



Adaptive Sports Equipment Grant Program Guidelines and Requirements

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Adaptive Sports Equipment Grant Program

Grant Cycle Calendar

<i>Spring Grant Cycle</i>	<i>Fall Grant Cycle</i>
Application Opens – January 1 Application Due – April 30 Applicants Notified – end of 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, 2017

Grant Rules and Information

1. **APPLICANT** – The applicant must fill out the application form unless the applicant is younger than the age of 13 or the individual’s disability prevents the use of a computer. Regardless, applicant must be aware of, contribute 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/>.
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.
4. **NORMAL GRANT AMOUNTS** – While we do not have a minimum or maximum award amount, the average grant is generally around \$2,500.
5. **GRANT DECISIONS** – There are three possible decisions:
 - a. An Award (in the full or partial amount of your application),
 - b. A Denial, or
 - c. A \$500 “Try It First” Grant – awarded to applicants without sufficient experience with the equipment they are applying for. “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.



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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 reside in the United States and 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.



Adaptive Sports Equipment Grant Program

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/>

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



Adaptive Sports Equipment Grant Program

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

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
Three Main Street, Suite 104
Burlington, VT 05401

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
Three Main Street, Suite 104
Burlington, VT 05401

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

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!