



**Gambling Awareness Nova Scotia (GANS)
Community Project Grant
2020-21**

Application Guide

This document outlines the application requirements for the GANS Community Project Grant. For more information on the grant, including deadlines, eligibility, evaluation criteria, and the application process, please visit the [GANS Community Project Grant Website](#).

Grants Management System

Applications for a GANS Community Project Grant will submit applications in an online [Grants Management System \(GMS\)](#). All application components are submitted in GMS either as direct entries or uploaded PDF documents.

The main contact person for the grant application is considered the Principal Applicant (PA). In order to access the application in GMS, this individual must create an account. To create an account, please [click here](#).

The following sections are entered directly into GMS. If you wish to cut and paste text from another document we recommend that you paste as unitext. Notepad will convert to unitext.

Project Details

Title of Proposal

This title will be used for communication purposes. It should clearly describe the project for which you are seeking support. It should not contain a company or trade name. Spell out symbols and acronyms.

Key Words

You will be asked to provide six key words that describe the work outlined in your proposed project.

Organization Administering Funds

Applicants must indicate the name of the organization that will administer the project funds.

In order for an application to be submitted, an individual with signing authority for this organization will be required to approve the application and agree to terms and conditions listed in the organizational agreement form.

This form must be uploaded in the GMS application form. Electronic signatures and scanned forms are acceptable.

Principle Applicant Résumé

The main contact person for the grant application is considered the Principle Applicant (PA). Please provide an up to date resume for the PA.

This person has overall responsibility for directing the application and proposed work and has the primary responsibility for the direction of the project. The PA also assumes administrative and financial responsibility for the grant and is the primary contact.

Principle Applicant

In this section, the PA must confirm his/her contact information and primary affiliation as provided in their GMS user account.

Team Members

- All team members (with the exception of PAs) **must** be listed in the Team Member section of the GMS application form.
- A team member category (role) **must** be selected for each member.
- All team members must provide the PA with an up to date résumé to be uploaded to the GMS. All résumés must be in PDF format. The only team member role for which a résumé is not required is for Collaborators, a full description of role categories is described below.

GANS Community Project Grant Team Member Categories

Co-Principal Applicants (Co-PAs): There may be additional PAs, referred to as Co-Principal Applicants. A Co-PA must provide a current résumé for the PA to upload in the GMS.

Partners: May be associated with an organization, which may include participation from the public, private or non-profit sector. The Partner must have an interest in, and make a strong contribution to, the application and proposed work. Partners' material contributions may be financial or in-kind (e.g., monetary or providing use of facilities, access to expertise, networks or communities and staff time). All Partners are expected to contribute intellectually and to participate in the work. Partners must provide a current résumé to the PA to upload in the GMS.

Collaborators: Individuals who provide special services, advice, etc. to facilitate the proposed work. Their intellectual contribution to the work may be limited. They may be reimbursed from grant or award funds for the services, materials, etc. that they provide. Collaborators may be local, regional, national or international. Collaborators are not full team members and, as such, are not required to provide a résumé. A description of the role the Collaborator plays in the project may be included in the Team Composition section of the application.

Plain Language Summary

Maximum: 500 Words

Applicants must provide a clear and concise description of their project. Please describe the objectives of your project (the activities for which you are requesting funding), how it aligns with the identified funding priorities and how the project will address unmet needs and gaps in services, awareness and/or knowledge within a framework of preventing or reducing gambling-related harm among individuals, families and communities in Nova Scotia.

If funded, this information will be used for communications purposes.

Objectives

Please list the main project objectives for the full duration of your project. These objectives should be the same as those described in the *Project Description* and *Work Plan* sections of your application (see below). Ensure the listed objectives encompass all of the main activities you plan to undertake using the project funds. A maximum of ten objectives can be listed in the GMS application form. Please only enter one objective per text box (click *Add Objective* to enter each subsequent objective).

Please note: This section is used for administrative purposes. Funded applicants will be expected to report on progress related to the listed objectives.

Budget

Applicants must complete a budget table in GMS, outlining costs and a description for budget items in the following categories:

- Personnel
- Professional/ Technical Services
- Equipment, Materials and Supplies
- Meeting Expenses
- Honoraria
- Travel
- Other Expenses

In-kind contributions do not need to be listed in the Budget Table but should be outlined in the Budget Justification section (see below).

Please refer to Appendix A Budget Considerations and Allowable Costs to learn more about allowable budget items for the GANS Community Project Grant.

Estimates and Quotes

You may upload additional documentation outlining details of any professional or technical contracts or arrangements and/or quotes for equipment, computer hardware and software that exceed \$2,000. All documents must be in Pdf format. Please see the Budget Justification section below for more information.

Application Details

The following application sections (Project Description, Work Plan, Team Composition, and Budget Justification) must be uploaded as one combined Pdf document. The document **must** adhere to the following format:

- Total document length cannot exceed 18 pages
- Each section cannot exceed the page limits described below
- Font must be 11 pt. minimum, black type. No condensed/narrow fonts, type, or spacing

Project Description

Maximum: Ten pages

- Provide a clear and concise description of the proposed project (the activities for which you are requesting funding), objectives and how grant funds will be used.
- Describe the target group(s) for your project (In what geographic area is the target group located? What is the age range and cultural mix of the target group?)
- Describe how your project aligns with one or more of the identified funding priorities.
- If the length of the proposed project exceeds the one-year funding period, applicants must submit a viable plan to sustain the initiative after the GANS Community Project Grant funding ends

All sources for this information can be uploaded in the Additional Uploads section of GMS.

Work Plan and Timeline

Maximum: Two pages

Provide a detailed work plan and timeline, indicating project start and end dates, and details on project activities, including which team members are responsible, deadlines and indicators of success. Teams should anticipate challenges and include a plan to address those challenges.

Team Composition

Maximum: Two pages

Provide details of your organization's and team members' experience, expertise, education skills and training relevant to this project. Provide information about any previous projects conducted by your team members that were similar in nature.

If applicable, list the name and mandate of the partnering organization(s) and describe the roles, responsibilities and contributions of each partner organization in developing and conducting your project.

It is strongly suggested that for each partnering organization that a written letter of support from each is included in the *Additional Attachments* section of GMS.

Budget Justification

Maximum: Two pages

Please refer to [Appendix A: Budget Considerations and Allowable Costs](#) to learn more about allowable budget items for the GANS Community Project Grant.

Applicants must also upload a detailed budget justification to accompany the budget table (the budget table is completed directly in GMS). The budget justification should include expenses related to staffing, travel, marketing and promotions, and program delivery, as well as financial and in-kind contributions from the applicant, partners and other sources. It is helpful to use similar descriptions in both the budget table in GMS and the detailed budget justification.

Please note that merit reviewers carefully review budgets and only those expenses deemed necessary for the proposed project will be approved. Below are details as to what should be included in the budget justification.

Personnel: Outline in the written justification details of hourly wage, work hours per week and number of weeks of work for each personnel position listed in the budget table. Refer to your organization's policies and ensure CPP, EI and other related deductions/benefits are included if required by your organization.

Professional/Technical Services: Provide details of any professional or technical contracts or arrangements that have been made. A separate upload for this budget item will be required in the Quotes and Estimates section of the Budget Table page and can consist of correspondence confirming the details of the services that will be purchased or additional justification (i.e., why a particular vendor was selected). Up to three files can be uploaded if multiple vendors were contacted for quotes/availability.

Equipment, Materials and Supplies: Price estimates, including applicable taxes, shipping costs and other costs that are part of the purchase must be detailed in the justification. Budget items that exceed \$2,000 require additional justification (i.e., quotes for equipment, computer hardware and software) and must be uploaded in the Quotes and Estimates part of this section. One upload is required and up to three can be uploaded, in order to provide more details to reviewers related to expenses. Do not re-upload the required budget justification in the Quotes and Estimates section.

Meeting Expenses and Honoraria: Provide relevant details related to any costs listed under these budget items.

Travel: Enter budget information for travel related to work on the project (i.e., travel to conduct focus groups, team meetings etc.). Please note that these travel costs cannot exceed those outlined in the [Government of Nova Scotia Travel Policy](#).

Other: Provide relevant details related to any items listed under this budget item not already covered in another budget area. In-kind contributions do not need to be listed in the Budget Table but should be outlined in the Budget Justification section. Confirmed and requested contributions from other funding sources (including internal) should also be identified in the Budget Justification section. If any proposed project activities are dependent on other sources of

funding, this contingency should be clearly identified and its impact on the execution of the project addressed.

Refer to your organization's policies pertaining to procurement and travel to ensure your budget aligns with organizational policies. If your organization does not have such policies, please refer to the Government of Nova Scotia [Travel Policy](#) and [Procurement Policy](#).

Additional Uploads

In this section, you may upload additional documents relevant to your application, including references, letters of support or other documents that support your application.

Contact Information

All applicants are encouraged to contact Leslie Power, Manager, Research Programs with Research Nova Scotia with questions prior to submitting an application.

Leslie Power
Manager, Research Programs
Research Nova Scotia
leslie.power@researchns.ca
902.424.4193

Appendix A: Budget Considerations and Allowable Costs

Gambling Awareness Nova Scotia (GANS) Community Project Grant funds must be applied directly to the costs associated with the application for which the funds were awarded. The funds must be used effectively and efficiently and only for the purpose set out in the application. Pre-authorization from Research Nova Scotia is required for any other use of the funds. GANS is not responsible for expenditures in excess of the funds it has provided or are contracted to provide.

Allowable Costs

- Travel costs (cannot exceed those outlined in the Government of Nova Scotia Travel Policy)
- Meeting expenses, including room rental fees and catering
- Advertising, promotion, and printing/copying
- Evaluation
- Equipment purchases or leases (when it is more cost effective than purchasing) required for the proposed project.
 - When requesting support to purchase computers or other equipment, fund telephone, internet, supplies and materials or any other items normally supplied by the organization, please provide details about what current resources are available and demonstrate why new or additional resources are required. Unless otherwise stipulated at the time of the award, any equipment purchased with grant funds becomes the property of the organization, and can be moved only with the permission of that organization.
- The following costs related to personnel directly involved in the proposed project:
 - Consulting fees
 - Subcontract costs
 - Wages, including CPP, EI and other required deductions/benefits
 - Reasonable honoraria

Disallowed Costs

- Any expenditure generally considered to be overhead or organizational operating costs (such as office space, furniture, telephone, internet service, equipment and office supplies normally supplied by the organization), unless justified as unique to the funded project
- Projects for which the funds are intended for use beyond the duration of the project, including endowments
- Underwriting the cost of fundraising or to eliminating an organization's debt or deficit
- Commuting costs between the grant recipient's residence and place of employment or between two places of employment
- Passport and immigration fees
- Immunization fees
- Costs of entertainment, alcoholic beverages or hospitality
- Membership fees to professional associations or societies
- Renovation or construction costs
- The following personnel-related costs:
 - Discretionary severance and separation packages
 - Payments to practicing clinicians who wish to participate in the project on a part-time basis, or to individuals who wish to participate, and who, at the same time, receive remuneration for teaching or service work



Appendix B: Use of GANS Research Grant Funds

Purpose of Funds

GANS/RNS funds must be used effectively and efficiently, and be applied only to costs directly associated with the grant/award, as outlined in the application approved for funding. GANS/RNS is not responsible for expenditures in excess of the funds it has provided or is contracted to provide.

Budget Variance

Up to 20% of the approved budget may be reallocated among budget categories. All variances between approved and actual budgets must be outlined in progress and final reports.

Funding Period

The grant/award funding period is the time between the start and end dates outlined in the recipient's payment schedule. GANS/RNS funds must be applied only to costs incurred during the grant/award funding period. GANS/RNS is not responsible for expenditures outside the funding period.

Institutional/Organizational Policies

Costs related to human resources, procurement and travel must align with the policies of the institution/organization administering funds. When discrepancies or exceptions arise, the GANS/RNS will defer to the policies of the institution/organization. The grant recipient's affiliated institution/organization may withhold approval of an expenditure if it contravenes institutional policies or the RNS's program requirements.

Jurisdiction

Funds will be issued to Nova Scotia institutions and will be used for activities taking place in Nova Scotia. For use of funds outside of Nova Scotia please contact RNS for prior approval.

Additional Funding

GANS/RNS does not provide funding for projects already funded by another agency, unless the applicant can clearly demonstrate that there is no duplication or overlap in the allocation of GANS/RNS and external funds.

Unused Funds

All unused funds must be returned to RNS/GANS at the end of the grant/award funding period.

Exception Requests

In coordination with the institution administering funds, the applicant must submit a request to the RNS for any exceptions to the aforementioned policies and/or the eligible and ineligible expenses outlined below. RNS will consider each request on a case-by-case basis.