



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: Victoria Brain Injury Society

Mailing Address: Units D & E, 830 Pembroke Street, Victoria, BC V8T1H9

Contact Person: Krissi Spinoza

Email: ed@vbis.ca

Telephone: 250 598 9339

Website: www.vbis.ca

SECTION 2. ORGANIZATION INFORMATION

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

Society Registration Number: S-0018491

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 122452121RR 0001

Organization mission/mandate

Victoria Brain Injury Society's mission is to support, educate, and advocate for individuals with acquired brain injuries and their families; and to increase community awareness about acquired brain injuries. We provide several levels of support, including counseling, case management, peer support, volunteering, creative arts and music therapy programs, and coping strategies programs. We also provide educational workshops and training to the broader community.

Brief history and role in benefitting residents of Greater Victoria

Victoria Brain Injury Society (VBIS) was established in 1983 in order to provide community based support to brain injury survivors and their families. Since that time demand for our services has grown and we now provide information, education and support to over 50 brain injury survivors and their families each week. This support helps individuals understand their brain injury, develop coping strategies for the challenges they face, advocates on their behalf to ensure that they receive financial support, assists clients in finding safe secure housing that meets their needs, prevents homelessness by working with housing providers and clients to develop support systems, supports those who struggle with addiction as well as brain injury and support survivors in finding meaningful employment, education and volunteer opportunities. Perhaps most importantly, we offer survivors a place where people 'get it'; staff, volunteers and clients work to provide an environment where survivors strengths are recognized and their challenges are met with compassion and understanding. As one survivor, Mike, described VBIS "it's a refuge from the storm", he describes how VBIS plays a vital role in providing hope and keeping him centred while he adjusts to life with his 'new brain'.

How many paid staff at organization? Full Time: 2

Part Time: 9

How many volunteer staff at organization? 89

Total volunteer hours: 3523.5



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SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$365,661

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

Source	Total Funding	Use
Brain injury Program	\$136,886.40	One-to-one case management for clients with brain injury, educational programs for clients with brain injury.
Grants including United Way, BC Community Gaming, Coast Capital	Approximately \$115,000.00	Specific programs such as Youth Supporting Youth, Volunteer Support, Creative Arts, Music
Donations and fundraising	Approximately \$106,325.00	Rent, insurance, phone and IT costs, program costs, increasing the number of one-to-one case management hours available to support clients.
Other – advertising revenue from our newsletter, funding for specific clients from ICBC, etc.	Approximately \$7,449.60	Rent, insurance, phone and IT costs, program costs, increasing the number of one-to-one case management hours available to support clients.

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

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: **Support²: Supporting the Supporters. Help for Family and Friends of Brain Injury Survivors**

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

When someone in your immediate circle - parent, child, sibling, friend - has experienced a brain injury, other people's roles shift to accommodate the needs of the injured person. Recovery from a brain injury is measured in years, not days and most of this recovery takes place in the community and focuses on adjusting socially, emotionally and financially from the injury. Often a brain injury survivor is no longer able to work, drive, help with homework, cook or handle complex relationship issues. Family and friends that are offering support can feel overwhelmed: children find themselves carrying adult responsibilities; co-parents take on full responsibility for parenting, parents of adult children have to care for their adult child, partners have to develop an understanding of complex and extreme emotional reactions, friends support the survivor in socializing.

An often quoted statistic is that 85% of brain injury survivors eventually lose their families if the proper supports are not put in place. This isolation can lead to depression, addiction, loss of housing and worsening of the individual's situation. A study in Toronto found that 53% of the homeless population had experienced a brain injury and of these individuals 72% had experienced that brain injury shortly prior to becoming homeless. We know that family and friends play a key role in ensuring that homelessness, addiction and hopelessness are not the consequences of brain injury. Furthermore, we understand that it is often those families that are most the vulnerable and the most marginalized that are most at risk of experiencing brain injury and suffering negative consequences as a result of the injury.

We want to support family and friends to ensure they are able to continue to offer understanding, compassion and support to the survivor. When family and friends feel supported, they in turn are able to offer that support to their loved one. Family members and close friends that are offering support need help to understand the impact of the injury and to help them rebuild their relationship with the brain injury survivor. Challenges facing family and close friends can include changes in household circumstances including income level, housing etc; changes in the survivor's physical abilities; changes that impact on relationships including changes to emotional lability, sex drive, processing and executive functions; difficulties socializing due to sensitivity to sound and light amongst other challenges; all these and other challenges mean family members and friends report having to get used to the 'new' person in their life.

The Support² project will provide a monthly support group at the hospital to offer general information on brain injury to those family members that have recently experienced a brain injury, monthly information workshops that are available to the whole community including family and friends, and personal support sessions that will be provided to those family and friends who require further support. The information sessions will ensure that families are empowered with knowledge and understanding of brain injury and the supports available to help them adapt to life with an individual who has a brain injury. There will be information about resources for practical support such as budgeting and finance as well as information about dealing with emotional issues. The one-to-one support sessions will



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allow case managers to work individually with families to provide follow-up help such as completing forms, identifying eligibility for benefits, identifying areas of challenge (eg co-parenting with someone with a brain injury) and looking at strategies to overcome these challenges (eg identifying areas of strength in parenting and dividing duties accordingly). By offering a continuum of service we hope to be able to support the families of brain injury survivors from the moment of the injury throughout the recovery process.

The goals of the project are:

- Family and friends supporting brain injury survivors are empowered with information about brain injury and relevant supports available.
- Family and friends supporting brain injury survivors have support to help them process any challenges they're experiencing.
- Family and friends are supported with practical issues such as securing appropriate housing or adaptations, accessing financial supports, etc.
- Family and friends have support to develop personalized strategies for coping with the changes that have occurred as a result of the acquired brain injury.

The outcome of the project is to prevent family breakdown, reduce isolation and increase the number of brain injury survivors and survivors' families that have a positive recovery from brain injury.

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 checked="" 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 type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |

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

The Support² project supports the following Strategic Plan Objectives:

Engage and Empower the Community

This project will seek to engage and empower the family members and friends with information and awareness regarding brain injury and the resources that are available to help and support families facing the challenges of brain injury such as reduced income, adapting to life with a disabled family member, etc. The monthly information sessions will provide advice and information regarding finances, housing, understanding the brain, self-care and wellness for everyone in the family, and the social and emotional consequences of brain injury. Furthermore, the group will seek to share strategies that have worked for different families regarding common challenges such as co-parenting with someone that has challenges with multi-tasking or resolving conflict with individuals suffering from emotional lability, in this way families will empower each other and have their expertise honoured.

The information sessions will also engage the community in considering the impact of brain injury. One of the comments we often receive from people who provide information sessions is that they have learnt as much from the participants about brain injury as they were able to impart about their area of information. Our research also shows that offering information sessions attracts individuals who might not have otherwise sought VBIS services for fear of stigma regarding their ability to cope. Information sessions can often offer a neutral first point of contact from which to VBIS is able to build a supportive relationship with the families and friends of survivors. We find this vital as otherwise families will often wait until a situation is in crisis before reaching out for help.



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Create Prosperity through Economic Development

We will have a number of information sessions that provide advice and support on financial well-being and ensuring that families are aware of all the financial supports and help that are available. Furthermore, case managers are well-versed in assisting individuals with applying for financial assistance and working with individuals to develop realistic budgets that prevent the escalation of debt thus avoiding an additional burden placed on the families of brain injury survivors. This will support this strategic plan objectives by ensuring that household income does not decrease so markedly after a brain injury that the household is no longer able to function thus supporting the objective to increase median household income.

In addition, we know that when brain injury survivors receive the support they need throughout their recovery from family and friends they are more likely to be able to return to work thus further increasing the likelihood of an increase in the household's income level and again supporting this objective.

Facilitate Social Inclusion and Community Wellness

The community information sessions and one-to-one sessions will support families of brain injury survivors to consider their own well-being. We will host information sessions that look at self-care and one-to-one sessions will encourage the families of survivors to consider how to protect their own well-being and get the support they need. This will promote community wellness.

Additionally, the group sessions will allow the family and friends of survivors to meet each other, facilitating social inclusion and building community support networks. By hosting information sessions that are open and accessible, we hope to bring families from a wide socio-economic demographic together. While brain injury can affect all families, it is often those who were already vulnerable whose lives are impacted most by brain injury. Bringing families together can help expand people's networks, create shared understanding and help people interact with individuals that they might otherwise have never met thus facilitating social inclusion and preventing some of the isolation that can occur following brain injury.

Social inclusion will further be supported by letting the families of survivors know about the services that are available to brain injury survivors – for example by letting families know about recreation programs or peer support drop-in services they can help and encourage the brain injury survivor to access these services thus preventing the survivors from becoming isolated, facilitating social inclusion and offering families and friends some respite so they can also interact socially with friends and family without needing to be in 'caregiver mode'.

In conclusion, we believe the Support² project will support a number of the City of Victoria's Strategic Plan Objectives and offers the City of Victoria an excellent opportunity to show their support to brain injury survivors and their families.

How many will benefit from the project or program? 25 direct beneficiaries but supporting the supporters will provide benefits to other family members and the brain injury survivors.

Percentage of Greater Victoria Residents? 90%

Who is your target audience? The family and close support networks of brain injury survivors and their families.



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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 \$10,493.87 Amount Requested \$8,385.00

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

How much is the organization contributing to this project or program? \$2,108.87

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

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
Victoria Brain Injury Society	Krissi Spinoza	250 598 9339	\$2,108.87

☐ 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

Grand Total of Other Funding Sources \$2,108.87

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.

If we do not receive the full funding then we will offer a reduced number of information and one-to-one sessions. We believe it is vital to have both the group and one-to-one elements of the project available to families as together they provide cohesive support. Reduced funding will not impact the quality of the project but we will be able to offer support to fewer families.



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SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: December 2015

Project or program location: 830 Pembroke Street and Victoria General Hospital

Project or program timeline and major milestones.

Date	Milestone
July 2015	Plan speakers and information sessions for the project
	Book rooms at the hospital and promote the project to Social Workers and other staff working with brain injury survivors and their families
	Develop promotional materials for the project
	Inform community agency partners of the project
	Develop evaluation surveys for the groups sessions to identify the topics and areas that families feel have the most benefit
August 2015 – November 2015	Identify volunteers from among the VBIS cohort of volunteers who will be available to support the project with reminder phone calls to families, assistance with promotion and inputting evaluation surveys.
	Hold first 2 monthly sessions – one Pembroke Street and one at VGH
	Provide one-to-one support to families
December 2015	Continue promotion
	Hold 1 group session and provide one-to-one support to families
	Evaluate the project

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: 24

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?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other – Posters regarding the program | |



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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:

- 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 blue ink, appearing to read "K. Spinoza".

Position: Executive Director

Name: Krissi Spinoza

Date: 26 June 2015

City of Victoria
Project Budget - Support²
Victoria Brain Injury Society



Revenue

VBIS fundraising	\$2,108.87
City of Victoria	\$8,385.00

Sub-Total \$10,493.87

"In-Kind" Income:

Volunteer Labour	\$360.00
Total	\$10,853.87

Expense

Wages & Benefits

<i>Program Facilitator (2 groups per month, 6 hours per group x 5 months)</i>	\$1,677.00
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<i>Program Facilitator, Family support sessions (4 families for sessions a week for 24 weeks for 2.5 hours per session)</i>	\$6,708.00
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<i>Manager of Administration and Volunteer Coordinator 24 hours to support the promotion and evaluation of the project</i>	\$570.72
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Rent	\$1,000.00
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Phone and Internet (Utilities)	\$156.50
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Insurance	\$131.64
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Transportation Parking & Trans (mileage)	\$50.00
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Food expenses for the program	\$200.00
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Sub-Total \$10,493.87

"In-Kind" Expenses:

Volunteer Labour (Valued at \$15 per hour - 1 hours week to make reminder calls, assist with organization of sessions, etc)	\$360.00
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Total \$10,853.87