



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Bipolar Disorder Society of British Columbia _____

Mailing Address: 185-911 Yates Street, suite 534, Victoria, B.C. V8V 4Y9

Contact Person: Andrea Paquette

Email: babe@bipolarbabe.com _____

Telephone: 778-678-2223

Website: www.bipolarbabe.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No

Society Registration Number: S-56187 _____

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 827676867 RR0001 _____

Organization mission/mandate

The Bipolar Disorder Society of British Columbia's (BDSBC) mandate is to raise public awareness of positive mental health well-being and the need for community resources to meet the needs of those who live with bipolar disorder and all mental health challenges in British Columbia.

Brief history and role in benefitting residents of Greater Victoria

The Bipolar Babe Women's Support Group was established as part of the Society's Stigma Stomp Program in July 2012 in response to community demand. Initially only women came to the group upon opening its doors and they all requested it remain a women's *only* group as they found it a safe and unique place where women can help other women. To date the Group has worked with over 100 women in the Greater Victoria Area.

In addition, since 2010, awareness presentations of the Stigma Stomp Program have reached out to over 10,000 individuals in the Greater Victoria Community and in other Vancouver Island communities, to youth in schools, health professionals, parents, youth clubs and local service and business organizations. In 2014-2015, in the City of Victoria, the Society made presentations to City of Victoria's Youth Council, Crystal Pool Youth Group, and New Youth Project, as well as several local conferences and a majority of City of Victoria Schools. (Please see the Society's Final Report for their 2014 Sustainability Grant for full details).

How many paid staff at organization? Full Time: 0 _____ Part Time: 7 _____

How many volunteer staff at organization? 30 _____ Total volunteer hours: 1050

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$177,731 _____

What other sources of funding do you receive and how is it used?



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Source	Total Funding	Use
Gaming	30,000	Stigma Stomp Classroom Presentations & Teens2Twenties Support Group
Provincial Employees Community Services Fund	7,000	Stigma Stomp Program
TELUS	20,000	Stigma Stomp Program & Operating Expenses
RBC Children's Mental Health Project	5,000	Stigma Stomp Program
Children's Health Foundation of VI	9,000	Teens2Twenties Support Group

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Bipolar Babe Women's Support Group

Brief description of the project or program and why the grant is needed.

The Bipolar Babe Women's Support Group is specifically designed for 10 to 12 adult women at a time (age 25 and up) struggling with a mental health condition such as bipolar disorder, schizophrenia, anxiety and/or depression, etc., who seek help through an interactive group to share personal experiences of how to manage a mental health condition, while bringing up a family and/or maintaining employment. Activities for the group include having conversations ranging from the topics of mental wellness, career building, and self-care to coping strategies. Working within the group facilitates each individual's ability to balance family and work responsibilities.

Weekly, 90-minute group sessions will run from July 1, 2015 through June 30, 2016. The Society anticipates working with 30 individuals during that time period as members are free to rotate in and out of the Group.

The Bipolar Babe Women's Support Group provides a place of healing where women can build friendships and work towards acceptance of their mental health condition. The group empowers women themselves to lead lives that consist of setting personal and professional goals, while excelling in an environment that is both encouraging and empowering.

Why Funding is required: The Bipolar Babe Women's Support Group was established in July 2012 in response to community demand. It has since exceeded expectations and is at its maximum capacity. The total budget for the Group is \$16,032 annually and funding is required to continue the personnel leadership of the group and fund program requirements as outlined in the budget for the next 12 months. We want to continue this successful and sustainable program and have it remain as part of the Bipolar Disorder Society of BC's impactful programming.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|---|--|
| <input type="checkbox"/> Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |



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☐ Demonstrate Regional Leadership

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

Objective 7: Facilitate Social Inclusion and Community Wellness.

Our Bipolar Babe Women's Support Group aligns primarily with The City of Victoria's Strategic Plan to Facilitate Social Inclusion and Community Wellness.

The Program is key in directly helping and offering tools to women facing any mental health challenges by encouraging the individuals to help themselves by providing them with a valuable peer support group system. Such support significantly and positively impacts the mental health and well-being of the community as a whole as members re-integrate with family, the workplace and the community.

Predicted Outcomes:

Build self-esteem and promote a healthy lifestyle for women with any mental illness by mentoring and positive socializing through interaction among the group to enhance their quality of life.

- Provide assistance in obtaining access to community resources and support facilities, such as collaborating non-profit services, psychiatrists, the health care system with services such as Cognitive Behavioural Therapy (CBT) and access to Social Assistance for Persons with Disabilities. Facilitators provide guidance and follow-up with the members in accessing these resources. Mental illness often creates economic hardship and the assistance of the group works to ensure that the members do not become homeless.
- Prepare women to become productive members of the Community with one-on-one mentoring to help them to access opportunities for higher education and job opportunities.

Measurable indicators:

- Individual group members have gained the self-confidence to develop their own personal mental health plan to manage their mental illness and share this with the Facilitator. The group is also given an annual survey to complete, which evaluates the effectiveness of the group.
- Members have become role models with a healthy lifestyle that avoids the misuse of medications, drugs and alcohol. Group participants are generally very open and honest with the Facilitator and peer group members share their personal stories of accessing resources and personal progress.
- A number of members of our group have moved on from group participation to become Facilitators and Co-Facilitators for the group. Many enter the group feeling overwhelmed, powerless, and lost, but many of these women eventually embrace self-sufficiency, employment and apply self-management strategies learned at the group to prosper in their daily lives.

Objective 2: Engage and Empower the Community

Our Bipolar Babe Women's Support Group also aligns with the City of Victoria's Strategic Plan to Engage and Empower the Community.

The entire goal of the group is for participants to engage in their community and set them up with tools for success and assist them in their own self-empowerment.

The group has been running since July 2012 and has been sustained through funding each year from our generous donors. The Budget for 2015-2016 is \$16,032 and the Society continues to need support to sustain the Program. This will assist the Society to continue to build its capacity and to empower our Facilitators to continue to lead and implement the Program..



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How many will benefit from the project or program? 30 adult women Percentage of Greater Victoria Residents? 85%

Who is your target audience? Adult women (age 25 and up) struggling with a mental health condition such as bipolar disorder, schizophrenia, anxiety and/or depression, etc.

SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$ 16,032 Amount Requested \$ 9,500

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 0%

How much is the organization contributing to this project or program? \$ 1,032 (pending Society event)

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Provincial Employees Community Services fund	Frances Gorman	250-356-1736	\$1,500
TELUS	Kathy Baan	250-388-8150	\$4,000

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

☐ Other

Organization Name	Contact Person	Phone Number	Amount



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Grand Total of Other Funding Sources \$ 5,500

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program? Please provide an explanation below.

Our 2015-2016 Budget is predicated on 50 weekly 90-minute sessions of the Bipolar Babe Women's Support Group to 30 participants based on receiving full funding. In the event of funding shortfall some scaling back of the number of these presentations may result.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From July 1, 2015 June 30, 2016

To: June 30, 2016

Project or program location: Quadra Village Community Centre, 901 Kings Rd, Victoria, BC V8T 1W5 (250) 388-7696

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Preparation of content for Sessions by Executive Director and Facilitators
1 July 2015	Start of Peer Support Sessions, Tuesdays 7:00 to 8:30
Ongoing	Follow-up- with all members of the Group outside of the weekly session as required to assist them with accessing Community resources and resource facilities as well as with resumes and preparation for job interviews, etc. Maintaining each participant's <i>Mental Health Crisis Plan</i> to ensure that group members are operating in a safe environment and providing the information necessary if a crisis were to occur.
June 2016	Members of Group fill out the Bipolar Babe Women's Support Group Survey to help the Society determine effectiveness and program improvement.

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2

Total volunteer hours required: 20

Can the project or program occur without volunteer support?

☒ Yes ☐ No

SECTION 8. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☐ ☒ Website
☐ ☒ Social Media
☐ Sponsor Plaque
☐ Other _

- ☐ Newspaper Advertisement
☐ ☒ Newsletter
☐ ☒ Annual Report

SECTION 9. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:



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- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature:

A handwritten signature in black ink, appearing to read 'A. Paquette'.

Position: Executive Director_____

Name: Andrea Paquette_____

Date: June 26, 2015_____

Women's Adult Support Group	
Program Delivery Personnel	3,300
Program Delivery: Preparation & Follow-up	7,500
Presenter Development & Training	0
Educational Material, Handouts	200
Room Rental	1,200
Refreshments for participants	300
Program Insurance	500
Travel/Mileage	150
Evaluation	200
Office Supplies copy & telephone	300
Print & Promotion	300
Total Women's Support Group	13,950