



**BALANCING OUR
MINDS**

Balancing Our Minds: Youth Mental Health Summit

Application Form

Overview

With support from the Canucks for Kids Fund, BC Children's Hospital is seeking five (5) communities in British Columbia interested in planning and delivering a Balancing Our Minds Youth Summit in their community. A Balancing Our Minds Youth Summit is a one-day event focused on youth mental health, achieving the following goals:

1. Increase knowledge about mental health and substance use
2. Build awareness of available mental health tools, resources and services
3. Decrease stigma towards individuals experiencing mental health challenges
4. Generate ideas on how to promote mental health and wellness in your school community

Balancing Our Minds Youth Summits are based on the province-wide event Balancing Our Minds held at Roger's Arena from 2013-2016. The event was inspired by the idea that an important first step in changing how mental health is discussed and experienced in our school communities is getting together youth and educators from across the province to engage in thoughtful dialogue, education, and idea sharing on how to better promote mental health and wellness in our school communities.

With support from the Canucks for Kids Fund, BC Children's Hospital will support communities to host their own Balancing Our Minds Youth Summit events in the 2016/17 school year. Support includes financial (up to \$5,000 per community) and planning resources from the Health Literacy Team at BC Children's Hospital. Specifically, a member from the Health Literacy Team at BC Children's Hospital will act as a primary coordinator for the event and will provide support with:

- organizing planning committee meetings
- developing the event theme and agenda
- connecting you with speakers
- speaker support
- connecting with provincial resources
- event details
- attendance at the event (schedule permitting)





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The Health Literacy Team will also need the support of a planning committee in each community. The planning committee will use their connections and relationships in the community to help coordinate, plan, and execute the event. Planning committee members will be expected to regularly attend meetings, provide planning support, and volunteer their expertise. A planning committee comprised of community members is essential to the success of the event.

Criteria required to receive funding and planning support for a Balancing Our Minds youth summit are as follows:

- I. The primary focus of the event is mental health and substance use
- II. The primary audience of the event is high school aged youth
- III. Must be a single-day event (i.e. not a wellness week, series of events, etc.)
- IV. Must have a planning committee comprised of community members supporting the event
- V. Must have a support plan in place for the summit event and after the event is over
 - Difficult topics and conversations will arise; there must be a support plan in place to help students who may be triggered by these conversations during the event.
 - Some students may feel more comfortable coming forward for support after attending the event. There must be a support plan in place to properly support students coming forward.
- VI. Presence of local and provincial resources at the event
 - Increasing student awareness of available tools, resources, and services is a key component of Balancing Our Minds events. Connecting students with local and provincial resources and services is necessary in accomplishing this goal.
- VII. Youth speakers sharing their lived experience at the event must go through speaker support with a member of the Health Literacy Team

Applications will remain open until **November 4th, 2016**. Once the application period has concluded, the Health Literacy Team at BCCH will go through an application evaluation process in order to select the five (5) communities that will receive support to host a Balancing Our Minds Youth Summit in their communities. Evaluation will be based off of the information provided on this application form. If you have any questions or concerns, please contact Paul Irving at paul.irving@cw.bc.ca. Thank you and we look forward to receiving your application.





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Application Form

1. Details of Lead School/Organization			
Lead School or Organization:			
Address:		City:	
Province:		Postal Code:	
Phone:			
Contact Person:			
Email:			
<i>Please complete if address for the Contact Person is different from Lead School or Organization</i>			
Address:		City:	
Province:		Postal Code:	
Phone:			





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2. Summit Content – Please indicate what topics will be addressed through the summit. If available, you may attach a draft summit agenda to this application.

3. Intended Outcomes and Benefits – Please list any potential outcomes and local community benefits anticipated as a result of the summit. Please comment on potential on-going engagement or initiatives after the event is over.





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4. Community Engagement	
Which geographical areas (i.e. school districts, schools, communities) will be engaged in this summit?	
<i>Please indicate approximately how many of the following participants are anticipated to be engaged in this summit:</i>	
Number of students/youth participants:	
Number of school staff:	
Number of caregivers, parents or family members:	
Number of volunteers (not included in any of the above categories)	
Number of youth speakers:	

5. List of Organizations or Resources Involved: <i>please attach more if needed.</i>		
Name of Organization/Resource	Contact Person	Role/Expected Contribution:





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6. Support Plan for the Event: *please outline how you plan to support students/youth who could potentially be triggered by the content and discussion during and after the event.*

Event Day	After the Summit

7. Proposed Budget:

Item	Amount (\$)	Details
Venue		
Food & Beverage		
Program Materials		
Audio Visual		
Printing		
Speaker Honorarium		
Travel		
Total Budget:		





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Please note:

- I. Funding is limited to up to \$5,000 per community
- II. The funding will be issued following completion of the event and submission of all receipts for expenses incurred
- III. Funding does not support the following:
 - a. Outside coordinator positions
 - b. Follow-up activities
 - c. Other events (beyond the youth summit)
- IV. A signed letter of agreement will be required before we begin working together on an event
- V. Details of funding process will outlined in the letter of agreement

8. Other Sponsorship/Funding: <i>please indicate any funding you currently have for the event, or funding you're looking to secure in the future.</i>		
Organization	Nature of Contribution	Value

Please submit this completed application by email to:

Paul Irving, Project Coordinator, Health Literacy Team, BC Children’s Hospital

Email: paul.irving@cw.bc.ca

For questions or further clarification, please contact [Paul Irving](#), Project Coordinator (contact information provided above).

