



Adaptive Sports Equipment Grant Program Guidelines and Requirements

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Adaptive Sports Equipment Grant Program

Grant Philosophy and General Information

Our Mission and Program Philosophy

Our mission is to empower those with paralysis to live engaged and fulfilling lives through sports and recreation.

To achieve this mission, our “Adaptive Sports Equipment Grant Program” seeks to help individuals with paralysis purchase adaptive sports equipment and live their own active lifestyles on their own terms.

Grant Cycle Calendar

<i>Spring Grant Cycle</i>	<i>Fall Grant Cycle</i>
Application Opens – February 1 Application Due – March 31 Applicants Notified – mid-May Deadline to Use Funding – Sept. 30	Application Opens – June 1 Application Due – Sept. 30 Applicants Notified – end of October Deadline to Use Funding – April 30

Grant Rules and Information

1. **APPLICANT** – The individual applying for the adaptive sports equipment must be the one filling out the application form, unless the individual is younger than the age of 13 or the individual’s disability prevents the use of a computer. Regardless, applicant must be aware of—and consent to—all answers.
2. **ONLINE SUBMISSION ONLY** – The grant application must be filled out and submitted through the online form at <http://kellybrushfoundation.org/grants-programs/adaptive-sports-equipment/>. We will no longer be accepting paper applications through the mail or electronic copies through email.
3. **LATE APPLICATIONS** - We do not make any exceptions for late applications. All components of an application must be submitted before the deadline in order to be considered. If you have not received a confirmation, please assume we have not received your application.



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4. **NORMAL GRANT AMOUNTS** – While we do not have a minimum or maximum award amount, the average grant is generally around \$2,500 - \$3,000.
5. **GRANT DECISIONS** - Upon submission of a complete application and review by the Grants Committee, you will receive one of 3 responses:
 - a. An Award (in the full or partial amount of your application),
 - b. A Denial, or
 - c. A \$500 “Try It First” Grant.

“Try It First” Grants are awarded to applicants that impress the Grants Committee but do not appear to have sufficient experience with the equipment they are applying for to warrant making such a large purchase. “Try It First” recipients are encouraged to use the \$500 towards program or rental fees at a local adaptive sports program to gain experience in the adaptive sport originally applied for or another of their choosing.

6. **PREVIOUS GRANT RECIPIENTS** – If you have previously received a grant from the Kelly Brush Foundation, you cannot apply for another 4 cycles (for example, if you received a grant in the Fall of 2015, you are not eligible for the Spring 2016, Fall 2016, or Spring 2017 cycles, and can apply again in the Fall of 2017).
7. **PREVIOUSLY DENIED APPLICANTS** – If you have previously applied and been denied by the Kelly Brush Foundation, you may reapply at any time, paying special attention to the reason in the denial letter, then improving that aspect of the application or gaining the recommended experience.
8. **VENDOR PAYMENT** - We only pay reputable adaptive sports equipment vendors directly. We **DO NOT** provide funding to the grant recipient or reimburse for equipment already purchased.
9. **SHARE YOUR STORY** – After being awarded a grant, we may ask for periodic updates on your story and your use of the equipment for marketing opportunities as well as our own research. We may use your first name and state of residence, along with any pictures provided by you, for marketing purposes. We will never use your last name or town of residence without your permission.



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Grant Eligibility

The Grants Committee of the Board of Directors of the Kelly Brush Foundation will consider all eligible applications. Eligibility consists of 2 components: eligible applicants and eligible equipment.

Eligible Applicants

Applicants must have paralysis caused by one of the following conditions:

- Spinal Cord Injury (caused by traumatic injury or medical cause)
- Spina Bifida
- Transverse Myelitis (if paralysis is still experienced)

Unfortunately, other conditions are not eligible for our grant programs, including cerebral palsy, multiple sclerosis, post-polio, Guillain-Barre´ Strohl Syndrome, ALS, all other neuropathies, and all other conditions causing disability.

Eligible Equipment

Any piece of adaptive sports equipment that allows an applicant to be active and participate in a sport or recreational activity will be considered, subject to the guidelines below. However, the equipment must be “adaptive”, meaning intended for use by someone with a disability.

1. Common Equipment

Almost all grant awards are for the purchase of:

Handcycle (Road)	Basketball Chair	Hockey Sled
Handcycle (Offroad)	Tennis Chair	All-terrain Chair
Monoski (Alpine)	Rugby Chair	Recumbent Trike
Sit-Ski (Nordic)	Racing Chair	

2. Other Eligible Equipment

We will consider other adaptive equipment, and have provided grants for: adaptive equestrian driving carriages, bowling ramps, “stand up” paddleboards, adaptive golf carts, kayak/canoe seats (but not the kayak/canoe itself), adaptive sailing, and more.



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3. Power Assistance

We will consider equipment that has an element of power assistance, but the explanation in the application must be particularly compelling. We believe that one of the biggest benefits of being active is fitness. As that is a large component of the intent of our grant programs, applications for equipment that contain an element of power assistance must clearly describe why that equipment provides the best opportunity for the applicant to experience sports and recreation.

4. Ineligible Equipment

We will not consider applications for:

- Non-adaptive sports equipment such as standard bicycles, skis/boots/poles, automotive equipment, etc.
- Accessory upgrades (such as wheelsets)
- FES equipment
- Rio Mobility Firefly
- Indoor exercise equipment such as trainers (for handcycles), gym equipment, stationary bikes or rowing machines
- All other non-adaptive equipment

Quotes that include accessories such as sport computers, tee shirts, premium wheelsets, and other accessories will be reduced by the amount of such accessories when considered by the Grants Committee.

After reading the guidelines above, if you are unsure whether the equipment you are applying for is eligible, please contact grants@kellybrushfoundation.org or call 802-846-5298.



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Grant Application Instructions

The grant application is **ONLINE ONLY** and can be found at the following link when a grant cycle is open:

<http://kellybrushfoundation.org/grants-programs/adaptive-sports-equipment/>

Unlike in past years, the application must be filled out online through our website. It contains interactive and conditional sections that populate based on your response to certain questions. As such, the application can only be submitted through the online form. You cannot print out the application form and provide written or otherwise typed responses.

Only applications submitted through the online form will be considered.

BEFORE BEGINNING the application, please note the following:

- Have all information prepared (including documents noted below) and saved on your computer before beginning the application form. While you will be able to save your application and return later by following a personalized link, you will minimize the risk of losing application information by being prepared before filling out the online form.
- Read the FAQ at the end of these Grant Application Instructions.

The application has 4 parts, each of which must be thoroughly and timely completed.

Part 1 – Application Information – Page 6

Part 2 – Equipment Information – Page 7

Part 3 – Financial Information – Page 8

Part 4 – Personal Questions – Page 9



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Part 1 – Applicant Information

This section of the Grant Application includes biographical information and about the applicant's paralysis. Applicants will be asked to describe the cause of their paralysis and how it affects their mobility (ie. extent of hand, arm, torso, and leg sensation and movement).

WHAT IS REQUIRED – Medical Documentation of Paralysis

We require that you submit medical documentation of paralysis. This must be in the form of a recent letter on the letterhead of a treating physician or primary care provider stating the cause and nature of the applicant's paralysis. If the cause of paralysis is Spinal Cord Injury, please have them indicate the level of injury, whether it is complete or incomplete, and when it occurred.

We do not accept full medical histories, physical reports, etc.

Remember - You will need to have medical documentation of paralysis in electronic form on your computer before beginning the application.

While the online form is secure, if you do not wish to submit medical documentation of paralysis through the online form, you may send it one of the following ways:

- Email to – grants@kellybrushfoundation.org
- Mail to – Kelly Brush Foundation
7 Aspen Drive, Suite 1
S. Burlington, VT 05403

We will not consider an application unless medical documentation of paralysis is received through the online application form, email, or mail by the deadline.



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Part 2 – Equipment Information

This section of the Grant Application includes questions about the type of equipment you are applying for, the exact model of equipment you are applying for, amount of funding being requested, and 2 vendor quotes for the equipment you are applying for.

WHAT IS REQUIRED – 2 Vendor Quotes

We require that you submit 2 personalized quotes from reputable adaptive sports equipment vendors for the equipment you are applying for. You can find a list of recommended vendors here (<http://kellybrushfoundation.org/resources/>), but this list of resources is just vendors we commonly work with and is not intended to be exclusive or exhaustive.

Remember - You need to have the vendor quotes in electronic form on your computer before beginning the application.

Our intent is for you to work with a vendor to determine exactly the type of equipment you will need, rather than simply taking a screenshot of an online shopping cart on a vendor's website. However, if you are having difficulty obtaining a personalized quote, a PDF or JPG image of an online checkout will suffice, as long as it shows clearly the equipment and options you are requesting.

If only 1 vendor sells the equipment you are applying for, you may submit only 1 quote, but please explain such where indicated in the online form.

Vendor quotes cannot be mailed or emailed. They must be submitted through the online form.



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Part 3 – Financial Information

This section of the Grant Application includes questions about your household financial position as well as whether you are seeking other means of funding for your desired piece of equipment. While **there is no income limit to apply to our grant programs**, it is one criterion used in determining grant recipients and award amounts.

WHAT IS REQUIRED – Financial Documentation

In addition to listing sources and amounts of income and wealth, we require documentation of each.

- If the applicant has a household (including spousal and/or parental) income, we require submission of the last 2 federal tax returns for each.
- If the sole source of income is SSI, we require submission of a Social Security Benefit Verification Letter.
- If the source of income and/or living expenses is not by employment or SSI, we require some proof, whether it be an annuity, independent wealth, or otherwise.

IMPORTANT - For security and privacy reasons, you CANNOT submit this information through the online application form. You MUST submit this information, which must be *received on or before the deadline*, in one of the following ways:

- Email – grants@kellybrushfoundation.org
- Mail to – Kelly Brush Foundation
7 Aspen Drive, Suite 1
S. Burlington, VT 05403

For added security reasons, please redact or cover with Sharpie all Social Security Numbers and other sensitive personal identification information.

While the online application form is secure and your information will not be shared with or accessible to anyone except the Grants Committee of the Board of Directors of the Kelly Brush Foundation, the sharing of sensitive personal financial information requires a second level of security.



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Part 4 – Personal Questions

Parts 1 through 3 are the housekeeping. Part 4 is how we get to know *YOU!* This is our opportunity to get to know why you want to be active, why you are applying for the specific piece of equipment, and what obtaining this piece of equipment will mean to you.

WHAT IS REQUIRED – Complete & Thoughtful Answers

The Grants Committee is more likely to make grant award to individuals that put in the effort to provide a good sense of who they are, what they have done, and what they want to accomplish.

To enhance your chances of receiving a grant, send along photos of yourself being active or doing everyday things, explain your story with responses that include more detail, and make use remember you!

Finally, there is no right way to answer these questions; we want to hear your individual story!



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Frequently Asked Questions (FAQs)

General Information and Eligibility

How does this grant process work?

After the grant deadline, we meet as a Grants Committee of the Board of the Kelly Brush Foundation to review applications and determine awards based on available funds. Often, grant awards will only cover part of the cost of a certain piece of equipment. In all cases, the Kelly Brush Foundation ***only provides funding directly to the vendor***, not the individual applicant.

Who can apply for a grant?

Only individuals residing in the U.S. that have an eligible spinal cord injury or condition, spina bifida, or transverse myelitis may apply. We do not provide grants to programs, teams, or other organizations.

What equipment can I apply for?

You may apply for any piece of sports or recreational equipment that helps you get active that is specifically designed to be used by individuals with a disability. Our most common pieces of granted equipment include handcycles (road and offroad), monoskis (alpine and nordic), and sport chairs (tennis, basketball, rugby, racing, etc.). We have also provided grants for hockey, off-road recreational chairs, golf, canoeing/kayaking, scuba diving, equestrian, bowling, and other activities.

What equipment can I *NOT* apply for?

You cannot apply for (i) non-adaptive equipment, such as standard bicycles, skis and bindings, or other sports equipment widely used in able-bodied sports, (ii) accessory upgrades, such as wheels or handcycle components, (iii) accessories such as water bottle holders, cycling computers, helmets, etc., (iv) transfer aids such as lifts, transfer seats, etc., or (v) indoor training equipment, cycling trainers, or gym equipment. There may be other items we don't provide grant funding for, but this list should give you an idea of what we do and don't cover. There is more information on Page 4 of the Guidelines and Requirements document.

Where can I find vendors of adaptive sports equipment to get quotes?

Please refer to our resources page (<http://kellybrushfoundation.org/resources/>) for a list of common vendors that we work with. The vendors on this list are not the only vendors you may use, however. We recommend you contact your local adaptive sports program to see if there are any local vendors that can help you get properly fit for equipment.



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If I am awarded a grant, how do I receive my piece of equipment?

If you receive a grant, you will have until the deadline to take advantage of the grant. In your award letter, we will ask you to inform 1 of the 2 vendors from which you provided quotes that you are ready to purchase the equipment, tell them the amount of your grant, and have them invoice the Kelly Brush Foundation for that amount. We will then pay the vendor directly. There will be more information in the grant award letter.

If I am awarded a grant, what requirements are there afterward?

We ask that you (i) send us pictures of you receiving and using the equipment, (ii) fill out a questionnaire 2 months and 1 year after receiving your equipment, and (iii) stay in touch generally. We want to see how you're doing!

I have applied for a grant before, can I reapply?

If you are denied a grant application, you may apply the following cycle. If you receive a grant award, you cannot apply for another 4 cycles.

My Grant Application

There is only 1 manufacturer that makes and sells the equipment I am applying for, how can I provide 2 quotes?

If this is the case, please indicate that there is a single vendor on the application form in the space for naming the second vendor.

Can I fill it out the application for my minor child, a friend, or another person?

The **applicant must fill out all sections** of this grant application his/herself. Exceptions include the guardian of child under the age of 13 or the caregiver of an individual whose paralysis limits typing ability. Regardless, all applicants will be responsible for knowledge of the eligibility rules and procedures as well as all responses on the application form, and must indicate his/her consent to have the application submitted.

What if something happens that changes the accuracy of one of my responses after I submit my application?

You must keep us updated on any changes to your application, including (i) any adaptive sports equipment that you obtain between when you apply and when your application is considered, (ii) any changes to the status of other grant applications, or (iii) any changes to residence or contact information. If you are awarded a grant and would like to change what equipment you purchase, please send us your intentions and a brief description of why, and we will consider your planned change.



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What makes a good application?

We want to get to know you, why you want to be active, and what being active means to you. We also want to know exactly why you are applying for the specific piece of equipment listed on the application (for example, if you're applying for a handcycle, we want to know why you're applying for a Top End Force G rather than a Force 3 or XLT). We want to see that you have experience trying the equipment and that you've had the discussion with the vendor why that piece of equipment is right for you.

Financial Information

What financial information do I need to submit?

You need to submit financial information of your entire household, including spouses or parents. If you and/or your household do not file federal or state tax returns, please send some form of income verification such as SSI Benefit Verification Letters or documentation of another annuity payment or independent wealth. If none of these apply, we will need an explanation of income and/or wealth. We keep the information strictly confidential and destroy it after the grant cycle.