



# The Active Fund

## 2020 Application Guidelines

	Spring Cycle	Fall Cycle
<b>Open Deadline Notifications</b>	January 31, 2020 March 31, 2020 Late May 2020	August 1, 2020 September 23, 2020 Late October 2020

### Application Checklist:

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

- 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**  
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.

## 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.**

Other conditions are not eligible for our grant programs, including (but not limited to) spina bifida, 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. It should be noted that first-hand experience using the desired equipment in the environment you intend to use it is extremely important to the Grant Committee.

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.

## Rules

**The applicant must fill out the application form.**

The only exceptions are if 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.

**We do not make any exceptions for late applications.**

All components of an application must be *received* by the deadline. If you do not get a confirmation email after hitting submit, please call 802-846-5298.

**Previous grant recipients must wait 2 years to apply again.**

This does not apply for "Try It First" grant recipients, who are eligible the following cycle. If you have previously been denied by the Kelly Brush Foundation, you may reapply at any time, paying special attention to improve upon the given reason for denial.

**There are three possible decisions an applicant may receive:**

- Award (either full or partial)
- "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
- Denial

**There is no minimum or maximum award.**

Please note that grants rarely exceed \$5,000, and the average grant is generally around \$3,500.

**We only pay reputable adaptive sports equipment vendors directly.**

We **DO NOT** provide funding directly to the grant recipient or reimburse for equipment already purchased.

**We may use your first name, state, pictures submitted, and answers to specific questions in the application.**

If you receive a grant, we may use your first name, state of residence, photos, and answers to specific questions for marketing purposes. But more importantly, we do want to stay in touch and hear about your experience with your new equipment.

## Instructions

### Using *SurveyMonkey Apply*:

The Active Fund application will be using *SurveyMonkey Apply* application software. The first step the applicant will take is to register with SurveyMonkey by creating a user name and password, which can be used to save your progress and then login at a later time to update and/or complete your application.

Applicants must upload all of the required documentation and fill in each required answer before being able to hit submit. You will be unable to submit your application after 5pm EST on the deadline.

#### Recommendations:

- **Start early!** Procrastination is human, but it can cause you to miss out, too. The deadline is on a Wednesday.
- **Have all documents saved on your computer.** Do this before you start the application. While you can always return to your application, having everything ready in advance limits the chances of you having problems.

### 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.
- Acceptable formats: .pdf, .jpg, .png

## 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. We want you to work with the vendors of your choice to determine the best equipment.

### Required Attachments: 2 Vendor Quotes

- You must submit 2 personalized quotes from reputable adaptive sports equipment vendors for the equipment you are applying for.
- If only 1 vendor sells the equipment, you may submit only 1 quote.
- If the vendor you are hoping to order from does not provide personalized quotes, a PDF or JPG image of an online checkout will suffice, as long as it shows clearly the equipment and options you are requesting.
- Quotes that include accessories in addition to the base equipment will be reduced by the amount of such accessories when being reviewed.

## 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 or bank statements. Please redact all social securities numbers from all financial documentation.

## 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! The more you write, the better we can understand why getting a grant from the KBF will change your life.

### Required Attachments: Personal Recommendation

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!

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

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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.