Awareness and Promotion Grants:

Boosting Mental Health in the Workplace

The Canadian Society for Medical Laboratory Science (CSMLS) is excited to offer clinical laboratories, health care organizations and accredited academic programs the opportunity to support awareness and promotion of mental health wellbeing in the medical laboratory profession (medical laboratory assistants/technicians [MLA] and medical laboratory technologists [MLT]) through grant funding for:

* a mental health awareness and promotional event,
* creation and distribution of mental health product(s), and/or
* advocacy efforts for mental health awareness.

**Examples:** Hold a mental health awareness party for your lab. Create poster boards about mental health and place them in highly visible locations around your hospital and lab. Hold a team meeting dedicated to mental health– invite a guest speaker for lunch. Attend a mental health awareness event to advocate for improve mental health in the laboratory. Don’t forget to promote the value of your profession as well!

It is expected that the assistance received from these funds will help contribute to the mental health of medical laboratory professionals locally, provincially and/or nationally through promotion and awareness activities.

Funding

A total of two grants valued at $250.00 CAD each will be awarded.

Grant Requirements

* The primary applicant will be awarded up to one grant.
* The primary applicant must be a current CSMLS member in good standing.
* The primary applicant must be employed at a Canadian accredited medical laboratory science academic program (MLA and/or MLT) or accredited health care organization (employs medical laboratory professionals). Funding will be paid to the academic or health organization (internal redistribution to grant applicants, as required, must occur locally).
* The quality assurance project or event must clearly describe how it relates to increasing mental health awareness or promotion within the described themes.
* Funding must be used by October 11th 2017, regardless of the overall project or event timeline.
* CSMLS will advertise your project or event on October 10th 2017 through CSMLS communication tools in conjunction with the release of the updated Mental Health Toolkit for the World Health Organization’s Mental Health Day.
	+ Internally coordinated events are to occur on October 10th, where possible. Externally coordinated events, such as campaign or advocacy by a non-for-profit organization, can occur prior to October 10th 2017. Live updates of the event are required for CSMLS social media, which must include at least three photos as well as three quotes from the primary applicant during the event.
	+ Projects may be created prior to October 10th. Attempts to release information on October 10th should be made.
* Special consideration will be given to projects or events that reach multiple stakeholders associated with the medical laboratory profession (i.e., subdisciplines, students, other laboratories etc.).

Judging Criteria

Each submission will be processed and evaluated by the Wellness Committee at CSMLS. The Executive and Project Leads for the Mental Health Initiative will not be involved in the decision-making process.

Each submission will be reviewed by committee members. Group consensus will be obtained for the winning applicants with judging criteria based on their collective agreement for the degree to which mental health promotion or awareness will be achieved, quality of event/project, and achievability of the event/project within proposed timelines. Incomplete applications will not be reviewed.

Submission Deadlines

All submissions are due Monday September 11th 2017. Exceptions for proposal acceptance after this deadline will only be made under extreme circumstances as determined by the Wellness Committee.

Results for finalists will be announced on the CSMLS website and a direct email will be sent to the winners on September 15th 2017.

All submissions should be sent to Lindsey McKeane at lindseym@csmls.org.

**Questions:** Should you have any questions regarding the application or submission process, please contact Laura Zychla, CSMLS Researcher, at research@csmls.org.

Awareness and Promotion Grants:

Application Form

**Deadline:** Monday, September 11th 2017. Submit the final application with timeline and signatures to lindseym@csmls.org.

# Part I: Primary Applicant Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Job Title** | **CSMLS ID#** |
|  |  |  |  |
|  |  |  |  |
| **Department / Organization \*** | **Phone** | **Email** |
|  |  |  |
| **Mailing Address** |
|  |

*\* Grant funding will be allocated to the employer organization - based on information in this section. Cheques will not be awarded to individuals or departments.*

# Part I: Additional Applicant Contact Information

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Organization** | **Role in Project** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Part III: Project or Event Description

1. **Please select the application type:** Project [ ]  Event [ ]

For an event, please provide location information:

1. **Provide a summary of the proposed project/event, including (but not limited to) goal(s), relevant dates/timeline, who will be involved, and expected outcomes.** (500 words)

**3. Who will participate and/or benefit from the project/event?** (100 words)

**4. What are the mental health related benefits from your event/project?** (100 words)

**5. How will the grant funding be used?** (200 words)

Part IV: Employer Endorsement

As the employer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (primary contact), I endorse this application. Our organization is supportive of her/his commitment and time to complete the tasks described therein.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Printed Name** |  | **Signature** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Job Title**(e.g., Manager, Chair, Director) |  | **Date** |
|  |
| **Name of Organization** |

Part V: Primary Contact Declaration

By submitting this application, you are acknowledging that all persons listed within the contact sections have provided their permission for participation in the event/project and consent for the required photography and quotes for social media by CSMLS has been approved. Products or services produced by receiving the grant funds are otherwise owned by the respective organization(s).

This application has been reviewed by and submitted on behalf of all individuals listed in the contact sections. I acknowledge that any grant funding awarded to my organization will be released by late September 2017 and is required to be used by October 11th 2017. In the event that the grant funding is not used or is used for payment beyond the scope of the event/project described in this application, the Primary Applicant accepts responsibility on behalf of the organization to ensure the grant is refunded to the Canadian Society for Medical Laboratory Science.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Printed Name** |  | **Signature** |
|  |  |  |
| **Job Title** |  | **Date** |