

Mental Health Foundation of Nova Scotia

MISSION: To make a difference in the lives of Nova Scotians by supporting mental health and addiction initiatives.

VISION: To see Nova Scotians living with mental illness and addiction thriving in our communities.

COMMUNITY GRANT FREQUENTLY ASKED QUESTIONS

General Questions

- How do I create an account?
 - Click [this link](#) to set up a new account, or login to your existing account to view in-progress or submitted applications.
- I received the following error message when I tried to set up a new account: Invalid e-mail or password.
 - If you have attempted to login with the wrong password several times, the account is disabled. To reset the password and re-enable the account, click on the **Forgot Password?** link. An automated email is sent to your email address with a reset link.
- I have forgotten my password. How do I reset it?
 - Click the **Forgot Password?** link available on the [account login page](#).
- Why am I not receiving any emails after clicking on Forgot Password or after submitting applications?
 - If you do not receive the email please be sure to check your Spam or Junk email folder in your Inbox or ask your email administrator about SPAM filter settings. Any emails from mail@grantapplication.com must not be blocked.
- Our organization has received a grant in the past by filling out the word application form. Can we just fill out a new form and submit our proposal?
 - No. All applications need to be completed using the new online application and reporting system. If you have not done so in the past, visit our [Grants — Mental Health Foundation of Nova Scotia \(mentalhealthns.ca\)](#) page for more information on how to access the system and create an account.

- **Can I still apply for a grant if my organization is outside of Nova Scotia?**
 - Our mission is to make a difference in the lives of Nova Scotians by funding mental health and addiction initiatives. Projects that don't directly benefit Nova Scotians are ineligible, regardless of where your organization is based.
- **Does the Foundation provide multi-year funding?**
 - No. The Foundation awards grants to support projects or initiatives that can be completed within 12 months.
- **My question is not listed. Who should I contact for more information?**
 - If you have a question not addressed in our Frequently Asked Questions or on the Foundation's [website](#), please email us at grants@mentalhealthns.ca. Please note that responses will be delayed during the week before and after the application deadline.

Application Questions

- **How do I start a new application?**
 - You must first [create your account](#). After your account is set up, click the link on our website to [start a new application](#).
 - You cannot start a new application from the account link, you must click the *new application* link.
- **How do I access a saved application so that I can complete and submit it?**
 - Log in to [your account](#) where you can continue filling out your application. Be sure to use the same email and password used to start your application.
- **Can I copy and paste into an application that I have started?**
 - Yes. You may paste your answers directly into the application, or type directly into the text boxes. Please visit our [website](#) to download the Application Worksheet and Guide to help prepare your application.
- **How do I know my application was received?**
 - After you submit the application, an email notification is sent stating that the proposal was received. If you do not receive this email, please be sure to check your Spam or Junk email folder in your Inbox or ask your email administrator about SPAM filter settings. Any emails from mail@grantapplication.com must not be blocked.

- How do I notify you if my contact information changes after I submit my online application?
 - Please contact us directly at grants@mentalhealthns.ca so we can make the change in the system.
- What is the Community Grant application deadline?
 - Our Community Grants Program accepts applications twice per year:
 - Round 1 is open from mid-December until January 24, 2024 at noon.
 - Round 2 is open from mid-July with a mid-August deadline.
 - Please refer to our website for the most current information on the application deadline, process, criteria and exclusions.
- How long will it take to hear if my grant request is approved?
 - Applications are vetted, then reviewed by our volunteer Grants Review Committee. All applicants are notified of the status of their application by email *within 12 weeks of the application deadline*. Applicants will be notified by early April for the January deadline, and early October for the August deadline.

Reporting / Requirement Questions

- How do I access an online Requirement Report?
 - [Log in to your account](#). Then click the **Requirements tab**. Use the dropdown menu to select **New**.
- Why do I not see my Requirements on my account page?
 - When you first login to your [My Account](#) page, the **Applications** tab is selected. To view any new **Requirements**, click the **Requirements** tab and select **New**, **In Progress**, or **Submitted** from the dropdown menu.