



ONTARIO-FOCUSED COMMUNITY INVESTMENT PROGRAM FOR PREVENTING AND REDUCING GAMBLING HARMS

Application Guidelines

Funding Call: Summer 2023 (July – August)

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1. ABOUT THE COMMUNITY INVESTMENT PROGRAM

The Community Investment Program for Preventing and Reducing Gambling Harm aims to invest in vulnerable and underserved populations to:

- Increase community resilience to gambling-related harms.
- Assess and respond to community needs related to gambling harm prevention, education, and treatment.
- Build the capacity of community organizations to integrate prevention of and support for gambling harms into existing programs, services, and policies.

2. ABOUT THIS FUNDING OPPORTUNITY

Greo Evidence Insights is seeking applications for the Community Investment Program. A total of \$200,000 is available for up to three projects.

We are seeking to fund the design and delivery of evidence-based gambling harm prevention, education, and support initiatives across range of stakeholders in Ontario including:

1. Non-profit organizations and charities;
2. Publicly funded entities focused on health and wellbeing (e.g., public health, community health, campus-based health/wellness services, etc.); and
3. Academics partnered with organizations that meet the criteria described in 1 and 2.

Funding for this Community Investment Program call has been made available by the Ontario Lottery and Gaming Corporation (OLG). OLG is committed to preventing and addressing gambling harms at the community level as part of their commitment to social responsibility. This upstream approach supports safer, more sustainable play in Ontario. The Community Investment Program is part of this approach. OLG provided input into the focus areas for this funding call but will have no influence over the grant recipients, project implementation, or project outcomes.

Greo Evidence Insights, formerly known as the Ontario Problem Gambling Research Centre (OPGRC) and Gambling Research Exchange Ontario, has funded gambling-related research and community-based knowledge mobilization since 2000. From 2016 to 2019, Greo administered the Build, Engage, Translate (BET) program funding several gambling harm prevention, education, and support projects across Ontario.

Greo will administer the Community Investment Program, by:

- Developing and managing the funding call for proposals (process and documentation).
- Reviewing Expressions of Interest (EOIs) to determine organizational eligibility.
- Recruiting and facilitating program committees (Application Review Committee, Program Advisory Committee).
- Facilitating the program adjudication.
- Communicating directly with program applicants and funded project teams.
- Ensuring meaningful project implementation and reporting.
- Communicating the impacts of the community investment fund to the organization that invested the funds.

Funding will be awarded through a transparent review process. Greo's policies and processes for granting research and community funds are based on those used by the [Canadian Tri-Council](#) (three national government bodies that fund research in Canada).

For more information about Greo Evidence Insights, please visit our [website](#).

2.1 Community Investment Program focus areas

Community Investment Program funds are available for community needs assessments and/or evidence-based pilot projects that facilitate gambling harm prevention, education, and / or support among the following focus populations (alpha order):

- Communities at increased risk of gambling harms
- Indigenous communities
- Northern/rural communities
- Young and emerging adults (e.g., post-secondary campus-based projects involving domestic and/or international students)
- Youth

2.2 Eligibility

2.2.1 The following groups are eligible to apply:

1. Non-profit organizations and charities.
2. Publicly funded entities focused on health / wellbeing / social determinants of health (e.g., public health, community health, campus-based health/wellness services, etc.).
3. Academics partnered with organizations that meet the criteria described in 1 and 2.

The principal applicant(s) must be based in the province of Ontario (see [Greo's General Funding Policies](#)).

2.2.2 The projects must be:

- Community-led or directed.
- Based in Ontario.
- Relevant to gambling harm prevention, education, and / or support.
- Evidence-based (including evidence emerging from lived/living experience, professional experience, and /or research) and demonstrate the potential for impact at the community level.

2.2.3 Research and academic institutions

Academics who choose to apply are required to collaboratively and ethically partner with a non-profit or publicly funded entity focused on health and wellbeing. While the researcher does not need to be based in Ontario, the partner organization must operate in Ontario.

If you have any questions about whether your team meets these criteria, please contact us at submissions@greo.ca with the subject line "Eligibility: Community Investment Program (Summer)" by July 21, 2023. These questions will be managed separately from other general project/application questions (see 5.2 Question Period).

2.3 Amount and Term

2.3.1 Award amount

The total available funds for this funding call is \$200,000. This funding envelope will be parcelled as follows:

- One project will be funded for up to \$80,000.
- Two projects will be funded for up to \$60,000 each.

Proposed project budgets should be inclusive of all expenses, direct and indirect, and all applicable taxes. Applicant funding requests must be proportionate to the requirements of the proposed project.

2.3.2 Award Term

The project term is up to one year. It is important that proposed projects can be completed within this timeframe. Unless otherwise indicated, projects will start on October 1, 2023 and must be completed no later than September 30, 2024.

2.3.3 Application Schedule

July 6, 2023	Call for applications opens
July 21, 2023	Expression of Interest (EOI) deadline (23:59 EST)
August 11, 2023	Application submission deadline (23:59 EST)
August 31, 2023	Funding notifications
October 1, 2023	Project start date
September 30, 2024	Mandatory project completion date

2. 4 Conditions

2. 4. 1 Deliverables

Over the course of the funding term, funded teams will be required to submit two short project status updates, an interim report, and a final report.

An Advisory Committee for the Community Investment Program will be recruited to review key deliverables for each funded project, advise on the funded projects, and review any proposed changes. In alignment with the funded projects, the Community Investment Program Advisory Committee will be recruited from the Application Review Committee (see 4.0 Review Process) composed of 3 – 4 members that represent the desired range of experience and expertise, recruited from the reviewer pool to optimize familiarity with the projects.

Project status updates will be required during months 4 and 8 of the project term and submitted through a Project Status Update Form.

Project Status Updates will include:

- Progress to date in relation to stated objectives.
- Overview of and rationale for any delays or anticipated barriers to completion.
- Proposed changes for consideration by the Community Investment Program Advisory Committee, such as a different use of resources or changes to the intervention, sample size or people to be engaged, and / or changes to the project approach.

An **interim report** will be required at the end of month 6 of the project term. The interim project report will allow funded project team to provide an update on the project implementation and / or outcomes to date.

The Interim Project Report will include:

- Project background, with a discussion of project purpose and objectives.
- Project methods and / or project implementation approach.
- Early findings (if available).

A **final report** will be required at the end of month 12, during the 12-month project funding timeframe. The final report should be organized as follows:

- Executive summary, containing a condensed version of the full report.
- Project background, with a discussion of project purpose and objectives.
- Project methods and / or project implementation approach.
- Discussion section of the project findings (qualitative and / or quantitative)
- Conclusions section and recommendations.
- Project assets appended, including things like discussion guides, surveys, interview guides, presentations, education toolkits, etc.

Reports and relevant project assets will be published by Greo following project completion. Copyright for this report remains with the author(s). A Creative Commons CC-BY-NC-ND will be applied.

2. 4. 2 Resulting Data

If data are collected, and appropriate permissions granted, data should be deposited in a publicly available data repository such as the [Open Science Forum](#) or the [Greo data repository](#) within one year of project completion. In the spirit of open science, the data and metadata will be made available for review and secondary analysis.

3. HOW TO APPLY

3.1 Expression of Interest (EOI)

Please send an email with the subject line “**EOI: Community Investment Program**” to submissions@greo.ca by July 21, 2023, at 23:59 (EST) that indicates:

- Primary contact information [i.e., principal applicant(s)].
- Name and address of the organization that, if successful, funds will be directed to.
- Description of the project team (names, roles, and relevant expertise).
- A statement indicating that no member of the project team has any significant conflicts of interest.

Please note that we use EOIs to assemble appropriate Application Review Committees. Only teams who submit an EOI by the deadline above will be included in this funding call.

In the EOI, applicants are invited to suggest potential reviewers for Application Review Committee (see section 4.0). If you have suggestions for subject matter experts or experts by experience, please provide their name(s) and affiliations. Please note that though suggestions are appreciated and will benefit the review process, making a suggestion does not guarantee they will be selected for the review committee or that they will review specific applications.

Once EOIs have been received, Greo will review each to ensure applicants meet the eligibility criteria (see Section 2.0). All applicant teams who submitted EOIs and meet the eligibility criteria will advance to the next stage in the application process.

3.2 Question Period

Greo will receive questions from applicants until July 28, 2023, at 17:00 (EST). Questions and answers will be anonymized, consolidated, and shared with all teams who submitted an Expression of Interest by August 3, 2023, at 12:00 (EST).

3.3 Full Application

The full application package should be sent as one continuous PDF email attachment to submissions@greo.ca by August 11, 2023, at 23:59 (EST). The email subject line should be **“APPLICATION: Community Investment Program.”**

Please ensure the application includes the following headings and sub-headings:

TITLE PAGE

BRIEF PROJECT SUMMARY (UP TO ONE PAGE)

PROJECT PROPOSAL (UP TO FIVE PAGES, NOT INCLUDING REFERENCES)

BUDGET AND TIMELINE (TEMPLATE PROVIDED)

PROJECT TEAM CVS OR RESUMÉS

CONFLICT OF INTEREST DECLARATIONS

APPENDICES (IF APPLICABLE)

3. 3. 1 Title page

The title page provides basic information about the principal applicant's organization and all affiliated organization(s) for this project.

- Title of the project.
- Primary contact information [i.e., principal applicant(s)].
- Name and address of the organization that, if successful, funds will be directed to.
- Project team information, including:
 - First and last name
 - Organizational/institutional affiliations
- Start and end date of the proposed project.
- Total budget amount requested.
- A statement indicating that no member of the research team has any significant conflicts of interest.
- A signature from the principal applicant.

3. 3. 2 Brief project summary (up to one page)

Please provide a summary of your project that outlines (1) the project purpose and objectives; (2) the target population(s); and (3) key activities for your project.

3. 3. 3 Project proposal (up to 5 pages)

The project proposal is the core of your application—it is where you describe the details of your project. The length of this section must not exceed five pages (not including references or the budget and timeline). Please organize your project proposal using the sections outlined in the Project Proposal Evaluation Rubric table (see 5.0 Project Proposal Evaluation Rubric).

3.3.4 Budget and timeline (template provided)

Complete the downloadable [budget summary and timeline template](#). Allowable budget expense categories include honorariums, personnel, equipment, supplies, and travel expenses (for guidance see [Greo's Eligible Expenses Guidelines](#)). Complete the timeline chart with key milestones and deliverables (found in the same Excel workbook).

3.3.5 CV or resumé of each project team member (appendices)

Submit the most current version of each project team members' curriculum vitae.

3.3.6 Appendices (if applicable)

Additional information may be submitted as appendices to support the application. Please combine any appendices with the rest of the application into a single PDF.

4. REVIEW PROCESS

An Application Review Committee will assess the quality of the proposal and potential for impact. In alignment with the program funding focus areas, every effort will be made to ensure the application review committee includes a diversity of relevant perspectives and expertise (i.e., lived/living experience, subject-matter expertise, community expertise, non-profit, research, etc.). The application review committee will be a mix of Ontario-based, Canadian, and international subject-matter experts.

The steps in the review process are outlined below:

1. All potential application reviewers will be contacted by Greo and screened for COIs (see criteria below). Application reviewers will not participate in the review of, or funding decisions for applications submitted by:
 - a. A person with whom they have co-authored or shared a grant in the past three years.

- b. A person with whom they have a close personal/professional relationship.
- c. An organization they have worked for in the past.
- d. A student they are supervising or have supervised.
- e. A person who has supervised them.

Provided reviewers meet the screening criteria described above, they will be invited to review applications. This process will continue until we have a minimum of three application reviewers that can review each application. All application reviewers will be offered honorariums for their efforts.

2. When the full application packages are received, Greo will send application materials and review templates to reviewers to document their review feedback. Each reviewer will be provided with the evaluation rubric available in Section 7 (below) and will be asked to conduct their review by assigning a score to each section and by providing written comments.
3. After each application has been independently reviewed by each reviewer, an internal Greo adjudication committee will aggregate the reviews and discuss reviewer feedback. All applications will be rank ordered by score. The adjudication committee will make the final decision on which applications to fund, based on scores, written comments, requested budgets, and coverage of identified focus areas.
4. Once the adjudication committee has determined the successful applicants, Greo will administer and manage the grants. Text-based comments from the reviewers will be shared with all applicants (both successful and unsuccessful), but not numeric scores.

5. PROJECT PROPOSAL EVALUATION RUBRIC

SECTIONS	SECTION CRITERIA	SCORING CRITERIA
<p>Project purpose and objectives (15%)</p>	<p>Clearly state the purpose and objectives of the proposed project.</p>	<p>Degree to which the project purpose and goals are clearly defined.</p> <p>Degree to which project purpose and goals are aligned with the aim of the Community Investment Program.</p>
<p>Pilot project design (30%)</p>	<p>Clearly describe all components of the proposed pilot project including:</p> <ul style="list-style-type: none"> → Target population(s), including rationale and supporting evidence. → Key project activities. → Discussion of how project activities will meaningfully support gambling harm prevention, education, and / or treatment access within your target population, including supporting evidence. 	<p>Degree to which the target population(s) is clearly defined.</p> <p>Rationale for the specific population(s) is justifiable and clearly explained.</p> <p>Degree to which key activities are clearly described and align with the project goals.</p> <p>Degree to which the key activities are evidence-based.</p> <p>Degree to which activities are likely to support gambling harm prevention, education, and / or treatment access among target population(s).</p>

SECTIONS	SECTION CRITERIA	SCORING CRITERIA
<p>Knowledge mobilization (KMb) plan (15%)</p>	<p>Describe the plan for mobilizing your project learnings, including:</p> <ul style="list-style-type: none"> → Intended audience(s); → KMb objectives; → KMb strategies for achieving your intended objectives; → Indicators to help you assess the extent to which your objectives are achieved. <p>Include as much detail as possible at this stage, noting that Greo will help the successful teams finalize their KMb plans.</p>	<p>Degree to which the project team has demonstrated sufficient effort and thinking in the design of their KMb plan.</p>
<p>Team qualifications and organizational capacity (20%)</p>	<p>Clearly state the relevant expertise and qualifications of the team members involved, including prior work on similar projects/through similar partnerships, if applicable.</p> <p>Clearly describe the capacity (in terms of expertise, infrastructure, existing relationships, etc.) of the organizations involved in the project.</p> <p>For teams that include academic partners, please clearly describe your process for collaborative and ethical decision-making, including though not limited to plans and processes for:</p> <ul style="list-style-type: none"> → Co-design of the project → Two-way resource sharing → Two-way capacity building → Long term sustainability beyond the funding period 	<p>Degree to which the team's expertise is relevant and sufficient to conduct the pilot project.</p> <p>Degree to which the involved organizations have the capacity and infrastructure to perform the proposed project.</p> <p>Degree to which the project team will have sufficient access to their target population(s) to carry out the project.</p> <p>Degree to which community/academic partnerships demonstrate a collaborative and ethical approach (if applicable).</p>

SECTIONS	SECTION CRITERIA	SCORING CRITERIA
<p>Budget and timeline (20%)</p>	<p>Project budget and timeline should be included following the downloadable template.</p> <p>See Greo’s Eligible expenses guidelines for information on eligible and ineligible expenses when completing the budget.</p> <p>Note: 15% of the budget must be allocated to mobilizing project findings.</p>	<p>Degree to which budget breakdown logically reflects the proposed project activities.</p> <p>Degree to which the project appears feasible within the timeline.</p>