



Métis Nation-Saskatchewan

Ministry of Health, Mental Health & Addictions

LOCAL WELLNESS GRANT (LWG) GUIDELINES



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Purpose of the Guidelines

These Guidelines describe how the MN-S Ministry of Health, Mental Health and Addictions (MN-S) administers the Local Wellness Grant (LWG) to Locals. These Guidelines support fair, transparent, and consistent decisions. LWG funding is not automatic and remains subject to eligibility, review, prioritization, and available resources.

Program Introduction

- The LWG provides grant funding to eligible Métis Locals to support the delivery of culturally grounded mental wellness and addictions related activities with design supported through Elder and Youth involvement.
- Activities eligible for funding under the LWG should have a relation to strengthening cultural identity, promoting community connection, and supporting protective factors for mental wellness and addictions.
- Each Local may submit one application for the LWG. Applications must include: (1) LWG Application Form, (2) a motion from the Local(s) supporting the application, (3) an Electronic Funds Transfer (EFT) Form, and (4) banking documentation (i.e., void cheque or direct deposit information for the Local's bank account).
- Two or more Locals may submit an application together for approval. If approved, grant funding will be paid to each Local based on their respective funding allocation amount. Locals with no bank account may use their Region's bank account.
- All regional applications funded by the LWG must be completed within the fiscal year, and the funding must be spent within the approved fiscal year. Unused funds will need to be reported and sent back to MN-S.
- Once LWG funding is approved, 90% of the funds will be released to the Local after the execution of a LWG Contribution Agreement. There will be a 10% holdback on financial delivery until LWG Final Report Forms have been submitted to MN-S.
- Locals must submit a LWG Final Report Form to MN-S by April 14 at 11:59pm following the end of each fiscal year, which occurs on March 31.

1.0 Program Overview

The Local Wellness Grant (LWG) is a grant-based program designed to provide funding directly to Métis Locals to support the design and delivery of Elder and youth-supported mental wellness and addictions activities that reflect local priorities and cultural practices. The LWG supports culturally grounded activities, including beading and harvesting, sharing circles, group discussions, wellness-focused training for community members, and other activities that incorporate mental wellness and addictions topics. These activities are intended to promote the availability, accessibility, quality, or effectiveness of mental wellness and addictions supports in Local Métis communities.

MN-S will administer funding to Locals using a flat-rate funding model. Funding will be provided through a streamlined application process to reduce administrative burden and support timely access. The Grants Coordinator is available to provide guidance to Locals that request support and assistance with supporting locals in their development of grant applications. Locals that do not require direct support may independently access program materials, submit applications, and receive funding. This flexible approach supports equitable access while recognizing different levels of readiness across Locals.

The Grants Coordinator will be responsible for the following:

- Providing general program information and guidance to Locals about the LWG application process.
- Supporting Locals to understand eligibility criteria, required documents, reporting expectations, and important deadlines related to the LWG.
- Reviewing applications for completeness and following up with Locals when clarification or additional information is required.
- Maintaining communication with Locals throughout the application, approval, payment, and reporting processes.

2.0 Scope

The LWG provides funding to Locals to support them in providing culturally relevant, Elder and youth-supported activities focused on mental wellness and addictions. Eligible activities must demonstrate a relation to increasing the availability, accessibility, quality, or effectiveness of Métis mental wellness knowledge or support. LWG funding must be spent within the approved fiscal year and cannot be carried over into future fiscal years.

Grant Requirements

3.0 Application Process

3.1 Regional Applicant Eligibility

To be eligible to apply for the LWG, the following criteria must be met:

- The applicant Local must be a recognized Métis Local within one of the twelve MN–S Regions.
- The primary or secondary contact listed on the LWG Application must be a board member of the Local (i.e., President, Vice President, Treasurer, Secretary, etc.).
- The Local must have a bank account or a Resolution that the appropriate MN–S Region can manage the funds for the approved Local, if the Local does not have a bank account.
- The Local must provide any other documentation as requested by MN–S.

3.2 Application Submission

1. Review the LWG Guidelines, Application Package, and plan your project.
2. Combine all the required documentation into a single application package.
 - Completed LWG Application Form.
 - Motion from Local(s) or Region:
 - Including one Elder in support of the application
 - Including one Youth in support of the application
 - Including the agreed Bank account that will be utilized, if approved for the project.

The LWG Motion Template will be provided to assist locals in ensuring the required information is received; however, Locals may use their own template if it holds the required Motion information listed in this section.

- Complete MN–S Electronic Funds Transfer (EFT) Form
 - This EFT Form must match the agreed bank account(s) listed in the motion and void cheque.
 - Void cheque or direct deposit information for Local's bank account.
 - This Void Cheque must match the agreed bank account(s) listed in the motion and void cheque.
3. Submit your application package to MN–S by emailing **lwg@mns.ca** by the deadline listed in the "Important Dates" section of these Guidelines.
 4. Wait for your application to be reviewed. Please see the "Application Review" section below.

PLEASE NOTE:

- Applications may be submitted as an Individual, Joint, or Regional Application (see section 4.0)
- Locals may contact the Grant Coordinator, **lwg@mns.ca**, for support with the application process.

3.3 Application Review

All applications will be reviewed by the Grants Coordinator and the HMHA Programs Supervisor. It can take up to three (3) weeks to review an application.

The Grants Coordinator may determine applicant eligibility, approve applications, determine eligible funding amounts, and decline incomplete or inaccurate applications, in collaboration with the HMHA Program Supervisor and Director of Health, Mental Health and Addictions.

The Grants Coordinator will review applications based on the following criteria:

- Mental Wellness and/or Addictions Alignment: Does the proposed project clearly integrate mental wellness and/or addictions-related learning, discussion, support, or protective factors? Consider the following:
 - Is a clear mental wellness and/or addictions topic identified?
 - Is the connection between the activity and mental wellness and/or addictions explained?
 - Does the project promote mental wellness, healing, connection, resilience, protective factors, or addictions support?
 - Is the mental wellness and/or addictions component meaningful rather than incidental?
- Culturally Grounded, Elder and Youth Supported, Trauma-Informed Programming: Does the project meaningfully incorporate Métis cultural practices, teachings, knowledge, or traditions with appropriate Elder and Youth support in the programming? Consider the following:
 - Meaningful Elder and youth support
 - Inclusion of Métis cultural activities, teachings, and storytelling
 - Connection between activity and cultural grounding, mental wellness and/or addiction support
 - Appropriate cultural protocols planned
- Availability, Accessibility, Quality, and Effectiveness of Métis Mental Health: Does the project demonstrate one or more of the following: advancement in the availability, accessibility, quality or effectiveness of mental wellness or cultural grounding for Métis Citizens?
 - Does this activity make mental wellness/addictions support/cultural grounding or learning more available to Métis citizens?
 - Does this activity make mental wellness/addiction support/cultural grounding or learning more accessible to Métis citizens?
 - Does this activity positively affect the quality of mental wellness or cultural grounding for Métis citizens?
 - Does this activity have plans to increase the effectiveness of mental wellness/addiction support or cultural grounding or leaning for Métis citizens?
- Budget and Responsible Use of Resources: Is the proposed budget reasonable, eligible, and appropriately connected to the proposed activities? Consider the following:
 - Eligible expenses
 - Reasonable costs
 - Clear connection between expenses and activities
 - Administrative recovery within the allowable limit
 - No prohibited expenses

When reviewing applications for the LWG, MN-S can also:

- consider or accept, or refuse to consider or accept, any application that is submitted other than in accordance with these Guidelines, is submitted after the relevant date for submissions, that does not contain the information required by these Guidelines, or that is otherwise non-conforming in any respect; and
- require a Local to clarify or substantiate any claims, assumptions, or commitments contained in an application or provide any additional information.

3.4 Once an Application Is Approved

If an application is approved, the Local will receive a “Welcome Package” via email from lwg@mns.ca.

This package will include:

- LWG Contribution Agreement;
- LWG Citizen Participation Form;
- LWG Participant Survey Template; and
- LWG Final Report Form.

Once the signed LWG Contribution Agreement is received by MN-S, authorization for payment of the LWG funds will be sent to the MN-S finance department. It can take up to six (6) weeks for finance to process the payment.

90% of the approved LWG funding will be paid to the Local at the start of the project, with a 10% holdback to be paid to the Local upon the LWG Final Report Form being submitted to MN-S.

The deadline for submitting the LWG Final Report Forms and completing all project activities is outlined in the “Important Dates” section 4.0 of these Guidelines.

4.0 Application Options

Locals may apply for the 2026/2027 fiscal year, the 2027/2028 fiscal year, or both fiscal years. Final funding amounts may vary depending on the number of eligible Locals approved within the total Local Wellness Grant allocation.

4.1 Individual Applications

A Local may submit an application on their own for the Local's agreed-upon wellness initiative. In this case, the Local will provide the completed application and Local Motion. The Local will provide the EFT and Void Cheque matching the Motion's funds delivery information.

Lead applicant: All applications must have an identified lead applicant. The lead applicant will be responsible for receiving, administering, and reporting on the grant funding on behalf of the participating Local.

4.2 Joint Applications

Two or more Locals may submit a joint application for a shared wellness initiative. In this case, the LWG Motion must be completed by each Local. The Local will provide the EFT and Void Cheque matching the Motion's funding delivery information. Joint application funding will be calculated based on the number of participating eligible Locals and the applicable flat-rate funding amount.

Lead applicant: One participating Local must be identified as the lead applicant. The lead applicant will be responsible for receiving, administering, and reporting on the grant funding on behalf of all participating Locals for the project.

4.3 Regional Applications

The Local(s) participating in the initiative may allow their Region to apply and manage funds on their behalf. In this case, a Regional Council Motion may be used in place of the Local's motion, with all LWG Motion Template information included. The Region will provide the EFT and Void Cheque matching the Motion's funding delivery information.

Lead applicant: One participating Local or Region must be identified as the lead applicant. The lead applicant will be responsible for receiving, administering, and reporting on the grant funding on behalf of all participating Locals for the project.

5.0 Important Dates

The MN-S Ministry of Health, Mental Health and Addictions has secured funding for the LWG for the following fiscal years: 2026/2027 and 2027/2028.

Locals are encouraged to complete an application for one of or both 2026/2027 and 2027/2028 fiscal years.

Applications must only include projects which are taking place within their applicable fiscal years.

Applications for both fiscal years is on a first-come, first-serve basis, until approvals for all funding allocations have been met.

The table below outlines the important dates and deadlines for each fiscal year.

	2026/2027 Fiscal Year	2027/2028 Fiscal Year
Grant Start Dates	October 30, 2026	April 1, 2027
Project Completion Dates	March 31, 2027	March 31, 2028
LWG Final Report Forms Due	April 14, 2027 at 11:59 p.m.	April 14, 2028 at 11:59 p.m.

6.0 Funding Limits

The total Local Wellness Grant funding envelope for Local grants is \$258,000 for the 2026/2027 fiscal year and \$268,500 for the 2027/2028 fiscal year.

6.1 Flat-Rate Funding Model

MN-S will allocate Local Wellness Grant funding using a flat-rate funding formula. Each approved Local will receive the same base funding amount for the applicable fiscal year, subject to the total funding available and the number of approved applications.

- **2026/2027 fiscal year:** Up to 50 approved Locals may receive \$5,160 per Local.
- **2027/2028 fiscal year:** Up to 50 approved Locals may receive \$5,370 per Local.

Funding examples:

- **One participating Local:** An application submitted by the eligible Local may receive a funding equivalent to one Local allocation.
- **Two participating Locals:** A joint application submitted by two eligible Locals may receive funding equivalent to two Local allocations.
- **Three participating Locals:** A joint application submitted by three eligible Locals may receive funding equivalent to three Local allocations.

6.2 Eligible Expenses

Eligible expenses are those considered necessary to support the purpose of the funding. Eligible expenses can include, but are not limited to, the following:

- Honorarium and contract agreements for Métis cultural facilitators offering skills and expertise, such as Elders, Knowledge Keepers, Language Keepers, and Youth facilitators (\$250/day/cultural facilitator).
- Staffing costs other than cultural facilitators, such as project coordinator.
- Travel expenses for Métis cultural facilitators to attend events or activities related to the project (max \$250/event/cultural facilitator).

- Charter buses arranged to transport **a group** of participants from their Local meeting area to an activity space (e.g., provincial park, ceremonial space, ancestral grounds, etc.).
- Venue rental or insurance for the specified dates of the project.
- Food expenses for events or activities related to the project.
- Printing and communication costs (i.e., advertising and promotion), if necessary.
- Materials and supplies for the events or activities related to the project.
- Up to 10% cap on administrative recovery.

6.3 Ineligible Expenses

Ineligible expenses include, but are not limited to, the following:

- Individual services that cannot be accessed as a group through the Local, including individual counselling.
- Funds used for the attendance of existing cultural festivals.
- Office equipment, furniture, or appliances for general Local operations.
- Machinery or motorized equipment.
- Private transportation for individual participants.
- Cash prizes.
- The purchase of alcohol.
- Contributions of volunteer hours.
- Allowances, wages, or personal expenses for participants in the activities.
- Office and administration fees, including utilities, rent, and/or rental of a Local's facilities.

7.0 Event Planning

Locals are encouraged to plan activities and events that improve the availability, accessibility, quality, and effectiveness of mental wellness and addictions supports for citizens in their communities. Activities must be supported by an Elder and Youth (see LWG Motion Template) and integrate culturally grounded approaches to promoting mental wellness and support for addictions.

7.1 Culturally Grounded Activities

The following examples are culturally grounded activities and events that may promote mental wellness and support for addictions. This list is not exhaustive:

- Grief retreat/workshop
- • Healthy lifestyle and mental wellness workshop
- • Professional training
 - Naloxone Delivery Training
 - Trauma-Informed Care Training
 - Mental Health First Aid Training
 - Mental Health First Aid for Adults Interacting with Youth Training
 - Crisis Response Training (ASSIST)
 - Youth and Adult Peer Support Training

- Cultural activities integrated with wellness lessons:
 - Tree tapping (birch water harvesting and syrup making)
 - Canoe building and canoeing
 - Medicine and berry harvesting
 - Fishing (rod, speak, snare, net, etc.)
 - Hide tanning (fish, full leather, or raw hide)
 - Drum and rattle making
 - Tool making (from bones, antlers, etc.)
 - Duck and goose harvesting
 - Basket weaving
 - Smoking meat preparation and making
 - Elder and youth-supported training
 - Ceremony, protocol teaching
 - Outdoor cooking or food preservation
 - Survival skills teaching
 - Cordage making (nettle, fireweed, etc.)
 - Bow making
 - Traditional toboggan building and/or snowshoe making
 - Dog sledding
 - Sewing, beading
 - Traditional music or dance lessons

7.2 Tips for Successful Events

- Determine whether event leaders or volunteers require a Criminal Record Check or Vulnerable Sector Check.
- Implement a safety plan. For example, will mental health support be present at the event or activity?
- Determine if additional insurance is required.
- Prior to hosting an event, make sure that permissions for photography and videography are signed by participants.

8.0 Evaluation and Reporting

Locals that receive LWG funding are responsible for submitting a LWG Final Report Form as required by MN–S for each fiscal year.

All grants may be subject to an audit conducted by MN–S.

8.1 LWG Final Report Form

Locals must submit a LWG Final Report Form at the end of the project. Locals that have not submitted a LWG Final Report Form may not be eligible to apply for following-year grants from the Ministry of Health, Mental Health and Addictions.

Participant Surveys have been designed to collect the information needed from event participants, which will assist the Local in filling out the final report.

The LWG Final Report Form will include the following information:

- Overview of the project.
- Participant demographics (number of children, Elders, families, etc.).
- Summary of activities/events relating to each;
 - Mental Wellness/Addictions Alignment and its' impact on the community.
 - How the project improved; the availability, accessibility, quality, or effectiveness of Métis Mental Wellness learning for community members.
 - Impact of cultural grounded programming within the project on the community.
- Community Impact and success stories from participants.
- Challenges, barriers, and lessons learned in planning or implementing the project.
- Actual Budget Report.

Program Administration

9.0 Privacy and Confidentiality

- MN–S and the Locals will protect all confidential information regarding the LWG and will not disclose such information, except where disclosure is required by law.
- The amounts paid to Locals under the LWG may be publicly disclosed on the MN–S website.
- Program results may be published on the MN–S website.

10.0 Responsibilities

10.1 MN–S

MN–S is responsible for providing fair, timely, and equitable access to the LWG.

MN–S is responsible for reviewing applications, communicating decisions on applications, and administering the LWG in line with these Guidelines and available funding.

10.2 Locals

Locals are responsible for ensuring the submission of all required documents in their application package, with the option to contact the Grant Coordinator for assistance.

Locals that receive LWG funding are responsible for ensuring the funds are used responsibly and according to their project plan.

Locals are responsible for submitting LWG Final Report Forms.

11.0 Appeals and Complaints

Locals that disagree with a program decision, including the ultimate status of their application for the LWG, may request a formal review by MN–S leadership either by submitting an appeal or complaint.

11.1 Appeals

Before submitting an appeal, Locals must contact the Grants Coordinator and attempt to gain further clarity and resolve the situation through good faith communications.

If the situation is not satisfactorily resolved through communications with the Grants Coordinator, Locals may submit an appeal by emailing the Director of the Ministry of Health, Mental Health and Addictions at dir.health@mns.ca. Emails regarding appeals must:

- Identify the situation and decision being appealed;
- Include any relevant supporting information as requested by MN–S;
- Include the name and contact information of the person submitting the appeal; and
- Provide confirmation that the Grants Coordinator was contacted and the situation was not satisfactorily resolved.

Appeals will be reviewed by MN–S's Director of Health, Mental Health and Addictions, in collaboration with the HMHA Program Supervisor. The Local will be notified of the outcome following completion of the review process.

11.2 Complaints

Locals may submit a complaint by emailing the Director of the Ministry of Health, Mental Health and Addictions at dir.health@mns.ca. Emails regarding complaints must include:

If the situation is not satisfactorily resolved through communications with the Grants Coordinator, Locals may submit an appeal by emailing the Director of the Ministry of Health, Mental Health and Addictions at dir.health@mns.ca. Emails regarding appeals must:

- The time and date of the issue giving rise to the complaint;
- Details of the complaint; and
- The name and contact information of the person submitting the complaint..

MN–S will review complaints as soon as possible.

12.0 Compliance and Authority

MN–S will review these Guidelines every two (2) years, or earlier if needed. Any updates, changes, revisions, or additions will follow MN–S approval procedures.

These Guidelines may change without notice to Locals who are approved for the LWG.

Discretionary approvals granted under these Guidelines do not set a precedent. MN–S may adjust or discontinue discretionary approvals based on eligibility, review, prioritization, and available resources.



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