will also provide a summary to gauge your progress. At any point, you can save your progress and return to complete the application at another time.

This screenshot shows a detailed view of the task list. The 'Consent' task is highlighted with a red checkmark icon, indicating it is completed. The other tasks ('Organization Information', 'Organization Supporting Document Form', 'Application Form', and 'Grant Project Budget') are marked with dashed circle icons, indicating they have not yet started. A progress bar at the bottom shows '1 of 5 tasks complete'.

COVID-19 Mental Health and Wellbeing Grant Program

CONSENT

The first task you need to complete is **CONSENT**. You will need to complete this form before moving forward with the remaining tasks within the application form.

Please read the language provided in the consent form and provide your agreement by choosing the button **"I AGREE"** and then clicking **"MARK AS COMPLETE"** to save and continue with the next task in your application.

Please indicate your acceptance of these terms by signing below.

I agree

SIGNATURE

Clear

PRINT NAME

SAVE & CONTINUE EDITING MARK AS COMPLETE

STEP 4: COMPLETE YOUR ORGANIZATION'S INFORMATION

ORGANIZATION PROFILE FORM

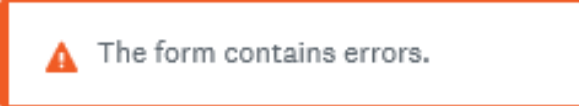
Once you have completed the Consent form, you will be taken into the Organization Information form.

The screenshot displays the 'Organization Profile Form' interface. On the left, a sidebar contains a task list: 'Strengthening Community Capacity...' (PH-000000001, ID: PH-000000001 | Status: In Progress), 'Consent' (checked), 'Organization Information' (selected), 'Organization Supporting Document Form', 'Application Form', and 'Grant Project Budget'. A progress bar shows '1 of 5 tasks complete' and 'Last edited: 15 Jun 2022 14:13 (EDT)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main content area is titled 'Organization Information' and includes a 'Task instructions Show' link. The form title is 'Organization Profile Form'. Below it, the section 'ORGANIZATION PROFILE' contains three main sections: 'Organization's Legal Name' with a text input field; 'Organization's Common Name (if different from legal name) (optional)' with a text input field; and 'Organization Type' with three radio button options: 'Registered Charity/Other Qualified Donee', 'Non-profit organization (incorporated or unincorporated)', and 'Indigenous government body'.

Choose **“SAVE & CONTINUE EDITING”** located at the bottom of the form to save your work periodically.



When you click **“SAVE & CONTINUE EDITING”** you will be alerted if the form contains errors (e.g., blank fields that have not yet been filled out) but the **form is still going to save with the errors.**



The status of your form in the Task List will turn half red to indicate it is in progress.

COVID-19 Mental Health and Wellbeing Grant Program

< Back to application

Strengthening Community Capacity...

PH-000000001

ID: PH-000000001 | Status: In Progress

✓ Consent

○ Organization Information >

As you complete each section, choose **“MARK AS COMPLETE”** which will turn the task into a red checkmark on the Task List. If you have completed the task and would like to return to make a change, you may reopen by clicking the “...” menu at the top of the screen and choosing **“EDIT”**. Note you will need to click **“MARK AS COMPLETE”** again once you have completed your edits.



TIP – If you would like to print out the application to be able to gather the information offline before entering into your online application, you may obtain a copy by clicking the “...” menu at the top of the screen and choosing **“DOWNLOAD”**. This will open a PDF copy of the application which you may print for your own use. Note that you will still need to complete the application form online to submit it. If you need assistance with your application, please contact us at any time.

✓ Organization Information
Completed 22 Jun 2022 15:28 (EDT)

Task instructions [Show](#)

Organization Profile Form
ORGANIZATION PROFILE

Download
Reset
Edit



WARNING: If you select **“RESET”** from the “...” menu, all the data in your form will be deleted.

STEP 5: UPLOADING YOUR ORGANIZATION’S SUPPORTING DOCUMENTS

ORGANIZATION SUPPORTING DOCUMENTS FORM

Part of the application process requires you to upload supporting documents.

Back to application

Strengthening Community Capacity...
PH-0000000001
ID: PH-0000000001 | Status: In Progress

- Consent
- Organization Information
- Organization Supporting Document Form
- Application Form
- Grant Project Budget

2 of 5 tasks complete

Last edited: 15 Jun 2022 15:02 (EDT)

REVIEW SUBMIT

Organization Supporting Document Form

Task instructions Show

Organization Supporting Document Form

0%

REQUIRED DOCUMENTS

Select your organization type

- Registered Charity/Other Qualified Donee
- Non-Profit Organization (incorporated or unincorporated)
- Indigenous Government Body

SAVE & CONTINUE EDITING NEXT

To upload the required documents, you will need to select organization type and click **“NEXT”**. From there, a list of all required documents and areas to upload the files will appear.

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Strengthening Community Capacity--
PH-0000000001
ID: PH-0000000001 | Status: In Progress

- Consent
- Organization Information
- Organization Supporting Document Form**
- Application Form
- Grant Project Budget

2 of 5 tasks complete

Last edited: 15 Jun 2022 15:10 (EDT)

REVIEW **SUBMIT**

Deadline: 29 Jul 2022 11:59 (EDT)

Task Instructions [Show](#)

Organization Supporting Document Form

The following documentation is required as part of the application process, to validate your organization's eligibility for consideration for funding.

Required Documents for Registered Non-Profits

- Governance documents, preferably including your local or federal registration number, such as:
 - Incorporation documentation, if incorporated (i.e., Articles or Letters Patent)
 - Trust Deed, if a trust
 - Constitution, By-Laws, Annual General Meeting or similar document if an unincorporated association
- Most recent tax filings (2020 or 2021)
- T2 return or T2 Short Form (If Incorporated)
- Non-profit organization information return (Form T1044) (all organizations with assets over \$200k or investment income over \$10k must file this)
- Most recent financial statements
- Last annual report, donor report, annual general meeting report or reporting to stakeholders on activities (such as a newsletter)

1. Governance documents, preferably including your local or federal registration number, such as:

- Incorporation documentation, if incorporated (i.e., Articles or Letters Patent)
- Trust Deed, if a trust
- Constitution, By-Laws, Annual General Meeting, or similar document if an unincorporated association

Governance documents 1 (Required)

Upload a file

Governance documents 2 (Optional)

Upload a file

In each section, upload your document into the system by clicking **“UPLOAD A FILE”**. Upload file formats allowed include Word, PDF, or image files such as .JPG, .PNG. When finished uploading click **“MARK AS COMPLETE”**.

STEP 6: COMPLETE THE APPLICATION FORM

The Application Form provides information on your project and the intended goals.

The screenshot displays the application form interface. On the left is a sidebar with a 'Back to application' link at the top. Below it, the project name 'Strengthening Community Capacity...' is shown with ID 'PH-0000000001' and status 'In Progress'. A list of tasks follows: 'Consent', 'Organization Information', 'Organization Supporting Document Form', 'Application Form' (highlighted with a red bar and a right arrow), and 'Grant Project Budget'. At the bottom of the sidebar, a progress bar shows '3 of 5 tasks complete', the last edit time '15 Jun 2022 15:24 (EDT)', and buttons for 'REVIEW' and 'SUBMIT'. A deadline of '29 Jul 2022 11:59 (EDT)' is also listed.

The main form area on the right is titled 'Application Form' and includes a 'Task instructions Show' link. Below this is a progress indicator showing '0%'. The 'PROJECT DETAILS' section contains a 'Project Title' field and a 'Purpose Statement' section. The purpose statement instructions state: 'State the purpose of your project in one or two sentences. The first part of your purpose statement should state what the project will do, and with/for whom. Then, state why these activities are a relevant way to support those whose mental health and wellbeing have been disproportionately impacted by the COVID-19 pandemic (60 words maximum)'. A large text area is provided for the response.

Save your application regularly by clicking **“SAVE & CONTINUE EDITING”** at the bottom of the form.



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Signing your document: Type your name into the Signing Authority box, and then use your mouse or touchpad to sign your name in the blank space provided. You may choose **"CLEAR"** to clear the box and try again if you are not satisfied.

MARK AS COMPLETE

CERTIFICATION

Certifications & Conditions

- a. I have the authority to submit this Application.
- b. I have not and will not submit, nor do I know of, another application in respect of the information and activities particularized in this Application.
- c. I do not know of another application being submitted to the Canadian Red Cross, in respect of the information and activities particularized in this Application.
- d. I understand that additional documentation may be required in support of this Application and that additional documentation can be requested and reviewed to confirm the accuracy of the information provided.
- e. I have read the applicable guidelines provided by the Canadian Red Cross in relation to the STRENGTHENING COMMUNITY CAPACITY TO SUPPORT MENTAL HEALTH AND BUILD RESILIENCE PROGRAM and acknowledge and consent to having the information provided used to determine this Application's eligibility for funding.
- f. I have read the Granting Agreement Terms and Conditions provided by the Canadian Red Cross.
- g. I understand that by certifying this Application, I attest that all information is true, accurate and complete.
- h. I understand that any false statements or deliberate omissions may disqualify the application.

By signing below, I affirm that I have read, understand and comply with all certifications listed above.

NAME OF FIRST SIGNATORY

SIGNATURE OF PERSON AUTHORIZED TO SUBMIT THIS APPLICATION

Once you have signed electronically click **"MARK AS COMPLETE"**.

STEP 7: COMPLETE THE GRANT PROJECT BUDGET FORM

The Grant Project Form asks you to identify budget expenses for fiscal years 2022-2023 (from the start of the project to March 31, 2022) and 2023-2024 (from April 1, 2023 to the end of the project).

[← Back to application](#)

Strengthening Community Capacity...
PH-0000000001
ID: PH-0000000001 | Status: In Progress

- [Consent](#)
- [Organization Information](#)
- [Organization Supporting Document Form](#)
- [Application Form](#)
- [Grant Project Budget](#) >

3 of 5 tasks complete

Last edited: 15 Jun 2022 15:26 (EDT)

Deadline: 29 Jul 2022 11:59 (EDT)

Grant Project Budget

Task Instructions [Show](#)

Grant Project Budget Form

PROJECT BUDGET

When you are working on your budget, please note that:

- Total project budgets, inclusive of Administrative Costs, must be between \$10,000 and \$75,000.
- All expenditures must occur between October 1, 2022 (or the start date of your project) and January 31, 2024.
- If funded, you will be required to report on actual expenditures of the project and to submit documentation to support your costs.
- The [Eligible Costing Guidelines \(link\)](#) explain in detail the types of costs that can be funded, the types of costs that cannot be funded and tips for completing your budget.

In your budget you will need to separate the costs for fiscal year (FY) 2022-2023 (from the start of project to March 31, 2023) and FY 2023-2024 (from April 1, 2023, to end of project). If your actual costs at the end of FY 2022-2023 are lower than you planned, you will not be able to move that unspent budget to FY 2023-2024. It is important to carefully consider realistic timelines for spending in each fiscal year.

When you are filling out your budget below, please put \$0 in boxes where you are not requesting any funds. At the bottom of this section, you will find a summary of your budget that will update as you fill in each budget category so you can see your total budget.

Budget Details

Personnel- Employees

	FY 2022-2023	FY 2023-2024	Total
Personnel- Employees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="0"/>

Describe the roles that are directly contributing to the delivery of your project and included here. Identify if you have included honoraria for Elders, cultural support people, or others in your budget.

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Once **"MARK AS COMPLETE"** has been checked, the form will lock and a red check mark will show against the task in the left hand task list. If all required tasks have been completed, the **"SUBMIT"** button will become available (see the next step).

Strengthening Community Capacity...
PH-0000000001
ID: PH-0000000001 | Status: In Progress

- ✓ Consent
- ✓ Organization Information
- ✓ Organization Supporting Document Form
- ✓ Application Form
- ✓ Grant Project Budget

5 of 5 tasks complete

Last edited: 15 Jun 2022 15:56 (EDT)

REVIEW **SUBMIT**

If you need to return to the application form to make a change (before the final submission), click the **"..."** button at the top right of the page and choose **"EDIT"**. This will unlock the page for editing. You will need to choose **"MARK AS COMPLETE"** again once you are done editing.

Organization Information
Completed 22 Jun 2022 15:28 (EDT)

Task instructions [Show](#)

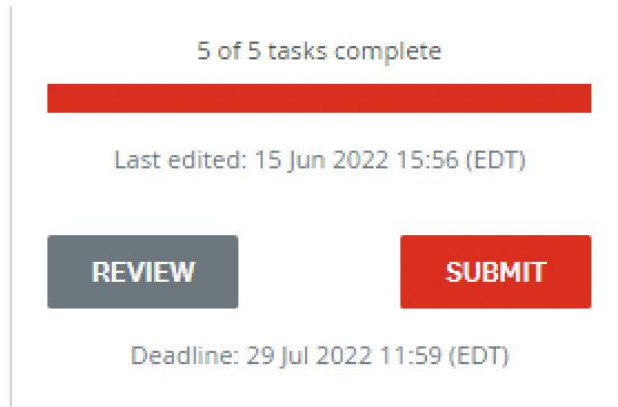
Organization Profile Form
ORGANIZATION PROFILE

- Download
- Reset
- Edit

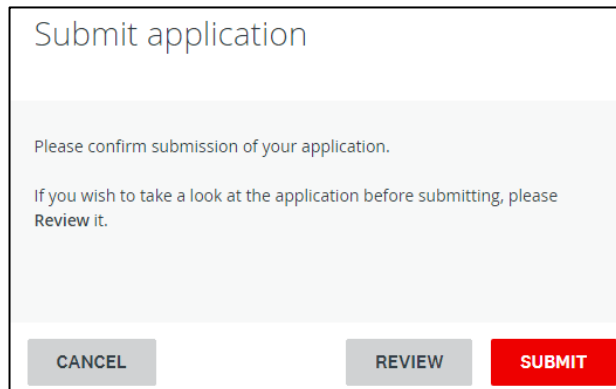
STEP 8: SUBMIT YOUR APPLICATION FOR REVIEW

Once there is a check mark against all sections in the task bar, you are ready to submit for review.

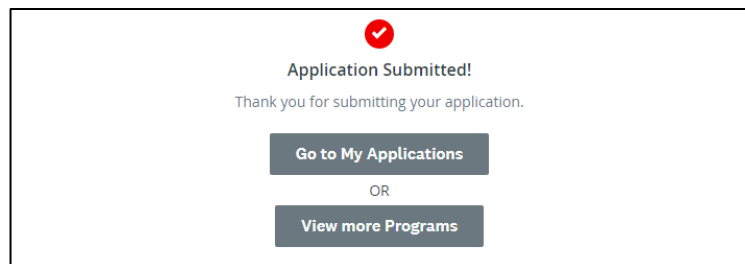
Click the **“SUBMIT”** button found at the bottom of the task bar.



You will be presented with an opportunity to review your application and documentation again before your final submission. Click on **“REVIEW”** to access. If everything is correct, select **“SUBMIT”** again and your application will be forwarded to CRC’s Grant Team for review. You will be contacted if additional information is required.



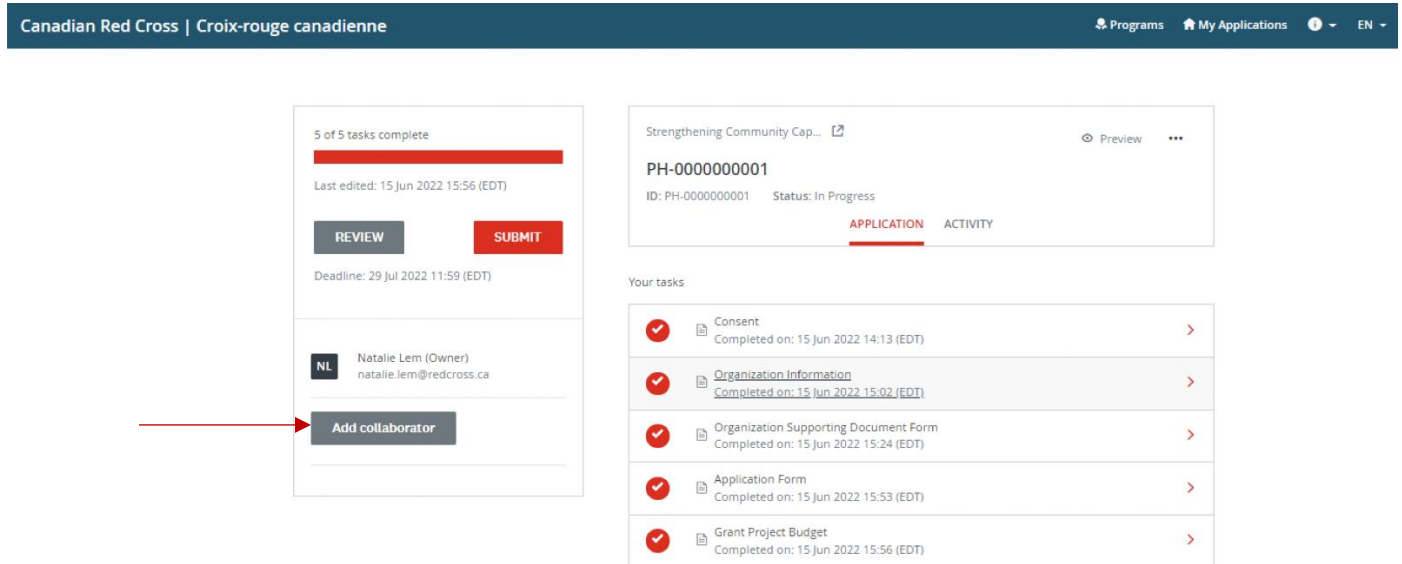
You may then redirect to the view more programs page and complete an additional application for another project if desired.



ADDITIONAL INFORMATION AND TASKS

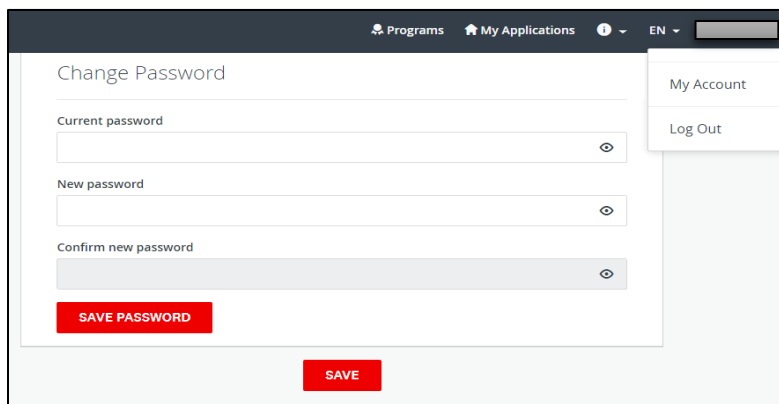
Adding another team member to your organization's application

You can add additional team members to your account to enable a collaborative approach to completing your organization's application. To invite additional team members to your application, choose **"ADD COLLABORATOR"** located on the left hand side of the screen, below the **"REVIEW"** and **"SUBMIT"** buttons. This will send an email to your chosen colleague to invite them to contribute.



Change your password

To change your password, click on your name on the top right corner of the screen and choose **"MY ACCOUNT"**. Scroll down to **"CHANGE PASSWORD"**. Click **"SAVE"** when you're done.



Viewing your applications in progress and submitted

Clicking on the **“MY APPLICATIONS”** button will display the applications that are in progress/submitted.

The screenshot shows the top navigation bar with 'Canadian Red Cross | Croix-rouge canadienne' on the left and 'Programs', 'My Applications', and a language dropdown (EN) on the right. Below the navigation bar, there is a 'Welcome!' section with instructions to click 'View programs' or an application. A red callout box says 'Returning applicants: click on “Programs” (in the top right-hand corner) to access applications'. A 'FRAUD NOTICE' is also present. The main content area is titled 'All Applications' and shows a single application card for 'Strengthening Community Capacity to Support Mental Health and Wellbeing' with ID 'PH-000000001'. The status is 'Under review / En cours d'exa...' and a green checkmark indicates it is 'SUBMITTED'.


Once your application is completed and submitted you may return to this page to see the status of your application.

This screenshot is similar to the previous one but shows the application card in more detail. It includes a 'VIEW' button in a red box and the submission timestamp: 'Submitted on: 15 Jun 2022 16:14 (EDT)'.


The status will show as Application in Progress until you Submit the application (status **“SUBMITTED”**). For a list of possible statuses, you may see here please see the table on the next page.



COVID-19 Mental Health and Wellbeing Grant Program

To view your application online, choose **“VIEW”** to enter the application, then choose **“PREVIEW”** at the top right. To download a copy of the application, click ‘...’ and **“DOWNLOAD”**.

 Submitted

Submitted on: 15 Jun 2022 16:14 (EDT)

Strengthening Community Cap... 

 Preview 

PH-0000000001

ID: PH-0000000001 Status: Under review / En cours d'examen

APPLICATION ACTIVITY

Understanding the Application 'Status'

Once you complete your application, you will be able to view the status of your application(s) as it moves through the review process. The following provides more information on what each status indicates.

In Progress	Application is being completed by the applicant and has not yet been submitted.
Submitted	Application is complete and has been submitted to CRC for review.
Under Review	The application is being reviewed by CRC.
Check your email for important communication - Information Required	Additional information or documentation is required to complete review of the application. An email has been sent to the Applicant.

If you have a question regarding the status of your application, please view your application online as the status is updated as it progresses through the review process. For additional questions, please contact CRC at 1-833-966-4225 or by email at mentalhealthgrants@redcross.ca.