

# THE FRAYME BLOG POLICY

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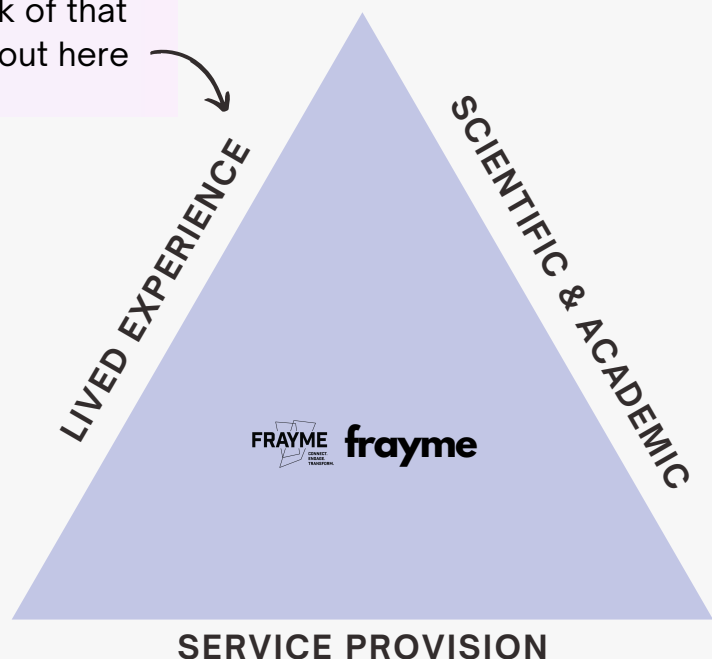
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# ABOUT THE FRAYME BLOG

Frayme's blog was created in 2020 as a way to help us amplify diverse voices, just like yours. The blog is about youth mental health and substance use and will largely include story-telling, lived experience and perspective that informs the research, evidence and best practice out there. It is designed to be a space to share things you won't find in research, academia and literature.

From editorials, podcasts, and interviews to opinion pieces and poetic prose, Frayme's blog is a chance to show a different side of mental health and substance use knowledge mobilization through the eyes of youth, families and others with lived experience or expertise (while still being grounded in scientific and service provision evidence). As such, the Frayme Blog is a place to share lived experience and perspectives that may move past, and sometimes even challenge, the common narratives of mental illness, mental health and substance use.

Frayme uses a triangulation of evidence to mobilize knowledge, and if you think of that triangulation, the blog fits riiiiight about here



# CONTRIBUTION PROCESS

01

## Pitch Your Idea

Pitch your blog idea using **this form**. You can gain a better understanding of what we are looking for by referring to the “Additional Information” section below, or by reaching out to us. We are happy to work with you to come up with a topic that aligns with both your own and Frayme’s areas of interest.

02

## Letter of Agreement

Once your topic has been approved, we will establish timelines and provide you with a Letter of Agreement (LOA) that reflects the requirements of both the creator and Frayme. You will have the opportunity to ask questions about the agreement before you sign it. After that, you are free to start drafting your content!

03

## Draft Process

We recognize that sometimes sharing personal lived experience can be a sensitive process and thus, we offer allyship to those seeking support. Once your draft has been completed, you will send it to us to review. At this stage, we will ask for a brief bio for the author section— after all, we want to give credit where credit is due.

04

## Publication

Your piece will be posted on the Frayme blog and officially released into the wild blogosphere! We’ll share it out to the Frayme network via our monthly Newsletter and social media.

05

## Celebrate

Congrats! You're now an official contributor to the Frayme blog. Share it with your friends, family and network (humble bragging is totally allowed).

# BLOG POLICY

## PRIVACY POLICY

We do not share personal information with third-parties, nor do we store information we collect about your visit to this blog for use other than to analyze content performance through the use of cookies, which you can turn off at any time by modifying your Internet browser's settings. We are not responsible for the republishing of the content found on this blog on other Web sites or media without our permission. This privacy policy is subject to change without notice.

## LIABILITY

Frayme is not liable for third party links posted to the blog or for content contributed by external stakeholders. Content on the blog is not an endorsement from Frayme or representative of the organization's beliefs or opinions. Work submitted to Frayme's blog becomes the intellectual property of the organization and may be modified, removed or edited at any point. If a blog post is removed or edited, the author will be notified by Frayme. Frayme does not allow content to be posted that violates intellectual property rights or copyright of any third party, or content that is defamatory against Frayme and/or other organizations.

## CONTENT DISCLOSURE

Frayme is not offering advice or treatment options through its blog. If you are seeking mental health or substance use support, please contact your local service provider. If you are in crisis please call 911. If you need to talk to someone, contact Kid's Help Phone's Live Chat or call 1-800-668-6868.

# ADDITIONAL INFORMATION

We are committed to supporting youth, family and others working within the youth mental health and substance use (YMHSU) sector to provide a platform for sharing stories and experiences. As part of the current strategy for the blog, we are aiming to expand the depth of our knowledge mobilization efforts and invite our partners and stakeholders to contribute to the blog in a way that aligns with Frayme's mandate.

Blog pieces can range between 300 and 800 words but they are also not limited to text. You can pitch a podcast, illustration, photo voice essay, video, or even photography set if you wish. The idea is that this will be an accessible way into your lived experience for a range of audiences. We encourage you to think broadly, imaginatively, or simply more straightforwardly about the purpose of your blog piece and why people should read it.

Blog posts can range from a snapshot of lived experience on a topic to a more creative piece or prose that helps convey an opinion, perspective or thought related to YMHSU. Our goal is to shed light on the other side of YMHSU that is not often found in journals and research papers. Your blog post may be controversial, polarizing or sensitive— all of which are okay! (provided there is no hate speech, sexually explicit content, or objectionable material). We want to encourage a thoughtful dialogue between readers and creators so that we can expand how we typically think in relation to youth mental health and substance use. Trigger warnings will be posted on blog pieces as necessary.

In any case, we would like to give you a reasonably free hand in the content of the blog post – hence the wide word limit.

We recognize that sharing your personal lived experiences can be a sensitive process, and thus we offer Allyship throughout the entirety of the engagement. Allyship is offered to each creator, and it is up to the creator to reach out to the designated Frayme Ally to receive support.

# HONORARIA POLICY

Frayme has an honoraria policy in place for all blog writers (referred to as creators within this policy) to recognize the time, expertise and skills that they contribute. It is also our way of saying 'thank you' and providing incentive to creators. The following section outlines the guidelines and procedures Frayme staff follow to ensure honoraria payments for creators are issued in a timely and equitable way.

## HONORARIUM RATES

Frayme's honorarium rates were determined in consultation with youth, families and relevant organizations with similar policies. Activities covered by honoraria include occasions where creators are producing a storytelling output, including a blog post, podcast, creative arts, video, or photography essay. Engaging in this activity typically requires moderate preparation and creation time. This may include creative planning, output development, reviewing documents, etc.

An individual engaged with Frayme is eligible for honoraria if:

- they are invited or pre-approved by Frayme to undertake specific activities on behalf of the network or organization, and
  - another organization has not already committed to covering the individual's time,
- or
- If another organization has committed to covering the cost of an individual's time engaging in Frayme activities but the rate they are offering falls below that offered by Frayme, Frayme will 'top up' the individual's hourly rate to align with what they would be paid by Frayme alone.

**Creators will receive honoraria at a rate of \$40/hr CAD, for a maximum of ten hours.**

Frayme is committed to providing specific accommodations to support equal opportunity for participating in activities like these. As such, creators are encouraged to connect with a Frayme staff member to determine any accommodations that may be required based on needs to minimize the impact of functional limitations due to disability.

# BEFORE COMMITTING TO AN ENGAGEMENT WITH FRAYME

This checklist is an overview of considerations before, during and after engagements with Frayme that include honoraria.

- Ensure Frayme has provided you the honoraria rate, time commitment, a description of the engagement and the role you are expected to assume during this engagement
- Confirm your preferred method of payment
- Ensure that you have completed the administrative processes so that honoraria payments can be processed in a timely way for you
- Confirm any allyship supports available to you that may be in place before, during and/or after the engagement, and if these supports are included in the honoraria time commitment

## ADMINISTRATION PROCESS

Frayme issues honoraria payments via cheque or direct deposit. To get you set up to receive your honoraria payments, Frayme's Finance Department requires the following information:

- Full name
- SIN
- Mailing address
- A completed electronic funds transform form (if receiving payment via direct deposit)

For security of personal information, your SIN number can be provided by email to [accountspayable@theroyal.ca](mailto:accountspayable@theroyal.ca), indicating that the payment is associated with Frayme, or by confidential voicemail at (613) 722-6521 x 6387 (Toll free, 1+ (800) 987-6424).

Once set up to receive payments, no further information is needed, unless your mailing address changes.



# FAQ

## Why do you require my SIN number?

Honoraria is considered taxable income when \$500 or more is earned by an individual from Frayme in a given calendar year. This means that if earning this amount or more, you will receive a T4A for it in the mail, which you'll need to claim on your income taxes for that year. Any income below this amount is not reported. Individuals are asked for their SIN up front as it can be challenging to collect later and is only collected once. The only information you may need to update as you engage with Frayme during future engagements is your mailing address or bank account.

## Can I receive honoraria without providing my SIN?

No, a SIN number is required to receive honoraria from Frayme. Exceptions apply to non-Canadian residents, see page 10 of this document for more information.

## How will my personal information, including my SIN number, be kept safe?

The Royal Ottawa Health Care Group's Finance Department maintains a master list of social insurance numbers in a secure, locked location. This information is kept on file for seven years, at which point it is shredded.

## How soon will I receive my honoraria?

Frayme is committed to ensuring creators are recognized for their contributions in a fast and timely manner. Frayme's payments are processed by Frayme's Finance Department every two weeks. Therefore, it could take 2-4 weeks to receive payment by cheque or direct deposit, processed once the engagement is complete.

I do not have a fixed address/ bank account/ SIN number. Can I still participate?

Frayme recognizes that the disclosure of this information is sensitive, and that the need to provide a fixed address, banking information or a social insurance number may create barriers for some creators.

The Frayme team is committed to talking to individuals about any barriers they may face and offering assistance where possible. Please let a Frayme team member know as soon as possible at the start of the activity if you may identify with any of these barriers.

Can I be recognized for my contribution in other ways?

Some stakeholders may request that their honoraria be donated to a charitable organization. Frayme recommends that you receive your honoraria by cheque or direct deposit, after which you donate it to the charitable organization(s) of your choice. This way, your donation receipt will be in your name for tax purposes later on.

If you are interested in other recognition, such as volunteer hours, authorships/creditship on a publication or a reference for future employment, Frayme staff will work with each individual stakeholder to determine the most meaningful way to recognize their contributions.

Can international stakeholders contribute to the blog and receive honoraria?

Yes! As per the Canadian Income Tax Act and Section 105 of the Income Tax Regulations, Frayme is required to deduct or withhold 15% of payment to non-residents rendering Services in Canada. You can learn more about [Section 105 here](#).

Please note that **Frayme provides honoraria in Canadian currency only**. If your bank account is not set up to electronically receive funds in Canadian dollars, we may only be able to issue payment by cheque.

Can honoraria impact my income, disability assistance, social or benefit eligibility? (i.e Worker's Compensation, Ontario Disability Support Program, etc.)

Frayme acknowledges that sharing information regarding assistance or benefits is sensitive. Frayme staff will work with each individual stakeholder to determine the most meaningful way to recognize their contributions with the amount of information the individual is comfortable sharing.

Depending on the amount of honoraria provided each month and throughout the calendar year, engagements may implicate income, social, disability assistance or benefit eligibility. While these implications may be more likely during a long-term engagement with Frayme, we recommend that:

1. You review any eligibility implications that may arise with your assistance or benefits provider before engaging in a project with Frayme
2. Confirm if the honoraria engagement checklist is suitable, given your assistance or benefits provider guidelines

## CONTACT US

If you have any questions regarding the Frayme Blog Policy or Honoraria Policy, please do not hesitate to reach out to one of our team members:

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