



# PHAC Harm Reduction Fund Webinar

Program Design, Eligibility, and Letter of Intent Submission

May 21, 2019

PROTECTING AND EMPOWERING CANADIANS  
TO IMPROVE THEIR HEALTH



## Purpose of today's webinar

- Provide an overview of the Harm Reduction Fund Program including:
  - the purpose, objectives and eligibilities
  - funding under the Harm Reduction Fund
- Review the application requirements for the Harm Reduction Fund including:
  - the Cover Letter and Letter of Intent template
  - Provide an overview of the review process
  - Respond to questions related to these requirements

*This is a competitive solicitation for proposals – we cannot provide advice or comments about projects you may want to propose under this call. Please refer to the [HRF LOI Applicant Guide](#) for any questions you might have.*

## Overview of the Harm Reduction Fund

- Goal
  - To reduce HIV and hepatitis C infection experienced by drug and substance users as a result of sharing drug use equipment (intravenous drug use and crack inhalation)
- Objectives
  - strengthen the knowledge of risk factors associated with HIV and hepatitis C among people who share drug-use equipment.
  - strengthen the skills, competencies, and abilities of people who use substances and share drug-use equipment to prevent HIV and hepatitis C infections.
  - reduce stigma and discrimination toward mental health, substance use, and people who share drug-use equipment; and,
  - reduce risk-taking behaviour among people who use substances and share drug-use equipment (injection and inhalation equipment).
- Funding
  - \$3M (2017-2018); \$6M (2018-2019); and \$7M (2019-2022 and ongoing)

# Indicators of Success

The Harm Reduction Fund will expect projects to demonstrate progress against the Objectives using the following indicators:

- % increase of safer sex practice among people who use and share drug use equipment
- % decrease of sharing drug use equipment among people who use and share drug use equipment
- % people who use and share drug use equipment reporting increased access/adherence/retention to health, social, and support services
- % target audiences who report improving practices to address stigmatizing behaviours
- % target audiences who report applying abilities/competencies about stigma into practice
- % increase in skills, competencies, and abilities of priority population and target audiences to prevent infections associated with people who use and share drug use equipment
- % increase in comfort among health care and peer workers in discussing sexuality, substance use and harm reduction with clients/patients
- % target audiences reporting ability to integrate learnings from workshops into practice
- % increase in knowledge of people who use and share drug use equipment on ways to reduce risk behaviours associated with share drug use equipment
- % increase in awareness of target audiences/priority population of the various form of stigma

## Approach

- To ensure that funding reaches those populations at risk, funding will primarily support **time-limited**, front-line interventions and capacity building activities in communities with high rates of HCV and/or HIV among people who share drug use equipment.
- Communities experiencing high rates of injection and related drug use and HCV/HIV are considered a priority. Areas where the current response is limited, but a need exists, can also be considered a priority.
- The HRF will work to address areas of priority; there will be no regional or population-based allocations.
- The HRF focuses on people who share injection and inhalation (crack, meth) drug-use equipment. Specific sub-populations of people who share drug use equipment are eligible.

Ineligible Priority Population	Eligible Priority Population
LGBTQ populations, some of whom are people who use drugs	Gay and bisexual men who share injection/inhalation drug equipment
ACB populations, where some people use drugs	African, Caribbean Black people who share injection/inhalation drug equipment

# Targeted and Open HRF Solicitation Results To Date

- Under the Targeted Harm Reduction Fund Solicitation:
  - 28 projects received funding
  - Over 2017-2022
  - Totalling more than \$9 million in federal investments
- Under the Open Harm Reduction Fund 2018 Solicitation:
  - 29 projects received funding
  - Over 2018-2021
  - Totalling approximately \$8 million in federal investments
- *Anticipated under the Open Harm Reduction Fund 2019 Solicitation:*
  - *22 projects could be funded*
  - *Over 2020-2022*
  - *Totalling approximately \$6 million in federal investments*

## Current Harm Reduction Investments – British Columbia

2018-2020 Directed Funding		2019-2021 Open Funding	
Positive Living Fraser Valley	\$600K	Atira Women's Resource Centre	\$255K
Positive Living North	\$250K	Peers Victoria Resource Society	\$265K
ANKORS and Living Positive Resource Centre	\$600K	AIDS Vancouver Island Health and Community Services Society	\$585K
		Lower Mainland Purpose Society for Youth and Families	\$240K

# Eligible Applicants

- The Harm Reduction Fund is open to:
  - Canadian not-for-profit, registered as incorporated, voluntary organization or corporation; or
  - Canadian not-for-profit unincorporated organization, society or coalition;
  - Canadian provincial and territorial health providers including Regional Health Authorities and Local Public Health Services; or
  - Canadian post-secondary institution seeking to undertake community-based programming, but not research.
- Funding recipients must have a **minimum** of:
  - two (2) years of **staff experience** addressing HIV or hepatitis C prevention and control among people who share drug use equipment; in a manner that actively and meaningfully engages the priority population of this Fund.



## Eligible Activities

### Support front-line prevention activities:

- Safer drug use education resources for active users
- Peer outreach workers that can encourage users to access harm reduction facilities/services
- Peer-led patient navigation services to assist with scheduling of appointments, providing reminders, and intervening if persons fall out of care, referrals, etc.

### Capacity-building of individuals, providers and systems:

- The meaningful engagement of drug user networks to ensure full participation in project planning, implementation, and evaluation
- Professional development training guidelines
- Training for existing health providers
- Fund the development, evaluation and dissemination of best practice models

### Scaling up of effective programs or interventions:

- Preference may be given to projects that complement provincial or territorial investments and have a high potential for scaling up to increase reach and impact. Selection of these interventions will be based on strong evaluation evidence.

## Eligible Expenses

- Personnel
  - Travel and Accommodation
  - Materials
  - Equipment
  - Rent
  - Utilities
  - Performance Measurement and Evaluation
  - Other
- 
- Capital costs such as the purchase of vehicles or retrofit of buildings or vehicles are admissible but will be reviewed on a case-by-case basis and approved only in the most exceptional circumstances.

## Ineligible Expenses

- Direct services which are part of the jurisdiction of other governments, (e.g., medical treatment and services)
- Provision of services that are the responsibility of other federal government departments (ISC, CSC, etc.)
- Overdose treatments and substitution therapies
- Purchase of equipment for health services (such as needles, condoms, alcohol swabs, and so on)

## Ineligible Expenses

- Overhead/administrative fees expressed as a percentage of ongoing operational support of an organization
- Costs of ongoing activities for the organization that are not directly related to the funded project
- Conferences, symposia, and workshops as stand-alone projects
- Profit-making activities
- Pure research in any discipline

## Application Process

- PHAC released the 2019 call for Letters of Intent (LOI) to the Harm Reduction Fund on May 7, 2019
- The LOI is a streamlined application designed to reduce the burden on applicants. You will be asked to outline:
  - The HRF objectives your project will address
  - The proposed intervention
  - The population you intend to address
  - The key activities of your intervention
  - The indicators you will use to measure impact
  - The capacity of your organization to undertake this project
- Applicants have four weeks to complete the LOI and submit to PHAC
- Applicants will be advised of the outcome of the LOI review process by July 2019. Recommended applicants will be invited to submit proposals.

# Requirements of the Harm Reduction Fund Application

## STEP ONE – The Cover Letter

- The cover letter must be:
  - no longer than **two (2) pages**,
  - In **Times New Roman font size 12**, single spaced
  - on your organization's letterhead, and
  - signed by an authorized representative of the organization (e.g., individual authorised to legally bind the organization).

# Requirements of the Harm Reduction Fund Application

## STEP ONE – The Cover Letter (continued)

- The cover letter must include:
  - the amount of funding being requested
  - mandate/mission of the organization
  - brief description of the organization’s management and governance structure
  - brief outline of the organization’s **staff capacity** to undertake the project, including:
    - **nature and extent** of experience (**minimum of two (2) years**) in the prevention and control of hepatitis C and HIV using a harm reduction approach; and,
    - **nature and extent** of experience in working with people who use drugs and/or target audience(s).

**Failure to submit the requested information will result in your Letter of Intent automatically being screened out of the review process**

# Requirements of the Harm Reduction Fund Application

## STEP TWO - Letter of Intent Form

- The Letter of Intent Form is comprised of 4 sections; Organization and Funding Request Overview, Project Description, Performance Measurement/Evaluation and Organizational Capacity
- The purpose of the Letter of Intent is to describe the proposed project to the Public Health Agency of Canada (PHAC), including how the proposed project aligns with the objectives and eligibility criteria
- Submitted Letters of Intent must be:
  - no more than **eight (8) pages**, 8.5 x 11 Letter size, double-sided (Letters of Intent exceeding 8 pages **will not be accepted**)



# Letter of Intent Template – Section One

- Provide your Organization Information



Public Health Agency of Canada  
 Agence de la santé publique du Canada

## Harm Reduction Fund Letter of Intent Form

### Section 1: Organization and Funding Request Overview

<b>Legal Name of Organization:</b> <a href="#">Click here to enter text.</a> <b>Project Title</b> ( <i>maximum ten words</i> ): <a href="#">Click here to enter text.</a>	
Number of Employees: <a href="#">Click here to enter text.</a> Annual Operating Budget: <a href="#">Click here to enter text.</a>	
Mailing Address: <a href="#">Click here to enter text.</a>	
Name of President or Executive Director: <a href="#">Click here to enter text.</a>	
Project Contact Person and Title ( <i>if different from above</i> ): <a href="#">Click here to enter text.</a>	
Project Contact's Mailing Address ( <i>if different from above</i> ): <a href="#">Click here to enter text.</a>	Phone: <a href="#">Click here to enter text.</a> Extension: <a href="#">Click here to enter text.</a>
	Email: <a href="#">Click here to enter text.</a>
<b>Organization's official website address:</b> <a href="#">Click here to enter text.</a>	
<b>Identify your Canadian organization</b> (select one): <input type="checkbox"/> Not-for-profit, registered as incorporated, voluntary organization or corporation <input type="checkbox"/> Not-for-profit unincorporated organization, society or coalition <input type="checkbox"/> Provincial or Territorial Health/Regional Health Authority and/or Local Public Health Service <input type="checkbox"/> Post-secondary institution	
<b>Is your organization for, and governed by, a majority of Indigenous people?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Letter of Intent Template – Section One

- Provide an estimation of how your annual amounts will be allocated by budget categories

I anticipate that my project may require Research Ethics Board (REB) Approval.  Yes  No

Total Estimated Amounts Requested from the Public Health Agency of Canada			
April 1, 2020 – March 31, 2021		April 1, 2021 – March 31, 2022	
Personnel and Honorarium	\$	Personnel and Honorarium	\$
Travel and Accommodations	\$	Travel and Accommodations	\$
Materials and Supplies	\$	Materials and Supplies	\$
Equipment	\$	Equipment	\$
Rent and Utilities	\$	Rent and Utilities	\$
Performance Measurement	\$	Performance Measurement	\$
Other	\$	Other	\$
<b>TOTAL YEAR ONE</b>	<b>\$</b>	<b>TOTAL YEAR TWO</b>	<b>\$</b>

## Letter of Intent Template – Section Two

Select one or more project objectives

- More objectives do **not** demonstrate a stronger submission
- We ask you to not exceed two in total
- Remember: the more objectives you have, the more indicators you will need to measure and report against

*See "Objectives Quick Tip": Harm Reduction Fund Call for Letters of Intent – Guide for Applicants*

**A. Your Project Objective(s):**

- 1. Strengthen the knowledge of risk factors associated with HIV and hepatitis C among people who share drug-use equipment;
- 2. Strengthen the skills, competencies, and abilities of people who use substances and share drug-use equipment in order to prevent HIV and hepatitis C infections;
- 3. Reduce stigma and discrimination toward mental health, substance use, and people who share drug-use equipment; and,
- 4. Reduce risk-taking behaviour among people who use substances and share drug-use equipment (injection and inhalation equipment).

## Letter of Intent Template – Section Two

- Describe how your intervention will achieve the selected objective(s)
  - How will your project operate? What are the activities?
- Describe the priority population, the target audience – if you have one – and the geographic region(s) in which your project will be implemented

Gay/bi men who engage in chemsex

Anti-homophobia training for healthcare providers who serve gay men

Ottawa

Indigenous sex workers who share injection drug equipment

North End Winnipeg

People who share drug-use equipment

Anti-stigma training for local public health employees

Downtown Montreal

**Be brief and specific – only provide the information as requested in the question**

## Letter of Intent Template – Section Two

- Describe the problem that you are wanting to address with your project, and the evidence you have of that problem (rates of infection, population numbers, data related to behaviours, etc.)
- Describe key activities that you will undertake to address the problem(s)
  - You must engage people who use, or have used drugs in the past, in the development, implementation and evaluation of your project. Describe how that will take place

**Be brief and specific – only provide the information as requested in the question**

## Letter of Intent Template – Section Three

- Based on your selected objective(s), indicate what the short and medium term outcomes are for your project from the list provided. You must select at least one short and medium term outcome.
  - Preference will not be given to those applicants that select the most outcomes

<p><i>See "Outcomes Quick Tip": Harm Reduction Fund Call For Letters of Intent – Guide for Applicants</i></p> <p><b>Please identify the short-term outcomes the project aims to achieve:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Increased knowledge of effective HIV, hepatitis C and/or related sexually transmitted and blood borne infection interventions and prevention</li><li><input type="checkbox"/> Increased access to health and related social services for priority population</li><li><input type="checkbox"/> Strengthened capacity (skills, competencies and abilities) of priority population and/or target audiences to prevent infection and improve health outcomes</li></ul>
<p><b>Please identify the medium-term outcomes the project could achieve:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Enhanced application of knowledge in community-based interventions</li><li><input type="checkbox"/> Increased uptake of personal behaviours that prevent the transmission of HIV, hepatitis C, and/or related STBI</li></ul>

- Based on your selected objective(s), select indicators from the list provided for each objective.
  - Select **only** from those indicators that are associated with the objective(s) you selected in Section Two

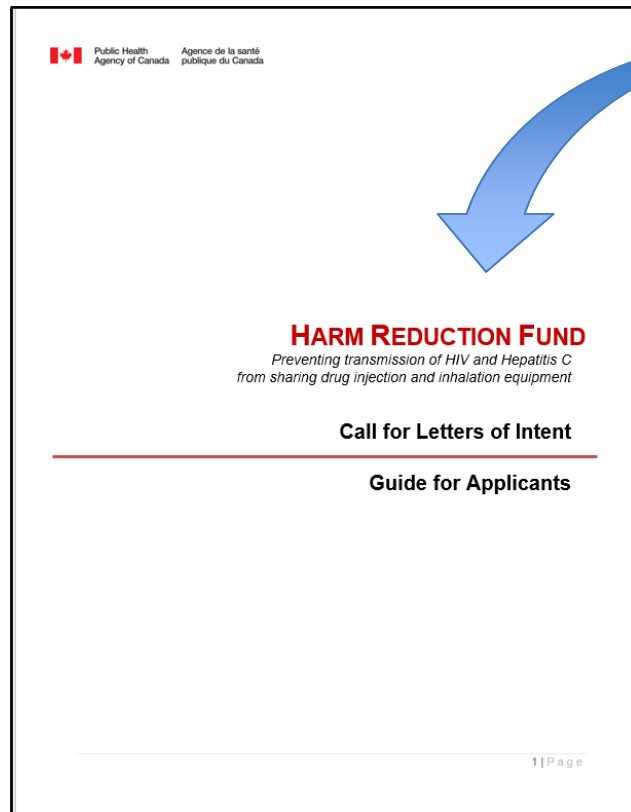
## Letter of Intent Template – Section Four

- Tell us about your organization. Why are you best-placed to undertake the proposed work?
- Indicate if you are currently receiving other funds:

<p>Provide a brief overview of how your organization is well-suited to undertake the proposed project. Why is your organization best placed to do this project? (e.g. relevant skills and experience, relationship with community members, organizations, and the project's priority populations and/or target audiences):</p> <p><a href="#">Click here to enter text.</a></p>	
<p><b>In the previous 12 months, has your organization received funding from:</b></p>	
<p>1. Substance Use and Addictions Program, Health Canada</p>	<p><input type="checkbox"/> Yes</p>
<p>2. HIV and Hepatitis C Community Action Fund, Public Health Agency of Canada</p>	<p><input type="checkbox"/> Yes</p>
<p>3. Harm Reduction Fund, Public Health Agency of Canada</p> <p>If yes, and this Letter of Intent is to <b>expand reach</b> or <b>extend time</b> for an existing project funded under the Harm Reduction Fund, please:</p>	<p><input type="checkbox"/> Yes</p>
<p>3a. Explain why your project should be considered for additional time and funding.</p> <p><a href="#">Click here to enter text.</a></p>	
<p>3b. Provide any evaluation data you have to demonstrate the impact of your project to date.</p> <p><a href="#">Click here to enter text.</a></p>	
<p><b>Review assessment considerations for this section:</b></p>	

## Reminder

- Submitted Letters of Intent must be no more than **8 pages**, 8.5 x 11 Letter size, double-sided. Letters of Intent exceeding 8 pages **will not be accepted**. The required format for the Letter of Intent is **Times New Roman font size 12**, single spaced.



Please refer to the Harm Reduction Fund Applicant Guide for further instructions.



## Review Process

- All eligible Letters of Intent will be reviewed by a committee that includes:
  - People with lived experience (4)
  - People with experience providing harm reduction services (4)
  - Researchers with an expertise in harm reduction (2)
  - PHAC Regional and National employees (3 and 2)
  - Provincial and Territorial government officials
- Recommended Letters of Intent will be invited to submit full proposals following the review process
- It is anticipated that results of the review process will be released in July 2019. Letters of Intent that are recommended for funding will be invited to submit full proposals for projects to commence April 1, 2020. All applicants will be notified of the outcome of their submission.

## Deadline for Submissions

- Please submit your cover letter, and the completed Letter of Intent Form as a Word document, to:

[phac.cgc.solicitations-csc.aspc@canada.ca](mailto:phac.cgc.solicitations-csc.aspc@canada.ca)

**The deadline for submissions is 1pm ET, Thursday June 6, 2019**

## Questions

- We invite you to type in any comments or questions using the chat function on your screen

# QUESTIONS?