



Barrier Buster Grant Evaluation Process & Assessment Criteria

Evaluation Process

1. An applicant submits an Access4All Barrier Buster grant application form online at rickhansen.fluidreview.com.
2. RHF assesses the application submission to ensure it meets the “Application Submission” eligibility criteria. Applications that do not meet this criteria will not be reviewed.
3. The RHF Review Committee scores the application against the Assessment Criteria on a first-come, first-served basis, and makes a recommendation to the Grants Committee of the RHF Board.
4. The RHF Review Committee may consult independent external experts to verify the proposed project approach and budget during the scoring process.
5. The Grants Committee assesses the recommendation made by the RHF Review Committee, and approves the grant amount awarded or rejects the application.
6. RHF notifies the applicant, whether successful or unsuccessful, in a timely manner on a rolling first-come, first-served basis. Note that RHF will have notified all applicants by May 31, 2017. **RHF will not accept any enquiries about the status of an application.**
7. RHF issues an Award Letter to a successful applicant. The Award Letter may contain additional terms and conditions such as a grant payment schedule or pre-conditions.
8. RHF releases 90% of the total grant awarded in accordance with the dates outlined in the Award Letter. Note that the RHF will disburse up to a maximum of \$500,000 in Barrier Buster grants by March 31, 2017. All other successful applicants will be awarded grants after this date.
9. The grant recipient submits a Final Report, in the format requested by RHF, upon completion of the Barrier Buster project. The purpose of the Final Report is to evaluate the final project against the original application. Proof of expenses and photographs/videos will be required. The deadline for the Final Report is February 28, 2018.
10. RHF releases the remaining 10% of the grant awarded, upon receipt and satisfactory review of the Final Report.

Assessment Criteria

The Review Committee will use the criteria below to score eligible applications on both components of the Barrier Buster Project: (1) the Infrastructure Improvement and (2) the Awareness Event.

For the purposes of the assessment process, people with disabilities refers to those with mobility, vision, or hearing challenges.

Part 1: Infrastructure improvement

The RHF Review Committee will assess the extent to which:

- The Infrastructure Improvement will result in **tangible, permanent, and improved** accessibility to a public space meeting the needs of people with disabilities.
- The Infrastructure Improvement will make a difference for people with disabilities.
- The Infrastructure Improvement will reach people with disabilities (i.e., number affected).
- The Infrastructure Improvement will foster innovation and will be sustainable (creative, effective approaches to accessibility solutions).
- The applicant will collaborate with other organizations (e.g., community groups, businesses, local governments) to deliver the Infrastructure improvement.
- The applicant will consult with disability organizations and people with disabilities in the planning of their project.
- The applicant will engage volunteers, youth, community members, and people with disabilities.
- The Infrastructure Improvement provides value for money.
- The applicant has confirmed funding or in-kind contributions from sources in addition to the Barrier Buster grant to complete the Infrastructure Improvement.
- The applicant demonstrates the necessary skills, experience, and/or expertise to deliver the Infrastructure Improvement.
- The Infrastructure Improvement is located in a province/territory which helps ensure that Barrier Buster projects are geographically distributed across Canada.

Part 2: Awareness Event

The RHF Review Committee will assess the extent to which:

- The proposed Awareness Event will effectively showcase the Infrastructure Improvement to the community and stakeholders.
- The Awareness Event will reach the greatest number of people. Awareness Events attracting 100 people or more will be scored more favourably.
- The applicant will generate media and public interest before, during, and after the Awareness Event. Media can include local, provincial, or national media and channels such as TV, radio, newspaper, blogs, and social media.
- The applicant will engage government officials and other notable guests to participate in the Awareness Event.
- The applicant will engage RHF stakeholders to participate (e.g., Ambassadors, Access4All corporate sponsors)
- The applicant will collaborate with other organizations (e.g., community groups, businesses, local governments) to deliver the Awareness Event.
- The applicant will engage volunteers, youth, community members, people with disabilities, and the official-language minority community.
- The Awareness Event provides value for money.
- The applicant has confirmed funding or in-kind contributions from sources in addition to the Barrier Buster grant to complete the Awareness Event.
- The applicant demonstrates the necessary skills, experience and/or expertise to deliver the Awareness Event.

RHF reserves the right to amend the evaluation process or assessment criteria, or to reject any or all applications, whether or not the applicant meets the eligibility criteria or assessment criteria.