



# Youth Suicide Prevention Grant Program Guidelines 2024



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# Youth Suicide Prevention Grant Program Guidelines

## 1. Introduction and Background

[\*Building Strength, Inspiring Hope: A Provincial Action Plan for Youth Suicide Prevention 2019 – 2024\*](#) (the Plan) is a provincial plan to reduce the rate of youth suicide and suicide attempts in Alberta. The Plan's vision is: "An Alberta where youth feel they are heard, supported and valued and we all actively work together to prevent youth suicide."

Development and implementation of the Plan is co-led by the ministries of Mental Health and Addiction and Children and Family Services. The purpose of the Plan is to coordinate provincial efforts, provide guidance for evidence-informed civil society activities, and support local municipal, provincial and national initiatives for youth suicide prevention. The Plan takes a comprehensive, strength-based, and evidence-informed approach to youth suicide prevention with actions aimed at children and youth under the age of 25.

The Province is committed to reducing the rate of youth suicide in the province. The Plan, initiated in March 2019, has achieved significant milestones, and the outcomes and intent persist through the Youth Suicide Prevention (YSP) Grant Program. In 2022, the YSP Grant Program invited applications for programs, services, or projects that support implementation of the Plan through targeted grant funding for evidence-informed initiatives that align with one or more of the Plan's outcome areas over two years, 2022 to 2024. This grant program has been renewed for 2024 to 2026.

Children and Family Services has developed this call for applications, which provides an opportunity for agencies to articulate how their work can support implementation of the Plan and what suicide prevention gaps and community needs have emerged.

For clarity, this call for applications is a grant selection process and is not intended to be considered a solicitation pursuant to the Alberta Government's Procurement and Sole Sourcing Directive or other trade agreement obligations.

## 2. Grant Program Details

### 2.1. Program Purpose

The purpose of the YSP Grant Program is to invite applications for programs, services, or projects that support implementation of the Plan through targeted grant funding for evidence-informed initiatives that align with one or more of the Plan's outcome areas, target priority youth populations at increased risk of suicide, and either:

- expand the capacity of existing initiatives to address identified suicide prevention gaps and community needs; or
- support the development and piloting of new, innovative initiatives to address identified suicide prevention gaps and community needs.

The Plan points to Alberta's high provincial rate of youth suicide and notes that some sub-populations are at increased risk of suicide. Priority youth populations at increased risk include:

- Indigenous youth;
- Sexual and Gender Diverse (SGD) youth;
- Youth experiencing homelessness;
- Youth in government care or transitioning out of care;
- Youth with mental health and addiction challenges; and
- Recent immigrant and refugee youth.

For the purposes of this Grant Program, "youth" includes all individuals under the age of 25.

The geographic scope of the YSP Grant Program is province-wide, including urban and rural areas, as well as Metis Settlements, First Nations and/or Tribal Councils and Indigenous organizations.

Applicants are invited to submit an application in accordance with the specifications, terms and conditions set out in this call for applications. Applicants are advised to pay careful attention to the wording used throughout this call for applications.

## 2.2. Plan Outcome Areas

The three YSP Plan outcome areas targeted by the YSP Grant Program are:

1. **Supports and Services:** Effective suicide prevention, intervention, and postvention supports and services are available to youth and their families across Alberta.

Examples of priority activities under this outcome include:

- reducing barriers to mental health and suicide intervention treatment for youth;
- enhancing supports for youth moving between social, education, justice, and healthcare systems;
- increasing access to postvention supports for youth and families following a suicide or suicide attempt; and
- increasing access to culturally relevant prevention supports for Indigenous youth.

2. **Training:** Evidence-informed suicide prevention training is readily available across Alberta for youth, families, front-line staff, and other people who work with youth.

Examples of priority activities under this outcome include:

- increasing access to Gatekeeper<sup>1</sup> training for frontline staff, parents, and other community members who work with young people; and
- increasing access to youth peer-support training and programming.

3. **Education and Awareness:** Social stigma is reduced and mental well-being is promoted through increased awareness, education, and understanding so youth and families are more likely to seek help related to suicide.

Examples of priority activities under this outcome include:

- initiatives and outreach campaigns that promote help-seeking behaviour among youth; and
- initiatives that emphasize reducing stigma of mental health issues.

## 2.3. Program Criteria

The successful applicants, whether expanding capacity of existing initiatives or new innovative initiatives, must demonstrate how the project aligns with the Program Purpose outlined in section 2.1 and meets the criteria specified below, all with a specific focus on youth suicide prevention. Projects targeting other areas of prevention or other populations will not be considered.

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<sup>1</sup> A "gatekeeper" is anyone who is in a position to identify whether someone may be contemplating suicide. Gatekeeper training programs aim to develop participants' knowledge, attitudes, and skills for identifying individuals at risk, and then referring at-risk individuals for treatment (World Health Organization, 2014)

**Primary Project Criteria – applications should discuss all of the following primary criteria:**

Criteria	Description
1. Aligns with Plan outcome areas	Project identifies how it contributes to at least one of the three Plan outcome areas as outlined in section 2.2.
2. Addresses suicide prevention gaps and community needs	Project addresses a pressing need or gap in youth suicide prevention for the community.
3. Focuses on priority youth populations	Project targets a priority youth population at increased risk of suicide as outlined in section 2.1.

**Secondary Project Criteria – applications should discuss two of the following three secondary criteria:**

Criteria	Description
1. Sustainability	Project builds community capacity and/or builds on strengths that will be sustainable after the Project.
2. Innovative approach	Project uses an innovative approach for youth suicide prevention for new initiatives or for expanding capacity of existing initiatives.
3. Collaboration	Project leverages support and partnerships across the sector.

**Additional Project Criteria – applications should discuss the following additional criteria:**

Criteria	Description
1. Evidence	Project identifies evidence-based support or evidence of best practice for the project design or approach.
2. Budget	Project provides a project budget, taking into consideration eligible and ineligible expenditures as outlined in section 2.4.
3. Project outcomes and performance measures	Project provides outcomes and performance measures based on the Common Project Outcomes and Performance Measures Framework outlined in section 2.5.
4. Risks and mitigation strategies	Project identifies potential risks and corresponding mitigation strategies to fulfilling the deliverables of the grant.
5. Project Evaluation	Project outlines a plan for evaluation and knowledge translation.

## 2.4. Budget Information

When preparing the Project's budget, applicants should include eligible and not include ineligible expenditures. Examples of eligible expenditures include:

- Salaries and wages for individuals whose duties are directly and primarily related to activities undertaken as part of the Project as set out in the grant agreement;
- Staff recruitment and training;
- Travel costs for activities directly related to and necessary to carry out the activities under the Project;
- Evaluation costs;
- Supplies (e.g. Project supplies, office equipment) directly related to the Project;
- Administration costs directly related to the Project (e.g. office operations, human resources, leadership, accounting) up to a maximum 10% of total budget;
- Honoraria and Protocol;
- Rent/utilities/insurance directly related to the Project; and
- Consulting or professional services directly related to Project's outcomes.

The following are ineligible expenditures:

- ongoing operational costs beyond project parameters;
- major capital costs;
- purchase of capital assets;
- time and labour related to the preparation of funding applications;

- purchase of personal items or gifts; and
- debt reduction.

## 2.5. Project Outcomes and Indicators

To support a coordinated approach to implementation of the Plan and consistent measurement over time, applicants should use examples from the following Common Project Outcomes and Performance Measures Framework when completing the Application form.

### Outcome: Supports and Services

Effective suicide prevention, intervention, and postvention supports and services are available to youth and their families across Alberta.

Short-Term Outcomes (What we hope to achieve)	Indicators (What would we notice?)
Expand capacity of existing supports and services available to youth and their families across Alberta.	<ul style="list-style-type: none"> <li>• Grantees add new locations for existing services.</li> <li>• Existing supports and services can now support more people.</li> <li>• Increase in service hours (outside traditional office hours).</li> </ul>
Develop new supports and services for youth and their families across Alberta.	<ul style="list-style-type: none"> <li>• New programs are developed.</li> <li>• Potential new operational sites are identified and secured.</li> <li>• New staff are recruited and hired.</li> </ul>
Access for youth and their families to relevant supports and services is increased.	<ul style="list-style-type: none"> <li>• More youth access supports and services.</li> <li>• More family members supporting youth access supports and services.</li> <li>• More community members supporting youth access supports and services.</li> </ul>
Supports and services target priority youth populations at increased risk of suicide.	<ul style="list-style-type: none"> <li>• Priority youth populations as set out in section 2.1 (i.e., Indigenous, LGBTQ2S+, and immigrant/refugee youth) receive culturally relevant supports and services.</li> </ul>
Partnerships are created and activated to support service delivery.	<ul style="list-style-type: none"> <li>• Potential partners are identified and secured.</li> <li>• Grantees and partners collaborate on providing supports and services.</li> </ul>
Supports and services promote the social, physical, emotional, cognitive and spiritual well-being of youth.	<ul style="list-style-type: none"> <li>• Youth, families, and community members using services have more knowledge to support youth well-being (e.g., risk and protective factors for mental health, available supports and services).</li> <li>• Youth have more positive attitudes that support well-being (e.g., increased sense of self-worth or confidence, feeling more socially connected to family and community).</li> <li>• Youth experience positive change in behaviour that support well-being (e.g., reaching out to family members for support, reduced self-harm).</li> </ul>

### Outcome: Training

Evidence-informed suicide prevention training for youth, families, front-line workers, and other people who work with youth is readily available across Alberta.

Short-Term Outcomes (What we hope to achieve)	Indicators (What would we notice?)
Expand capacity of existing training opportunities.	<ul style="list-style-type: none"> <li>• New training locations are added.</li> <li>• More participants can be served by existing training programs.</li> </ul>
Develop new training programs.	<ul style="list-style-type: none"> <li>• New training curricula are developed.</li> <li>• Potential new operational sites are identified and secured.</li> <li>• New staff are recruited and hired.</li> <li>• New training programs incorporate culturally appropriate curricula that target priority populations, such as Indigenous youth, immigrant and/or refugee youth, and LGBTQ2S+ youth.</li> </ul>

Youth, family members, and community members have increased access to training opportunities.	<ul style="list-style-type: none"> <li>• More youth access new training programs.</li> <li>• More family members access new training programs.</li> <li>• More community members access new training programs.</li> <li>• Online training resources are downloaded more often.</li> </ul>
Create partnerships to support development and implementation of training.	<ul style="list-style-type: none"> <li>• Potential partners are identified.</li> <li>• Potential partners are secured.</li> <li>• Grantees and partners collaborate on providing training.</li> </ul>
Training participants gain knowledge, awareness, and skills to support suicide prevention.	<ul style="list-style-type: none"> <li>• Trainees gain knowledge related to suicide prevention (e.g., knowledge of available professional supports and services).</li> <li>• Trainees gain awareness related to suicide prevention (e.g., awareness of mental health issues).</li> <li>• Trainees gain skills related to suicide prevention (e.g., how to assess needs for support, how to provide support).</li> <li>• Trainees experience positive change in attitudes related to suicide prevention (e.g. feeling more confident to support peers).</li> </ul>

### Outcome: Awareness and Education

Social stigma is reduced and mental well-being is promoted through increased awareness, education and understanding so that youth and families are more likely to seek help related to suicide.

Short-Term Outcomes (What we hope to achieve)	Indicators (What would we notice?)
Create new awareness and education programs.	<ul style="list-style-type: none"> <li>• Program design is completed for new awareness and education programs.</li> <li>• New staff are recruited and hired.</li> <li>• New awareness and education events are implemented.</li> </ul>
Increase reach of well-being and resiliency awareness and education initiatives.	<ul style="list-style-type: none"> <li>• Relevant stakeholders/audiences (including media outlets, employers) are identified to increase reach of awareness and education initiatives.</li> <li>• Stakeholders report hearing about awareness and education initiatives.</li> <li>• Youth and their families report hearing about awareness and education initiatives.</li> </ul>
Priority youth populations at increased risk of suicide are targeted in awareness and education initiatives.	<ul style="list-style-type: none"> <li>• Priority youth populations at increased risk of suicide as set out in section 2.1 (i.e. Indigenous, LGBTQ2S+, and immigrant/refugee youth) attend the awareness and education initiatives.</li> </ul>
Create partnerships to support awareness-building and education.	<ul style="list-style-type: none"> <li>• Number of potential partners identified by grantee (community, government, industry, Indigenous).</li> <li>• Number of partnerships created.</li> </ul>
Participants in awareness and education initiatives gain knowledge, awareness and skills to support suicide prevention.	<ul style="list-style-type: none"> <li>• Stakeholders have more knowledge and skills in the areas of means safety and suicide prevention (e.g. media stakeholders understand reporting guidelines).</li> <li>• Youth and their families gain knowledge in the area of youth mental health and suicide prevention (e.g. where to go for community support).</li> <li>• More youth and families seek help related to mental health and suicide.</li> </ul>

### 3. Mandatory Requirements

Applicants must demonstrate that it meets all mandatory requirements for their application to be considered.

#### 3.1. Organization Eligibility

- Be classified as one of the following:
  - a. A not-for-profit organization or society, legally registered and in good standing under one of the following legislation:
    - i. Provincial Legislation (Alberta)
      - Societies Act



- Companies Act, Part 9 (Not-for-profit companies)
- Special Act of the Legislature
- Agricultural Societies Act - Religious Societies Land Act, Part 2
- Post-secondary Learning Act
- Part 21 of the Business Corporations Act - Extra-Provincial Corporations\*

\* Must be incorporated as a not-for-profit organization or society in home jurisdiction.

ii. Federal Legislation (Canada)

- Special Act of Parliament
- Canada Not-for-profit Corporations Act and must be registered in Alberta under the Business Corporations Act
- Income Tax Act (and operating in the Province of Alberta [Charities])
- Board of Trade Act, Part 2 (Chambers of Commerce)

b. A First Nation

c. A Metis Settlement

- Be operating in Alberta for a minimum of one full calendar year.
- Applicants must insure their operations under a contract of general liability insurance, in accordance with Alberta's Insurance Act, in an amount not less than \$2,000,000.00 inclusive per occurrence.
- Applicants must insure against bodily injury, personal injury and property damage, including loss of use thereof.

### 3.2. Mandatory Submission Requirements

- Applications must be received by 16:00 Alberta time on April 15, 2024 on the Application Deadline as outlined in section 6. Late Applications will not be considered.
- Applications must be made by using the Application form and include a signature from an appropriate signing authority, as outlined in section 6.
- Applications must be emailed as outlined in section 6. Other delivery methods will not be accepted.

## 4. Grant Information

### 4.1. General Grant Information

- After review and approval of an application, those successful applicants will enter into a grant agreement with the Province that specifies deliverables, project requirements grant reporting and payment schedule specific to each successful applicant and its funded Project.
- The range of funding per grant agreement is from \$40,000 to \$175,000 per fiscal year. Grant funds must be used only for the purposes approved by the ministry.
- The term of the YSP Grant Program will be from July 1, 2024 to June 30, 2026. Applicants may apply for up to 2 years of funding during this time period.
- The Province reserves the right to renew the grant agreement under the same terms and conditions, for up to two single year renewals to perform the Project.

### 4.2. Reporting Requirements

Recipients are required to submit interim reports and final reports that align with outcomes, reporting timelines and requirements set out in the grant agreement.

The Grant Recipients will be required to submit:

- Interim Reports: Updates on status of Project outcomes and indicators, challenges/opportunities, financial report and expenditures to date.
- Annual/Final Reports: – Updates during the reporting year and at the end of the term of the grant agreement, on status of Project outcomes and indicators, challenges/opportunities, and financial reports of actual Project expenditures prepared in accordance with Canadian generally accepted accounting principle. Financial reporting requirement determined by grant value.
- Other reporting requirements as determined during the term of the grant.

## 5. Evaluation

### 5.1. Screening

After receiving the applications, an Evaluation Team set up on behalf of the Province to evaluate the applications will screen each application to determine if applicant(s) met the mandatory requirements of this call for applications outlined in section 3.

### 5.2. Evaluation

The Evaluation Team will then evaluate applications that have passed the initial mandatory requirements screening.

Applications will be reviewed based on the following considerations:

- the comprehensiveness of the Application;
- ability to achieve the stated objectives and outcomes;
- value for money;
- general alignment with Ministry's goals and objectives;
- geographic distribution of Projects;
- which suicide prevention gaps and community needs are addressed in the Projects; and
- which priority youth populations at increased risk of suicide were addressed in the Projects.

Grant awarding will be based solely on the discretion of the Minister and how the Projects proposed align with the goals of the Ministry.

Based on available funding and the number of applications received, not all applications may be funded or receive the full amount requested.

The Province reserves the right to accept an application, completely or in part, provided the Applicant agrees. Where the Province decides to proceed with an application in part, the Province will consult with prospective applicants as applicable.

Following the final selection of successful Applicants, if any, the Province and the successful Applicant(s) will enter into a Grant Agreement.

## 6. Application Process

### 6.1. Key Dates

Key dates for the application process are as follows:

Application Activity	Date
Begin Accepting Applications	March 4, 2024
Deadline for Applicants to Submit Questions	April 12, 2024 by 16:00 Alberta time
Application Deadline	April 15, 2024 by 16:00 Alberta time
Evaluation and Applicant(s) Selection	April 16 to May 15, 2024
Notification if Successful or Unsuccessful Applicant	May 31, 2024 (tentative)
Grant Start Date	July 1, 2024 (tentative)

### 6.2. YSP Grant Program Application Form

The YSP Grant Program Application Form (Application form) is available on the Children and Family Services webpage at: <https://www.alberta.ca/youth-suicide-prevention-grant-program>

Applicants may not alter the Application form or submit an alternative form.

### 6.3. Application Submission Instructions

To be considered for the YSP Grant Program, Applicants must submit:

- Completed Application form, signed by the organization's duly authorized signing authority (e.g. the Executive Director or CEO);
- Completed Project Budget section of Application form, signed by the board's treasurer or other authorized representative of the board.

Applicants may be asked to submit or present supplementary information about their proposed Project. The request for supplementary information is at the discretion of Children and Family Services staff.

The completed Application form including Project Budget section is due by 16:00 Alberta time on April 15, 2024 (the Application Deadline). Applications must be submitted electronically to [YouthSuicidePrevention@gov.ab.ca](mailto:YouthSuicidePrevention@gov.ab.ca). The official time of receipt shall be as determined by the designated email's GOA email system time. Application forms arriving after the Application Deadline will not be accepted. **Late submissions will not be considered.**

### 6.4. Guidelines for Electronic Submission

- Ideally, the submission should be one email including the Application form.
- The subject line of the email should be YSP Grant Program: Applicant Name – Part 1 of "total number of parts". Each part can be a separate email with the appropriate attachment, to facilitate going through the email servers.
- One PDF file per application.
- The PDF file should be named in the following manner: Organization Name\_YSP Grant Program Application
- In the body of the email make sure it includes Applicant organization name, organization legal name, and contact phone number.
- Please send all submissions to the email: [YouthSuicidePrevention@gov.ab.ca](mailto:YouthSuicidePrevention@gov.ab.ca)
- Please note that letters of support will not be considered in the evaluation of applications.
- Any unclear or ambiguous submission may be rejected.
- The Province assumes no responsibility for server availability or any other technical problem that prevents the Application from being received by the Application Deadline.

Submitting an Application form and detailed Project Budget does not guarantee funding.

### 6.5. Applicant's Questions

All questions and any form of communication between the Applicants and the Province in relation to this call for applications must be submitted in writing via email to the contact information under section 11 by 16:00 on April 12, 2024. All questions and responses will be documented. Applicants are encouraged to send any questions as soon as possible after the application process opens.

Responses to enquiries that are not in writing are not binding on any party.

### 6.6 . Notification

Applicants will be notified if successful or unsuccessful in writing by email by May 16, 2024 (tentative). All decisions on applications are final, and no appeals will be considered.

## 7. Conflict of Interest

On or before the Application Deadline, Applicants must fully disclose to [YouthSuicidePrevention@gov.ab.ca](mailto:YouthSuicidePrevention@gov.ab.ca) in writing, the circumstances of any actual, possible or perceived conflict of interest in relation to the Applicant or any employee, sub-contractor or agent, if the Applicant were to become a grant recipient. The Province shall review any submissions by Applicants under this provision and may reject any Application where, in the opinion of the Province, the Applicant, or any employee, sub-contractor or agent is, could be, or could be perceived to be in a conflict of interest if the Applicant were to become a grant recipient.

## **8. Freedom of Information and Protection of Privacy (FOIP) Act**

The Applicant acknowledges that:

- FOIP applies to all information and records relating to, or obtained, generated, created, collected or provided under, this call for applications or the Application form or the Grant and which are in the custody or under the control of the Province;
- FOIP allows any person a right of access to records in the custody or control of the Province, subject to limited and specific exceptions as set out in FOIP; and
- The Applicant, if it considers portions of its Application form to be confidential, shall identify those parts of its Application form to the Province considered to be confidential and what harm could reasonably be expected from disclosure. The Province does not warrant that this identification will preclude disclosure under FOIP.

## **9. Consent to the use of Personal Information**

The purpose of collecting personal information for this call for applications is to enable the Province to ensure the accuracy and reliability of the information, to evaluate the application, and for other related program purposes of the Province. Authority for this collection is the Government Organization Act (Alberta), as amended from time to time and section 33 (c) of FOIP. The Applicant may contact [YouthSuicidePrevention@gov.ab.ca](mailto:YouthSuicidePrevention@gov.ab.ca) regarding any questions about collection of personal information pursuant to this call for applications.

The Applicant consents, and has obtained the written consent from any individuals identified in the Application form, to the use of their personal information in the Application form by the Province, its employees, subcontractors and agents, to enable the Province to evaluate the application and for other program purposes of the Province. The Applicant must provide those written consents within two business days of a request by the Province to do so.

## **10. Application Terms and Conditions**

### **10.1. Costs of the Proposal**

The Applicant is responsible for all costs of preparing and presenting its application and, if applicable, entering into the grant agreement.

### **10.2. Extension, Amendment to or Cancellation of This Call for Applications**

The Province may extend the Application Deadline, or the Province may amend, suspend, postpone or cancel this call for applications.

### **10.3. Representations and Warranties**

Statements made in the Application form by the Applicant may be incorporated into, attached to, or otherwise included in Schedule A to the grant agreement, and shall constitute representations and warranties of the successful Applicant and shall form part of the grant agreement.

### **10.4. Application Rejection**

The Province may reject any or all Applications.

### **10.5. Period of Commitment**

Applications shall be final and binding on the Applicant for ninety (90) days from the Application's Deadline and may not be altered by subsequent offerings, discussions, or commitments unless the Applicant is asked to do so by the Province.

### **10.6. Release of Proposal Information**

The Province reserves the right to disclose the names of Applicants and any summary cost information deemed appropriate by the Province.

### **10.7. Definition of Province**

In these Guidelines and the Application form, any reference to Province means His Majesty the King in right of Alberta as represented by the Minister of Children and Family Services.

## **11. Contact Information**

If you have questions, please contact Children and Family Services' Preventive Family Services team.

Email: [YouthSuicidePrevention@gov.ab.ca](mailto:YouthSuicidePrevention@gov.ab.ca)