

The Alberta SCI Solutions Fund SCI Solutions Grant Application Guidelines Fall 2011

The purpose of this document is to provide background information around the history and purpose of the **Alberta SCI Solutions Fund** and guidelines to apply for a **SCI Solutions Grant**.

Background

The **Alberta SCI Solutions Alliance (AB SCI SA)** is a provincial network of individuals and organizations passionate about making a positive difference for Albertans living with spinal cord injury (SCI). Comprised of people with SCI, service providers, researchers, health care practitioners and others, the AB SCI SA works at local, regional and provincial levels to identify needs and facilitate the delivery of customized solutions, from point of injury to full community participation.

The formation of the **AB SCI SA** is but one step in the creation and implementation of the **Alberta SCI Initiative** to enhance the wellbeing of persons living with SCI and to initiate a collaborative and systemic improvement of SCI services and research in the Province of Alberta. In furtherance of the **Alberta SCI Initiative**, the Province of Alberta made a 5 year \$12 million dollar commitment to fund the **Alberta SCI Initiative** and out of this commitment the \$2.0 million **Alberta SCI Solutions Fund** was established.

The **AB SCI Solutions Fund** was created to respond to the priority unmet needs of people with SCI by providing **SCI Solutions Grants** to fund projects that serve to improve the quality of life for Albertans with SCI. Both individuals with SCI and organizations providing services to Albertans with SCI are eligible to apply for **SCI Solutions Grants** from the **AB SCI SA** who will make recommendations to **The Alberta Paraplegic Foundation (APF)**. For more information, please visit <http://alberta-sci-initiative.blogspot.com/>.

Guidelines to Apply for a SCI Solutions Grant

When reviewing applications for **SCI Solutions Grants** and making recommendations to the **APF**, the **AB SCI SA** takes the following criteria into consideration.

Guiding Principles for Funding

- Focuses on the priority unmet needs of people with SCI
- Achieves an appropriate balance between individual, community and organization needs
- Maximizes impact for Albertans with SCI
- Offers innovative approaches to solutions for people with SCI
- Applications demonstrating leveraged funding or matching grants strongly encouraged
- Encourages partnerships – collaboration will create better solutions.

Priorities

- Personal & Technical Supports
- Enabling Community Participation
- Awareness and Information
- Accessibility

Application Checklist

Ensure you have included all of the following to ensure your application is considered for funding:

- Application form completed in full
- Budget Details (See Sample Budget Form Appendix A (Individuals) & B (Organizations))
- Provide at least one quote for equipment and/or services provided
- Most Recent Annual Financial Statement (for organizations)
- Supporting Partners Acknowledgement (if applicable; mandatory for community collaborative projects)

Note: *Additional supporting documents may be requested at the discretion of the AB SCISA and/or The APF*

Eligibility

Eligible projects:	Ineligible projects:
<p>Personal & Technical Supports:</p> <ul style="list-style-type: none"> ▪ Assistive devices ▪ Technology devices ▪ Disability Supports (attendant care, equipment, supplies) ▪ Active Living & Rehabilitation Equipment 	<ul style="list-style-type: none"> ▪ Projects that do not directly impact a person(s) with SCI ▪ Proposals that do not adhere to the guiding principles outlined above ▪ Research projects undertaken by principal investigators ▪ Applicants are only eligible to receive funding once per calendar year (i.e., once in 2010) ▪ Operational / administrative support unrelated to program delivery ▪ Duplication of existing or established programs, services or availability of alternative funding ▪ Subsidizing costs of a 'for-profit' business ▪ Fundraising costs ▪ Retroactive funding (cost recovery for prior commitments) ie reimbursement ▪ Projects that duplicate work already completed ▪ Retirement of debts or loans ▪ Projects involving routine services and equipment which are eligible for funding by government programs or other agencies ▪ Positions ordinarily funded by other budgets ▪ Regular and ongoing operating expenses ▪ Government, municipal and Health Authority applications <p>Note: Exceptions may be considered in very unusual circumstances based on the merits of the application in the absolute discretion of the AB SCI SA.</p>
<p>Enabling Community Participation:</p> <ul style="list-style-type: none"> ▪ Education and skill development ▪ Employment opportunities ▪ Better primary health care (Active Treatment Rehabilitation & Health Care) ▪ Recreation & Active Living (access to funding for Active Living) ▪ Transition to Community 	
<p>Awareness and Information:</p> <ul style="list-style-type: none"> ▪ Peer mentorship ▪ Public Awareness & Education 	
<p>Accessibility:</p> <ul style="list-style-type: none"> ▪ Infrastructure (Communities, Buildings, etc.)* ▪ Playspaces* ▪ Transportation ▪ Housing and Modifications* <p><i>Note *: Applicants are responsible to ensure that all local government building codes and permits are adhered to before work is started.</i></p>	

Frequently Asked Questions:

What is a SCI Solutions Grant?

A SCI Solutions Grant is an advance made from the AB SCI Solutions Fund to each applicant that has been selected to receive a SCI Solutions Grant (the "**Recipient**") for the purpose of implementing the project or program set out in the Recipient's application form (the "**SCI Solutions Project**"). The advance shall be deemed to be a grant to the Recipient upon the submission of the **SCI Solutions Project Completion Report** (Appendix C) no later than 60 days following the completion of the SCI Solutions Project or shall be repaid to the AB SCI Solutions Fund within 90 days following the completion of the SCI Solutions Project in the event that the SCI Solutions Project Completion Report is not submitted within the prescribed timeline.

Who is an Eligible Applicant?

Organizations: Agencies or registered charities with Canada Revenue Agency or a not-for-profit organizations or societies registered with the Alberta Societies Act who can demonstrate sound planning, administration and fiscal practices that provide services to Albertans with SCI (or looking to expand services to include participants with SCI) are eligible to apply. Projects demonstrating innovation and collaboration are encouraged.

Individuals: grant recipients who are a resident of Alberta for at least 6 months and have a SCI (See "Scope of Focus on Spinal Cord Injury" below) are eligible for funding. If required, family members and third parties (i.e., agencies or institutions) may complete the application on the individual's behalf (if applicant is different from grant recipient, please indicate on application form). If the funding is for an individual, **a sponsoring organization is required to administer the grant funding**. This organization must be sufficiently connected to the project to enable administration and reporting of the funding and accountability of the project's completion. The sponsoring organization must be a registered charity with Canada Revenue Agency or society registered with the Alberta Societies Act and will be required to provide either the CRA number or Corporate Access number. ***This is mandatory.***

What is the Grant Maximum?

SCI Solutions Grants for individuals have a ceiling of **\$5,000**
SCI Solutions Grants for organizations/agencies have a ceiling of **\$30,000**

Are Grants Renewable?

SCI Solutions Grants will generally be approved for one year. Applicants are only able to apply once in each calendar year.

When Will Grants Be Available?

SCI Solutions Grants are expected to be available within 30 days of signing of the Grant Agreement by the applicant, representative of the AB SCISA and The APF.

How Will Applications Be Judged?

In addition to the criteria listed in the SCI Solutions Grant Application Guidelines, the following criteria will also be considered when applications are being evaluated:

- Compliance with the SCI Solutions Grant Application Guidelines and the SCI Solutions Grant Instructions
- Completeness of the Application
- Applicant's suitability for carrying out proposed SCI Solutions Project
- Level of impact of proposed SCI Solutions Project
- Demonstration of consumer collaboration, community partnerships, innovation, outcomes, future sustainability and leveraged or matching financial contributions

What is the Role of the AB SCI SA?

The **AB SCI SA** is a committee, including members from the SCI community, who collaborate as a team to identify projects and make recommendations to The Alberta Paraplegic Foundation on the distribution of the SCI Solutions Grants and other leveraged funding.

What is the Role of the Secretariat?

Administrative support services will be provided to the **AB SCI SA** and The Alberta Paraplegic Foundation will be provided by the Canadian Paraplegic Association (Alberta)

What is the Role of The Alberta Paraplegic Foundation?

The Alberta Paraplegic Foundation (APF) was established in 1987 and its purpose is to fund worthwhile SCI scientific research and community development projects or otherwise providing assistance for persons with SCI. The APF is responsible for the oversight, monitoring and distribution of the **SCI Solutions Grants**.

What is the Scope of Focus on Spinal Cord Injury?

The spinal cord consists of millions of nerve fibers that conduct messages between the brain and the body that allow us to breathe, feel, move and walk. A spinal cord injury occurs when trauma or disease damages the spinal cord and results in partial or complete paralysis.

What is Paraplegia and Quadriplegia?

The level of paralysis is determined by where the damage occurs in the neck or back. Paraplegia is the loss of sensation and movement in legs and in part or all of the trunk, usually resulting from damage to the spinal cord in the lower back. Quadriplegia (also known as Tetraplegia) is incomplete or complete paralysis of all four limbs (from the neck down) resulting from injury to the neck.

The severity of the paralysis is determined by the extent of damage to the spinal cord at any particular level. Generally, the injury is considered to be complete if there is complete loss of voluntary movement and sensation below the level of the injury; otherwise, the injury is considered to be incomplete.

Typical categories of Spinal Cord Injury

Damage to the spinal cord commonly occurs in the following ways:

- Traumatic injury resulting from physical trauma to the spinal cord, caused by motor vehicle crashes, falls, sports injuries, or other causes.
- Acquired diseases that can cause tumors or cysts on the spine, or viral or bacterial infections (including polio). Congenital disorders, such as spina bifida, where the spinal cord is malformed or exposed at birth.

Where is the Application Form Available?

The application form can be found by contacting your nearest Canadian Paraplegic Association (Alberta) office or at The Alberta Paraplegic Foundation website www.paraplegicfoundation.org or obtained from the solutions coordinator below.

What are the Terms and Conditions of the Grant?

Successful applicants must respect the terms and conditions of the Grant Agreement.

For Further Information, please contact:

Ross Norton, Solutions Coordinator
The Alberta Paraplegic Foundation
305 Hys Centre, 11010 101 Street
Edmonton, AB T5H 4B9
Phone: (780) 424-6312 ext 2227 / Fax: (780) 424-6313
Email: solutionsfund@paraplegicfoundation.org

AB SCI Solutions Grant Application Instructions

SECTION A: CONTACT/ORGANIZATION INFORMATION

Name of Applicant/Association: Refers to the name of the individual or organization/agency, the name of the contact for the SCI Solutions Project. If this SCI Solutions Grant is for an individual, consent to use personal information for the purposes of the SCI Solutions Grant must be acknowledged and the application signed by the individual (recipient) or designate. Individuals receiving a SCI Solutions Grant must provide permission to be contacted by APF.

Sponsoring Organization: A sponsoring organization is required to administer the grant funding. This organization must be sufficiently connected to the project to enable administration and reporting of the funding and accountability of the project's completion. The sponsoring organization must be registered charity with the Canada Revenue Agency or a not-for-profit or society registered with the Alberta Societies Act.

SECTION B: SCI SOLUTIONS PROJECT INFORMATION

Title of SCI Solutions Project: Provide a few words describing the SCI Solutions Project. (i.e. "Speech Recognition Software for SCI Individual" or "Sledge Hockey Equipment for Kids in Action Program")

Estimated Total Cost of Project: Total cost of the project or program, including the portion represented by this SCI Solutions Grant.

Requested Amount: Total amount applied for from the Alberta SCI Solutions Fund.

Project Category: Select **one** item by placing a check mark in the box indicated.

Purpose of the SCI Solutions Project: For a *community project or program*, please include the following: who, what, where, when. For an *individual* recipient, please describe the need of the individual, a description of the item to be purchased, any work to be done, service or program and basic information about the individual (i.e., gender, type and level of injury/disability, and approximate age).

Desired Outcomes of the SCI Solutions Project: Explain the expected impact that this project or program will have to improve quality of life of a person(s) with SCI.

Budget details: Provide a brief, itemized budget of the SCI Solutions Project revenue and expenses. If applicable, identify other funding sources either matching fund raised or contributing to this SCI Solutions Project (confirmed and pending) or a fundraising plan and contact information (name, phone or email). At least one quote for equipment and/or services provided (if applicable). See Sample Budget Form Appendix A for Individuals and Appendix B for organizations below.

Leveraged Funding: *Leveraged funding* means additional funding for the project that comes from more than the Alberta SCI Solutions Fund and if applicable, should include matching funds raised. It is anticipated that these projects could not have been accomplished without the SCI Solutions Grant. Although it is not an absolute requirement, projects will be viewed favourably if they demonstrate Leveraged Funding.

Collaboration: Describe how collaboration will occur with community partners.

Sustainability: Describe how the project will sustain itself long term (Organization Application only)

Dissemination Plan: Describe your plan to disseminate the information about the project to the public and/or your membership (Organization Application only).

SECTION C (Organizations) / D (Individuals): SCI SOLUTIONS GRANT PAYMENT INFORMATION

Grant Payment/Sponsoring Organization: Please provide contact information of the Sponsoring Organization for whom the grant payment will be sent to (**this is required**)



The Alberta Paraplegic Foundation
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 Tel: (780) 424-6312 ext 2227
 Email: solutionsfund@paraplegicfoundation.org
www.paraplegicfoundation.org

**Appendix A - The Alberta SCI Solutions Fund
 SAMPLE BUDGET FORM for *Individuals***

Project “Home Renovation”		
Estimated Budget of Revenue and Expenses		
Revenue	Savings	\$1,000.00
	Family & Friends	\$825.00
	SCI Solutions Fund	\$5,000.00
	Total Revenue	<u>\$6,825.00</u>
Expenses	Home Reno (quote attached)	\$6,500.00
	GST	\$325.00
	Total Expenses	<u>\$6,825.00</u>

**Appendix B - The Alberta SCI Solutions Fund
 SAMPLE BUDGET FORM for *Organizations***

Project “Peer Conference for People with SCI”		
Estimated Budget of Revenue and Expenses		
Revenue	Grant Fund A	\$2,500.00
	In-Kind Contribution (Staffing)	\$5,000.00
	In-Kind Contribution (Office, Supplies)	\$2,500.00
	SCI Solutions Fund	\$12,500.00
	Total Revenue	<u>\$22,500.00</u>
Expenses	Staffing (provided)	\$5,000.00
	Office Space & Supplies (provided)	\$2,500.00
	Advertising	\$1,000.00
	T-Shirts	\$500.00
	Equipment Purchase/Rental	\$2,500.00
	Facility Rental	\$5,000.00
	Transportation	\$2,000.00
	Food for Event	\$2,000.00
	Subsidy for Users	\$2,000.00
	Total Expenses	<u>\$22,500.00</u>



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Appendix C - Alberta SCI Solutions Fund SCI Solutions Project Completion Form

The SCI Solutions Project Completion Form must be completed and returned no later than 60 days following the completion date of the project.

Grant #: _____ Date: _____

Title of Project: _____

Is this project complete? Yes No

(If No, please indicate whether written consent has been obtained and report on the progress to date, reason for delay and expected completion date, as may be appropriate.)

Organization (if applicable): _____

Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: (Home) _____ (Work): _____

Fax: _____ Email: _____

Please explain how this grant has and will impact (continue to benefit) a person or people with spinal cord injury. (See Section B #7 of the Alberta SCI Solutions Fund Application Form.)

Summarize the expenditures of the project:

Total project costs: \$ _____

Amount provided by this grant: \$ _____

Funding provided from other sources: \$ _____

Please provide name and contact information (phone, address, email etc.) of other contributors to the project, if applicable:

Please provide information on any public relations or marketing opportunities that have occurred or are planned in relation to this project. Please send or attach pictures or copies of print materials where possible.

Signature of organization representative / individual:

SIGNATURE

DATE

Please return to: Solutions Coordinator
The Alberta Paraplegic Foundation
305 Hys Centre, 11010 101 Street
Edmonton, AB T5H 4B9
Email: solutionsfund@paraplegicfoundation.org