



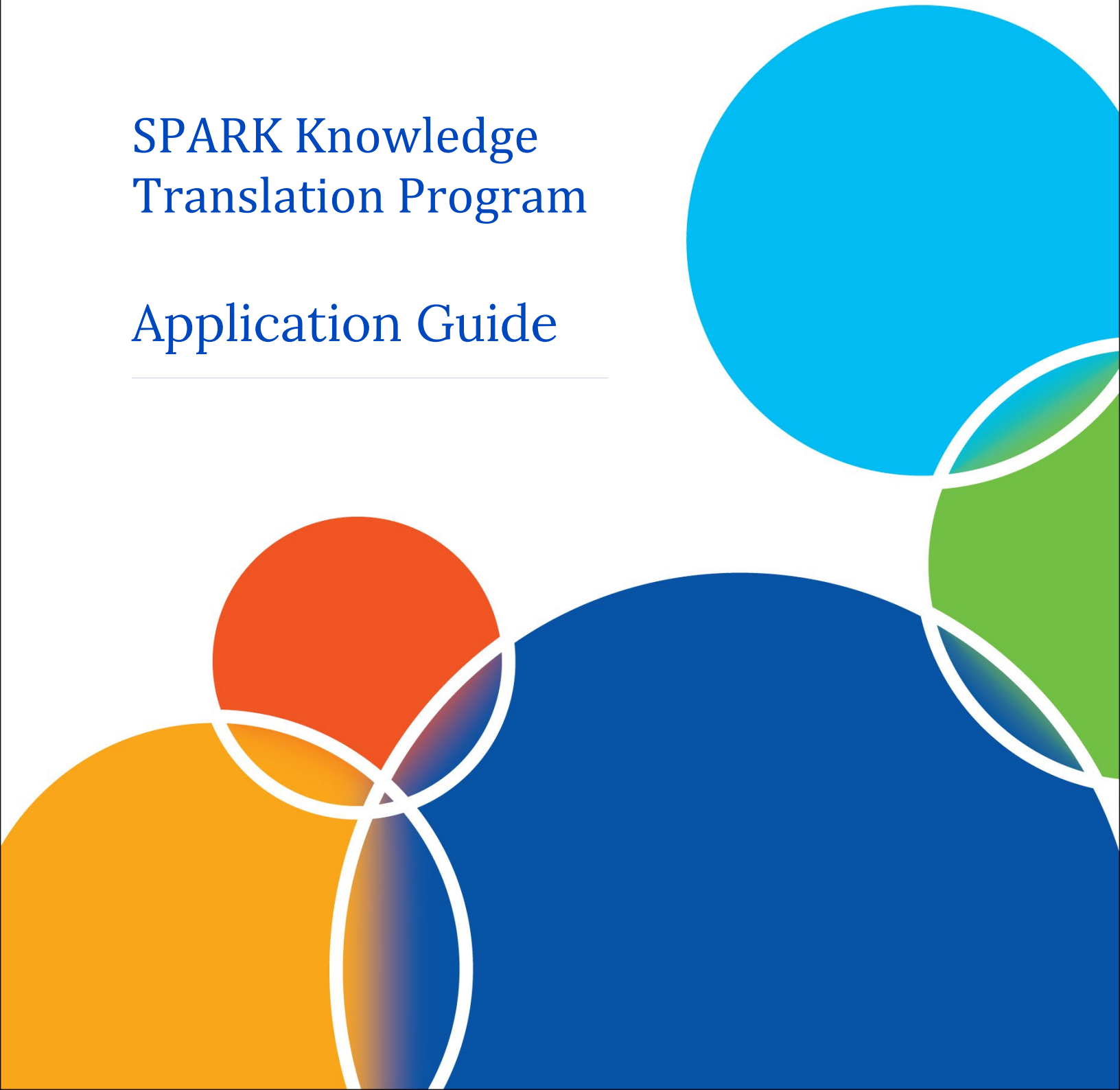
Mental Health  
Commission  
of Canada

Commission de  
la santé mentale  
du Canada

# SPARK Knowledge Translation Program

## Application Guide

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*Ce document est disponible en français*

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This guide is intended to help you complete your application to the Mental Health Commission of Canada's (MHCC) SPARK Knowledge Translation Program (SPARK). Each application will be assessed by two peer reviewers. If you are applying as a part of a team, we ask that each team member applies individually.

Tips for a better chance at success:

- Answer every question
- Provide complete and specific responses
- Take your time and think through your proposal with another person if needed
- Ask another person to read over your application before submitting it to make sure that it makes sense to the reader
- Consider including supporting documents to help us contextualize your project proposal

If you have any questions about the application form and process, please don't hesitate to get in touch with us at [SPARK@mentalhealthcommission.ca](mailto:SPARK@mentalhealthcommission.ca).

We look forward to receiving your application. Good luck!

# PART ONE

Tell us about you!



In this section, please tell us a bit about yourself and why you would like to take SPARK.

1.1 Please provide all the contact information requested.

1.2 If you feel comfortable, please complete this optional question regarding intersecting identities. The application scoring/decision will not be impacted if you do not answer this question.

1.3 SPARK Discounted Fee Section

Discounted fees are available to people who otherwise would not be able to participate in SPARK, such as students, or people with lived experience who are unemployed and underemployed.

Please note that:

- Preference will be given to people with lived experience of mental illness and caregivers
- Geographic representation will be taken into account
- Your SPARK proposal must have been accepted

If you would like to apply for a discounted fee, please ensure you complete this section.

1.4 Please indicate the area that best describes your work or area of interest.

1.5 SPARK is intended for a beginner/intermediate audience. A beginner would be someone who has no experience in creating and implementing knowledge translation (KT) plans. You may or may not have an understanding of the idea of knowledge translation and how it can be used. Someone at an intermediate level may have some experience in creating and implementing KT plans and a general understanding of the use of KT. The program is not suitable for people with an advanced level of experience in knowledge translation. (Advanced experience would include already working in a knowledge translation, exchange or broker role.)

1.6 SPARK is intended to build capacity among individuals, organizations and networks of people. For employees within organizations, it is more likely that your KT project will succeed if you have the support of your immediate supervisor.

1.7 Please share with us why you are applying to SPARK.

1.8 Participating in SPARK requires commitments beyond the initial workshop dates. It is important that you are able to participate:

- To ensure that you receive adequate support to follow-through on your plan to create positive change in the area of mental health; and
- To help us to evaluate the effectiveness of SPARK.

We will provide follow-up support individually and through the small groups, which will be led by mentors. The follow-up commitments are:

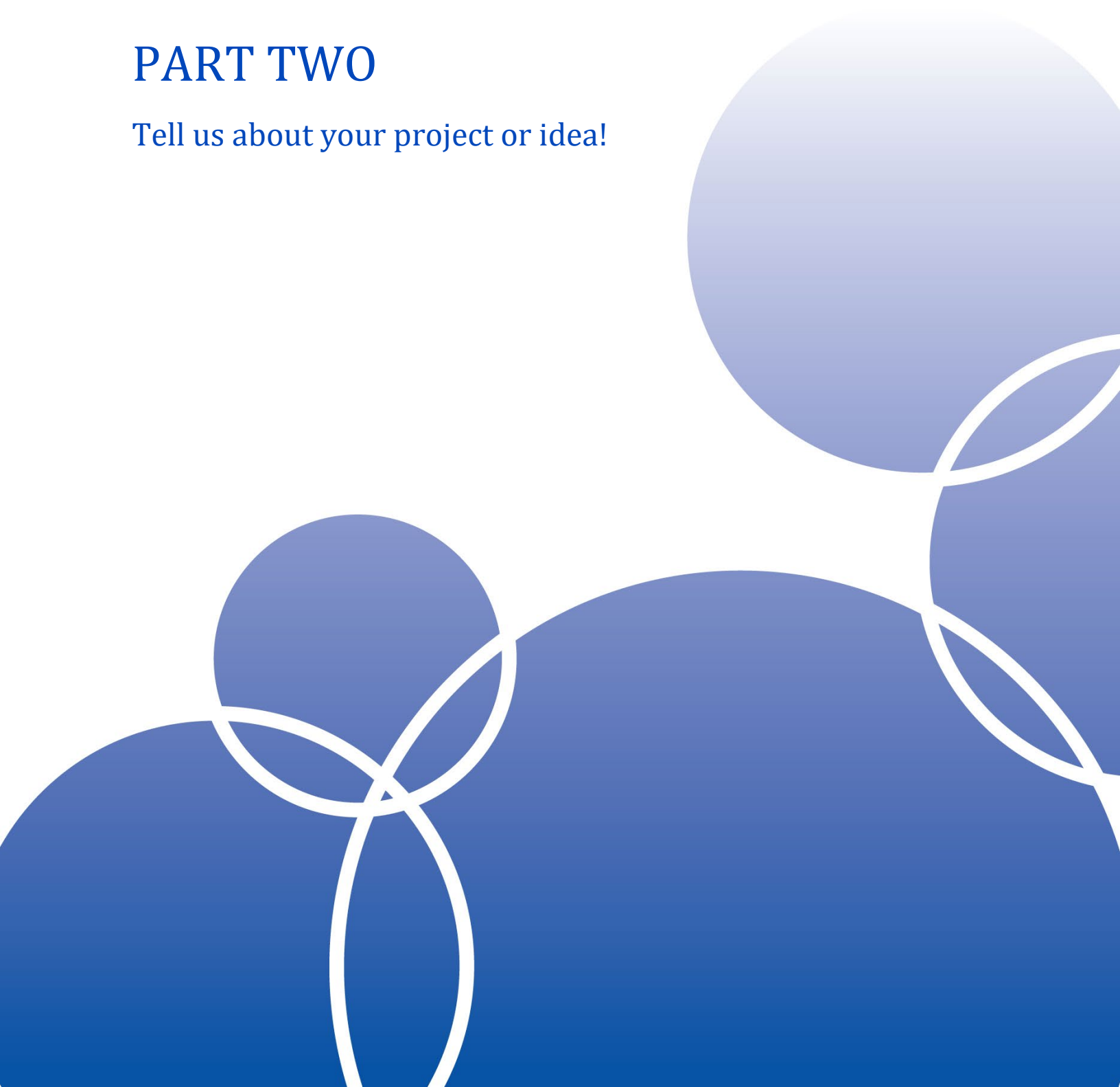
- a) Submit a draft Knowledge Translation plan within three months of the workshop. SPARK will support you in creating a KT plan, and you will have the opportunity to receive feedback from a mentor on your plan as well as ongoing advice on implementing it in your organization or community.
- b) Submit a short reflection report on the implementation of your KT plan within twelve months of the workshop. This will enable you to evaluate the effectiveness and reach of your KT plan.
- c) Participate in short online surveys to help evaluate SPARK, identify strengths and make suggestions for improvement.
- d) Attend two follow-up meetings with your mentor. The purpose of the follow-up meetings is to meet with your small group and share the progress on your KT plan, and benefit from advice and suggestions.

1.9 For this section, please let us know what you are hoping to learn at SPARK.

1.10 Please tell us how you heard about SPARK. This helps with our marketing efforts.

# PART TWO

Tell us about your project or idea!



To participate in SPARK, you must have a project, idea, or research related to mental health and/or addictions that you are ready to share with others and put into action. In this section, please tell us a bit about your project; this will help us assess fit and readiness for SPARK!

- 2.1 We are seeking projects in thematic areas that align with the MHCC's own areas of work. Please select up to three thematic areas that most closely align with your project.
- 2.2 Please provide an overall description of your project. What is it that you will be doing?
- 2.3 Tell us why you are implementing this project. What are you trying to improve? What is the change that you want to see because of your project? What do you want to accomplish? We want to see that you have considered the overall goal or objectives of your project.
- 2.4 It is important for us to know what you have already accomplished within your project. Are you currently in the initial planning stage? Do you have a service, practice, or product ready to be shared with others? Have you already connected with any key stakeholders?
- 2.5 Please provide evidence, examples, or other knowledge (lived experience, cultural knowledge) to explain how you know your project will make a difference. How do you know that your project will work?
- 2.6 It is important to consider the stakeholders that need to be involved in your project for it to move forward. Be specific in identifying the people and organizations who need to be engaged in your project. Be sure to provide a rationale for why each stakeholder needs to be involved.
- 2.7 Based on what you currently know about knowledge translation, tell us why you think your project would benefit from KT. Why is KT something you are looking to implement within your project?
- 2.8 We have found that projects that already have funding are more likely to be implemented. Funding can include internal or external resources. This does not preclude us from accepting projects that are not already funded.
- 2.9 Finally, you will have an opportunity to provide any additional information about you or your project that you would like us to know but was not captured by the previous questions.

N.B. You may submit supporting documentation to help us contextualize your project proposal by uploading documents and attaching them to your application. Please note that this is not mandatory.





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