Student Mental Health & Wellbeing Mini-Grant Program

Application Package

Purpose of the program

The College of the Rockies is excited to announce that $3,000 is available to support student projects to promote mental health and wellbeing.

Mini-grants of up to $500 each will be available to students across all departments and campuses to develop and implement a health promotion activity. Applications should focus on key wellness areas and wellbeing outcomes and be completed within the academic year (September – March).

For more information contact:
Sylvia Maher, Senior Administrative Assistant, Student Affairs
College of the Rockies, Cranbrook, BC
250-489-2751 ext. 3432   smaher@cotr.bc.ca

Contents

Eligibility

All students registered in either full time or part time studies, attending upgrading or credit courses/programs (including students registered in our University of Victoria partner programs) are eligible to apply for mini-grants. Applications can be submitted by individuals or by project teams.

Please indicate if the project is being implemented as part of a course project for credit.

Mini-Grant Amount and Allowable Expenses

Mini-grants of up to $500 each will be available to students across all departments and campuses to develop and implement a health promotion activity.

The following expenses are eligible:
- Materials and supplies for the proposed activities
- Promotion materials

Other expenses (e.g. equipment) may be considered for approval, but will be determined on a case-by-case basis.

Please apply only for the amount that you need; this will help us to fund as many projects as possible!

Application Information

The application form (see Appendix A) asks applicants to provide details on:

1. **Context and overview**:
   provide a description of your project (max. 200 words)

2. **Project objectives**:
   what is/are the need/s the project is meeting? What evidence do you have that your approach will contribute to meeting this need?

3. **Partnership**:
   Who/what organization will you invite to partner with you on this project (if any)?

4. **Outcomes**:
   what changes do you expect to see if this project is successful?

5. **Ethics**:
   how will you ensure your engagement is ethical?

6. **Project timeline**:
   how and when will you implement the main components of your project?

7. **Budget**:
   what do you plan to use the grant funding for?

8. **Health and Wellbeing Focus Areas**:
   *please indicate which **wellness area** and **wellbeing outcome** your project contributes to:*

A. Student Wellness Areas (from the BC Campus Wellness Wheel)
   i. Physical wellness
   ii. Emotional wellness
   iii. Academic/career wellness
   iv. Social wellness
   v. Creative wellness
   vi. Spiritual wellness
   vii. Environmental wellness
   viii. Financial wellness
   ix. Intellectual wellness

B. Wellbeing Outcomes (from the Canadian National Standards for mental health and wellbeing for post-secondary students):
   i. Raise awareness around mental health and decrease mental illness-related stigma
   ii. Greater levels of relationship connection and sense of belonging within the learning community
   iii. Increase access to student supports, on and off campus
   iv. Promote life and resiliency skills students can use at school, work, and daily life
   v. Provide healthier and safer institutional environments
   vi. Improve opportunities for student success and flourishing

Application Process

A completed electronic application form (see Appendix A) should be sent to the Student Affairs office. Send to Sylvia Maher, smaher@cotr.bc.ca

Confirmation of application receipt will be provided within two (2) business days. Project proposal decisions will be communicated by College email to students within seven (7) working days.

All applications will be reviewed and assessed using the following criteria:

1. The proposed project has the capacity to sufficiently meet the granting goals
2. The project plan is clear and demonstrates an understanding of the grant intention
3. Ethical assessment is clear and appropriate
4. The timeline of the project is feasible
5. The projected budget clearly outlines expenditures
6. The projected budget reasonably matches the work proposed

All successful applicants may be required to attend project orientation meeting with Student Affairs staff to receive feedback on the proposal and discuss any additional supports that may be helpful.

If you have any questions about the process, idea possibilities or suggestions, please reach out!
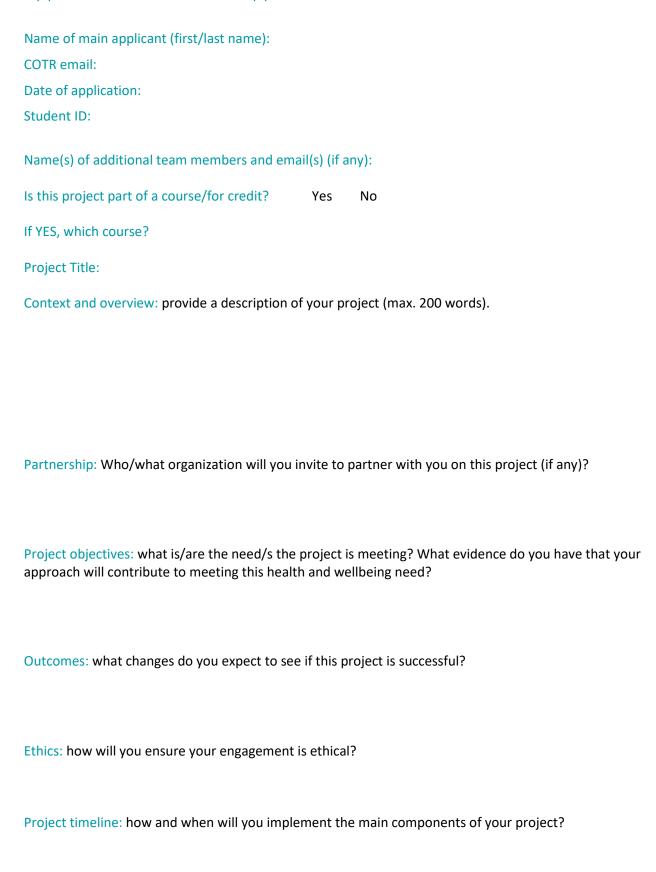Contact: smaher@cotr.bc.ca

Reporting

All projects will be expected to provide a project report based on the Report Template (see Appendix B) by end of Winter classes.

Project Examples

The following project examples are intended to be used as a starting point and to stimulate your thinking!

- Buddy Walk to meet a new person and raise funds for a cause
- Start 'Pride Club' on campus. This is a project that was completed in 2021-22.
- Develop a 'Wellness Wednesdays' speaker series and invite external organizations to speak to students (e.g. University of Toronto Wellness in Practice Speaker Series)
- Develop an event to promote electronic resources in support of student mental health and wellbeing (e.g. HM/HC E-Mental Health Guide)
- Partner with Student Life to run a student foodbank drive
- Start a photo challenge with the theme "What does wellbeing look like to you"
- And a whole list of ideas … !

Appendix A – Mini-Grant Application Form

Name of main applicant (first/last name):

COTR email:

Date of application:

Student ID:

Name(s) of additional team members and email(s) (if any):

Is this project part of a course/for credit?   Yes   No

If YES, which course?

Project Title:

Context and overview: provide a description of your project (max. 200 words).

Partnership: Who/what organization will you invite to partner with you on this project (if any)?

Project objectives: what is/are the need/s the project is meeting? What evidence do you have that your approach will contribute to meeting this health and wellbeing need?

Outcomes: what changes do you expect to see if this project is successful?

Ethics: how will you ensure your engagement is ethical?

Project timeline: how and when will you implement the main components of your project?

Proposed Budget: What is the total amount you are requesting? What do you propose using the grant funding for?

Item	Amount*
TOTAL	

Health and Wellbeing Focus Areas:

Please indicate which wellness area and wellbeing outcome your project contributes to:

Wellness Area(s): (check all that apply)
- ❏ Physical wellness
- ❏ Emotional wellness
- ❏ Academic/career wellness
- ❏ Social wellness
- ❏ Creative wellness
- ❏ Spiritual wellness
- ❏ Environmental wellness
- ❏ Financial wellness
- ❏ Intellectual wellness

Wellbeing Outcome(s): (check all that apply)
- ❏ Raise awareness around mental health and decrease mental illness-related stigma
- ❏ Greater levels of relationship connection and sense of belonging within the learning community
- ❏ Increase access to student supports, on and off campus
- ❏ Promote life and resiliency skills students can use at school, work, and daily life
- ❏ Provide healthier and safer institutional environments
- ❏ Improve opportunities for student success and flourishing

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Application Timeline:

Applications will be accepted between September and March of each year.

Office use only:

Application received date:

Confirmation of Application received date:

Decision and communication date:

Application approved? Yes   No   Need more information

Rational:

Appendix B – Mini-Grant Report Template

Name of main application (first/last):

COTR email:

Name(s) of additional team members and email(s) (if any):

Project Title:

Context and overview: provide a description of what you did and who you partnered with.

Project objectives: How did the project meet its objectives? What was more successful? What was less successful?

Outcomes: what changes did you expect to see if this project was successful? What did you observe?

What would you do differently if you could do the project again?

What next steps would you recommend for continuing the project (or not)?

Budget Actuals: what did you use the grant funding for?

Item	Amount*
TOTAL	

PLEASE ATTACH ANY ADDITIONAL MATERIAL (feedback forms, photos etc.) that will help us to understand the outcome/impact of the project!

THANK YOU!

I/We approve this report:

Student 1:	Date:
Student 2:	Date:
Student 3:	Date:
Student 4:	Date:

Office use only

Received by office of Student Affairs (date):_____

Student Affairs Signature: _____