**Application for Funding Women’s Wellness and Leadership Project**

The Women’s Wellness and Leadership Project is a fund directed by and available to women living with HIV and/or HCV in British Columbia. The objective of the fund is to assist women with personal wellness, education, or support returning to work, including self-directed initiatives that improve health and wellness. Project applications are adjudicated on a quarterly basis. Applicants must be a resident of British Columbia and living with HIV and/or HCV. Funding of up to $2500 is available, per individual project.

**General**

**Name:**

**Address:**

**Phone Number:**

**Email:**

* Do you have any restrictions on how or when we contact you?

If you do, please provide details:

Are you living with **HIV**\_\_\_\_\_ **HCV**\_\_\_\_\_ **Co-infected** \_\_\_\_\_ (please check applicable)

**\*\*\*Please attach the following information separately.**

* Project Initiative and Budget as one attachment
* Supporting Documents as a separate attachment (if applicable)

**Project initiative**

* Please describe your project in detail.
* Please include how your project will impact your personal health and wellness.
* Please provide dates, locations and proposed plan to compete project prior to March 2020 or expected date of completion if project will not be finished by March 2020.

***\*See FAQs below for Ineligible projects***

**Budget**

* Please provide a detailed budget outlining total expenses; including transportation, per diems (if eligible), fees, tuition, registration and any costs associated with your project idea. ***\*Please contact Project coordinator for eligible per diem expenses and any budgetary questions***
* Accommodation expenses: Up to a maximum of $150 per night for hotels, $30 for staying with friends or family, rates for AirBnB, B&B, hostels to a maximum of $100. Please be prepared to submit receipts with final summary report.
* Transportations Expenses: First mode of transportation is public transit, unless public transit is unavailable where you are doing your project. If you have a bus pass, additional transportation costs will not be covered. In the event you are driving, please provide the distance and number of times you will be travelling, parking considerations and mileage. The rate will be based on the information you provide. As this is a provincial-wide project, transportation costs will vary geographically, and will have to be considered individually. *\*\*\*Please save receipts for final summary report.*
* In the event flights are necessary, only economy class will be covered.
* In the event transportation to or from the airport is necessary, please include in budget.
* Please include information on any additional funding you have received or will receive towards your total project budget, if other funding is accessed.
* If your project exceeds the $2500 maximum, please include details on how your project will be financially realized and how other funding sources are attained. This includes personal contribution, family support and/or any additional funding contributions.

**Supporting documentation**

* Please provide any additional information we may require to make a decision regarding your application. Additional information can include: acceptance letter to an education program, letter from a wellness center/clinic regarding treatment plan, acceptance at a conference, and/or additional information regarding your project.
* If applicable, please provide any personal and/or professional references that support your project and/or support your project’s vision.

**Note:** Please submit all documents for project in one email with supporting documentation and any other additional support as attachments with this application saved as a PDF with your full name and the date. I.e. FirstName-LastName-DATE

All applicants are strongly encouraged to contact the Women’s Wellness Coordinator, with any questions regarding the eligibility of your project and eligible expenses attached to your project.

Please submit your application to **Shelly Tognazzini**, Women’s Wellness Coordinator shelly@vancouverfriendsforlife.ca - **604-682-5992**. Feel free to contact us if you have any questions.

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**Frequently Asked Questions:**

**What projects are not eligible?**

* Retroactive funding for education, expenses previously incurred, I.e. student loans
* Retroactive funding for products or services already purchased
* Household furniture/appliances
* Holiday/vacation
* Personal or government debt
* Funding for any capital costs where other funding is available, I.e. Ministry, student loans, free services available through other organizations or funding streams

**What is the process after I submit my application?**

* After we receive your application and it is reviewed for eligibility, it goes to the selection committee. The selection committee reviews applications in advance of the final selection, then meets within 2 weeks of deadline date to make final decisions regarding the success or not of each application and the funding amount approved.
* All applicants are notified via email and a follow-up phone call regardless of the success of their application. In the event your application is not successful, the project coordinator may offer feedback from the committee as to why and encourage to reapply with another project or, if appropriate provide further information or details to assist in the decision making process.
* After all applicants who applied have been notified, a “Letter of Agreement” will be forwarded to successful applicants to sign and return. When we receive that letter, a cheque for the participant will be mailed, or held for pick-up.

**When will I get my cheque?**

* Within one month after your application deadline, and after submission of your signed agreement letter.

**What are the brief summary report requirements and when are they due?**

* The brief summary report requirements include a survey, and a written summary about your project and its impact on your health and wellness living with HIV and/or HCV.
* The brief summary report requirements are due when your project is finished or prior to March 21, 2020.
* The survey and information outlining your summary requirements will be sent out **by June 30th, 2019** and is due **by March 21, 2020.**

**If you have any questions, please contact the Project Coordinator, Shelly.
Email:** shelly@vancouverfriendsforlife.ca | **Phone:** (604) 682-5992.