



# The Active Fund

## 2018 Application Guidelines

	Spring Cycle	Fall Cycle
<b>Application Opens</b>	January 18, 2018	June 12, 2018
<b>Application Deadline</b>	March 18, 2018	September 16, 2018
<b>Applicants Notified</b>	End of April 2018	End of October 2018

### Application Checklist:

Before beginning the online application, have the following ready.  
See "Instructions" section for details on each item.

- Medical Documentation of Paralysis**  
A letter on the letterhead of a treating physician or primary care provider.
- Vendor Quotes**  
2 personalized quotes from reputable adaptive sports equipment vendors.
- Financial Documentation**  
Your relevant financial documentation of income and/or wealth.
- Personal Recommendation (NEW)**  
A recommendation from a coach, instructor, peer you plan to be active with, or someone else that can speak to how the equipment will affect your life.
- Photos**  
Of you being active or living your everyday life.

These Guidelines contain the Active Fund application rules, eligibility, and instructions. Read these carefully before beginning the application online at:

[kellybrushfoundation.org/theactivefund](http://kellybrushfoundation.org/theactivefund)

## Rules

1. **The applicant must fill out the application form** unless the applicant is younger than the age of 13 or the applicant's disability prevents the use of a computer. Regardless, the applicant must contribute and consent to all answers.
2. **We do not make any exceptions for late applications.** All components of an application must be **received** by the deadline, including any materials such as financial documentation that must be mailed or emailed.
3. **If you have previously received a grant** from the Kelly Brush Foundation, you cannot apply for another 2 years. This does not apply for "Try It First" grant recipients, who are eligible the following cycle.
4. **If you have previously been denied** by the Kelly Brush Foundation, you may reapply at any time, paying special attention to improve upon the reason for denial.
5. There are three possible decisions an applicant may receive:
  - a. Award (either full or partial)
  - b. Denial
  - c. "Try It First" Grant – an award of \$500 to go towards program or rental fees at an adaptive sports program to gain experience with the equipment applied for.
6. While we do not have a minimum or maximum award amount, grants rarely exceed \$5,000, and the average grant is generally around \$2,500.
7. We only pay reputable adaptive sports equipment vendors directly. We **DO NOT** provide funding to the grant recipient or reimburse for equipment already purchased.
8. If you receive a grant, we may use your name and state of residence for marketing purposes. But more importantly, we will want to stay in touch and expect you to report regularly on your experiences with your new equipment.

## Eligibility

**Please Note** – meeting eligibility requirements is not a guarantee of a grant award.

### Eligible Applicants

**Individuals with paralysis caused by spinal cord injury who reside in the US.**

Please note that this eligibility policy has changed for 2018. Previously we accepted applicants with spina bifida and transverse myelitis.

Other conditions are not eligible for our grant programs, including spina bifida, transverse myelitis, 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 sports or recreation equipment specifically designed for people with disabilities that allow an applicant to be active.

We give preference to equipment that provides some fitness benefit. We do, however, consider applications for power equipment where the applicant can persuasively explain why that type of equipment is the best and most appropriate piece of equipment for him/her to live an active lifestyle.

**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)
- Everyday wheelchairs
- FES equipment
- Motorized wheelchair attachments
- 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.

## Instructions

### Before Beginning:

Have all checklist documents saved on your computer before beginning the online application form. While you will be able to save your application and return later, you will minimize the risk of losing application information by being prepared before filling out the online form.

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

### Part 1 – Applicant Information

This section of the Grant Application includes information about you and your paralysis. You will be asked to describe the cause of your paralysis and how it affects your mobility (extent of hand, arm, torso, and leg sensation and mobility).

#### Required Attachment:

#### Medical Documentation of SCI

A letter on the letterhead of a treating physician or primary care provider stating the cause and nature of your paralysis, including level of injury, whether it is complete or incomplete, and when it occurred.

**We do not accept** full medical histories, physical reports, Paralympic classifications, photos of injuries, or any other form of medical documentation.

**Medical documentation must be submitted through the online application.**

## 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.

### Required Attachments:

#### 2 Vendor Quotes

You must submit 2 personalized quotes from reputable adaptive sports equipment vendors for the equipment you are applying for.

We want you to work with the vendors of your choice to determine the appropriate type of equipment you will need. 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.

Quotes that include accessories in addition to the base equipment will be reduced by the amount of such accessories when considered by the Grants Committee.

**Vendor quotes must be submitted through the online application.**

## 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**, it is one criterion used in determining grant recipients and award amounts.

### Required Attachments:

#### Financial Documentation

We require all relevant financial documentation, including:

- Last 2 years' federal tax returns, if filed (first 2 pages of 1040 is sufficient)
- SSI Benefit Verification Letter, if applicable
- Any other forms of income (family support, annuities, other structured payments)
- An explanation of any other forms of personal wealth

**We do not accept** paystubs, screenshots of bank statements, or any other form of financial documentation not listed above.

**For security and privacy reasons, you CANNOT submit this information through the online application form.** This information must be *received on or before the deadline*, by email or mail at:

#### Email

grants@kellybrushfoundation.org

#### Mail

Kelly Brush Foundation  
Three Main Street, Suite 217  
Burlington, VT 05401

## Part 4 – Questions & Recommendation

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. There is no right way to answer these questions; we want to hear your story!

### Required Attachments:

**Personal Recommendation (NEW)**

In addition to your complete and thoughtful answers to the questions on the online form, we now require a recommendation written by a coach, adaptive sports program instructor, teacher, family member, friend, or peer you plan to be active with.

The recommendation should answer:

*“Who is the applicant as a person and how will this equipment impact the applicant, the applicant’s lifestyle, and those closest to the applicant?”*

### Optional Attachments:

**Photos**

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 us remember you!

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If you have any questions about the Active Fund application not included in these Guidelines, please email [grants@kellybrushfoundation.org](mailto:grants@kellybrushfoundation.org) or call 802-846-5298.

**We look forward to seeing your application!**