This document provides further guidance on how to successfully complete an Access4All Grant Application.

There are seven tasks you must complete for your Application:

☐ **Task 1:** Fill out your Application Form

☐ **Task 2:** Upload Infrastructure Improvement Budget

☐ **Task 3:** Upload Awareness Event Budget

☐ **Task 4:** Upload Awareness Event Quote(s)

☐ **Task 5:** Upload Infrastructure Improvement Quote(s)

☐ **Task 6:** Upload Property Owner's Approval

☐ **Task 7:** Upload a Letter of Support

You must complete your Access4All Grant Application online at https://rickhansen.fluidreview.com/. You must create a log in identification and password. This allows you the option to save and return to your application at a later time.

# TASK 1: APPLICATION FORM

## SECTION I: BARRIER BUSTER PROJECT

**Name of your Barrier Buster Project:** Provide a few words describing the community project, for example, "ABC Community Park's Accessible Playspace". This name will be referred to on our website should your application be successful.

## SECTION II: ORGANIZATION & CONTACT INFORMATION

**A. Organization & Contact Information**

- **Organization Name.** Enter the legal name of your organization as registered with the Canada Revenue Agency.

- **Is your organization a "Qualified Donee" as defined by the Income Tax Act (Canada)?** Funding can only be paid to an organization if the Canada Revenue Agency defines it as a Qualified Donee. To find out more, about Qualified Donee, see the Access4All FAQs.

- **CRA Business Number.** A Canada Revenue Agency Business is 15 characters in the format: XXXXX XXXX RR XXXX

- **Street Address, City, Province/Territory, Country, Postal Code.** Enter your organization's address details.

- **Organization website.** Enter your organization website if you have one. Include "http://" in the URL.

**B. Mission & Activities**
- **What is the mission and purpose of your organization? What are its main activities?** Using a maximum of 150 words briefly describe your organization's purpose and main activities.

**C. Social Media**
- **Provide information on all social media channels that your organization uses, if any.** Complete the information for social media channels you use. In the event your organization does not use a social media channel, enter "N/A'

### D. Applicant Information & Authorization

- **Complete contact details of the Applicant.** The Applicant is an authorized representative of the organization who is applying for this grant on behalf of the Organization. Complete contact details.

- **Preferred Language of Correspondence.** Select whether the Applicant <u>and</u> applying organization would prefer English or French correspondence.

- **Authorization of Applicant.** The Applicant must check the "I Agree" box and provide his/her name and job title to acknowledge s/he has authorization from the organization to apply on its behalf.

  A successful application for a Grant under the Program will lead to a legal grant agreement between the Recipient and RHF. As the Applicant is submitting an application on behalf of a Qualified Donee, it is therefore very important that the proposed Recipient Party has given the Applicant the authority to do so. The Applicant must confirm his authority to act for the proposed Recipient and to bind that Qualified Donee to the grant agreement in the Application Form.

## SECTION III: INFRASTRUCTURE IMPROVEMENT

### A. Location

- **Where will the Infrastructure Improvement take place?** Enter the location address of where the Infrastructure Improvement will take place to increase accessibility. For the "Location Name", enter the name of the park, playground, school, recreation centre, place of worship etc.

- **Select type of premise.** Using the dropdown menu, select the type of place the where the Infrastructure Improvement will be constructed.

### B. Timeline

- **Infrastructure Improvement proposed start date.** Enter the date you plan to start (or if already underway, did start) the Infrastructure Improvement component of the Barrier Buster Project. Use the format YYYY/MM/DD, or select the date from the calendar button.

  Note: if your project has already started, this grant can only cover expenditures incurred after the date that this grant is awarded.

- **Infrastructure Improvement proposed end date.** Enter the date you plan to complete the Infrastructure Improvement component of the Barrier Buster project. Use the format YYYY/MM/DD, or select the date from the calendar button.

Note: The Infrastructure Improvement must be completed by December 31, 2017 to be eligible for the grant.

- **Are the start and end dates for your Infrastructure Improvement fixed or flexible?** Identify if your proposed start and end dates for the Infrastructure Improvement are fixed (must take place during this period), or are flexible (start and/or end dates may be shifted without affecting the construction). If your dates are flexible, explain how the dates are flexible and what dates the Infrastructure Improvement could start and end.

## C. Impact & Innovation

- **Describe the Infrastructure Improvement you propose to make to your premises. Include how you have consulted people with disabilities (mobility, vision, hearing challenges).**

  Briefly describe the proposed Infrastructure Improvement. This could range from adding an entrance ramp to a building to making a playground accessible. For more ideas, see http://www.rickhansen.com/access4all/Barrier-Buster-Projects.

  Ensure your response clearly mentions how the proposed solution will result in a tangible, permanent, and improved accessibility to a public space meeting the needs of people with disabilities.

  For the purposes of this grant, people with disabilities refers to those with mobility, vision and/or hearing challenges.

- **Describe how the Infrastructure Improvement will make a difference for people with disabilities.** What will the Infrastructure Improvement mean for people with disabilities (mobility, vision and/or hearing challenges)? How will their quality of life be improved?

- **Describe how many people with disabilities the Infrastructure Improvement will impact.** How many people with disabilities (mobility, vision and/or hearing challenges) will benefit from the Infrastructure Improvement?

- **Describe how the Infrastructure Improvement fosters innovation – if applicable (creative, effective approach to accessibility solutions) and is sustainable.** If the Infrastructure Improvement is a creative accessibility solution, describe how. Also describe how the Infrastructure Improvement will be sustainable once completed.  Do you require ongoing support for your project?

## D. Partnerships & Engagement

- **Partnerships.** Describe how, if it all, your organization is collaborating with external groups to deliver the Infrastructure Improvement. Partners could include community groups, people with disabilities, businesses, sponsors, and the local government.

- **Volunteers.** If you plan to involve volunteers in planning and delivering the Infrastructure Improvement, estimate the number of volunteers, describe their roles, and estimate of the number volunteer hours. Note that reporting on volunteer numbers and hours will be requested for grant Recipients in interim and final reporting.

- **Youth Involvement.** If youth will be involved in delivering the Infrastructure Improvement, describe their role.

- **Community Involvement.** Enter the total number of participants, including volunteers and youth, which will be participating in delivering the Infrastructure Improvement. Provide any additional information on how the broader community is involved, if at all.

## E. Expertise

- **Describe the skills, experience and/or expertise of your organization (and/or collaborating partners) to implement the Infrastructure Improvement.** Include similar projects to improvements to accessibility or construction projects on the premises your organization has undertaken. You may also refer to relevant skills/experience/expertise of individual staff, board members, volunteers, and partners in areas such as project management, construction, or accessibility improvement.

# SECTION IV: AWARENESS EVENT

## A. Location

- **Where will the Awareness Event take place?** Check the box if the Awareness Event will take place at the location of the Infrastructure Improvement. If the locations are different, enter the location address of the Awareness Event. For the "Location Name", enter the name of the park, playground, school, recreation centre, place of worship etc.

## B. Timeline

- **Awareness Event proposed date.** Enter the date you plan to host the Awareness Event. Use the format YYYY/MM/DD, or select the date from the calendar button.

  Note: The Awareness Event must take place on or before January 31, 2018 to be eligible for a grant.

## C. Awareness Event Reach and Impact

Describe the proposed Awareness Event, how it will showcase the Infrastructure Improvement to the community and stakeholders, and the number of people reached. Describe the Awareness Event you propose. Will the Awareness Event include an official "ribbon cutting" or a "ground breaking" activity and presentation? How will the Awareness Event promote values and awareness of access and inclusion of people with disabilities (mobility, vision and/or hearing challenges) to the community? How many people will attend? How will you include people with disabilities? What performances, festivities or games will take place?

- **Describe how your organization will generate media and public interest before, during and after the Awareness Event.** What media and marketing activities do you plan to use to attract the community to attend the Awareness Event and raise awareness of access and inclusion? Media can include local, provincial, or national media and channels such as TV, radio, newspaper, blogs, and social media. Marketing activities can include website, posters, flyers, letters and community announcements.

- **Describe how your organization will engage government officials and other notable guests at the Awareness Event.** Describe the government officials and notable guests you plan to invite to the Awareness Event and how they participate. Government officials could be speeches from the Mayor, MLA or an MP. You could also profile community leaders or RHF Ambassadors (See: http://www.rickhansen.com/Our-Work/Ambassadors).

## D. Partnerships & Engagement

- **Partnerships.** Describe how, if it all, your organization is collaborating with external groups to deliver the Awareness Event. Partners could include community groups, people with disabilities, businesses, sponsors, and local government.

- **Volunteers.** If you plan to involve volunteers in planning and delivering the Awareness Event, estimate the number of volunteers, describe their roles, and estimate of the number volunteer hours. Note that reporting on volunteer numbers and hours will be requested for grant Recipients in interim and final reporting.

- **Youth Involvement.** If youth will be involved in delivering the Awareness Event, describe their role.

- **Community Involvement.** Enter the total number of participants, including volunteers and youth, which will be participating in delivering the Awareness Event. Provide any additional information on how the broader community is involved, if at all.

- **Official-Language Minority Community Involvement.** An Official Language Minority Community consists of Francophones who reside outside of Quebec, or English-speaking residents of Quebec. Identify if you will invite the official-language minority community to attend or perform at the Awareness event, and if so, provide more details when you describe their involvement.

**E. Expertise**

- **Describe the skills, experience and/or expertise of your organization (and/or collaborating partners) to deliver the Awareness Celebration Event.** Include similar events your organization has hosted. You may also refer to relevant skills/experience/expertise of individual staff, board members, volunteers, and partners in areas such as event planning, PR or marketing.

# SECTION V: BUDGET & FUNDING SOURCES

- **Estimated Total Project Cost.** Provide the estimated cost of the Infrastructure Improvement and Awareness Event components of your Barrier Buster project. The total project costs should include the applicable GST, HST and/or PST in your calculations.

  **Tip:** You must also upload a completed budget for the Infrastructure Improvement and Awareness Event as part of your grant application. Complete the budget using the template provided by RHF to calculate the total cost of the project.

- **Requested Barrier Buster grant amount.** Enter the grant amount you are requesting. The grant amount cannot exceed your estimated costs or the grant limits (Infrastructure Improvement – up to $20,000, Awareness Event – up to $10,000)

# TERMS & CONDITIONS

The Terms and Conditions and Privacy Policy contain important legal information and declarations which affect the legal rights of any Recipient. **Please review your application form carefully. Before checking any of the boxes, please make sure that your responses are accurate or take all steps that are necessary to make the required declaration.** If you apply on behalf of a proposed organizational Recipient, please carefully review all the application materials, including the Application Form, the Terms and Conditions, and RHF's privacy policy with that proposed Recipient and please make sure that the proposed Recipient has given you the required authorizations

# ATTACHMENTS

To complete your application form, you will need to upload the following attachments:
1. Budget for the Infrastructure Improvement (must use template provided by RHF)
2. Budget for the Awareness Event (must use template provided by RHF)
3. Quote for at least one cost related to the Infrastructure Improvement (e.g., materials, supplies, equipment or professional fees)
4. Quote for at least one cost related to the Awareness Event (e.g., food & beverage, equipment rental, entertainment or promotional materials)
5. A letter of authorization from the property owner, landlord, or lessor of the proposed Infrastructure Improvement site
6. A letter of support from an independent third party endorsing the project (e.g. School Principal, community member, MLA)

## Application Round

| TASK | STATUS | ACTIONS |
| --- | --- | --- |
| Fill out your application form | INCOMPLETE | ▶ Start |
| Upload Infrastructure Improvement Budget | INCOMPLETE | ▶ Start |

Upload your budget using the sample spreadsheet found here. This budget is for the Infrastructure Improvement component of the Barrier Buster Project.

| Upload Awareness Event Budget | INCOMPLETE | ▶ Start |

Upload your budget using the sample spreadsheet found here. This budget is for the Awareness Event component of the Barrier Buster Project.

| Upload Infrastructure Improvement Quote(s) | INCOMPLETE | ▶ Start |

Please upload one or more quotes for the Infrastructure Improvement component of the Barrier Buster Project. This may include materials, supplies, equipment and professional fees.

| Upload Awareness Event Quote(s) | INCOMPLETE | ▶ Start |

Please upload one or more quotes for the Awareness Event component of the Barrier Buster Project. This may include equipment rental, insurance, food and beverage, entertainment and promotional materials.

| Upload Property Owner's Approval | INCOMPLETE | ▶ Start |

Please include a letter of support from the property owner, landlord or lessor authorizing the accessible and permanent changes.

| Upload a letter of support | INCOMPLETE | ▶ Start |

Please include a letter of support from an independent third party (e.g. School Principal, community member, MLA) for projects that specifically refers to the application.

| Submit your application | PREREQUISITES NOT MET | |

# TASK 2: UPLOAD INFRASTRUCTURE IMPROVEMENT BUDGET

This budget is for the Infrastructure Improvement component of the Barrier Buster Project only.  The budget submitted will be used to evaluate any interim or final reports submitted.  You can download the template here.

- **Revenues (Cash):** Include the amount you requested for the Infrastructure Improvement portion of your Barrier Buster project, as well as other sources of revenue (e.g., other grants, fundraising, donations, partner contributions). Identify the funding organization and contact details, as well as whether or not the revenue is confirmed (at least contract in place) or not confirmed (i.e., have applied, planned or need to fundraise).

- **Revenues (In-Kind):** List the revenues that will be in-kind for the Infrastructure Improvement portion of your Barrier Buster project. In-kind contributions are goods or services that are donated and do not involve money (e.g., supplies, safety equipment, consulting services). However, for budgetary purposes, you must assign a value to them. Identify the contributing organization and contact details, as well as whether or not the revenue (In-kind) is confirmed (at least contract in place) or not confirmed (i.e., have applied or planned).

- **Expenses:** Select the type of expense incurred under "Expense Category", describe the expense item, estimate the expense amount, and provide an explanation or rationale for the calculation. You must include the components below as part of your budget:
  - **Equipment:** Includes any equipment to purchased. For example, adjustable tables
  - **Services:** Professional fees for technical personnel, consultants, and contractors to undertake the surveying, design, engineering, manufacturing, installation, or construction of the proposed Infrastructure Improvement.
  - **Supplies:** Includes lumber, nails and paint required to build a ramp for example.

  **Tip:** Ensure your expense amounts include taxes.

# TASK 3: UPLOAD AWARENESS EVENT BUDGET

This budget is for the Awareness Event component of the Barrier Buster Project only.  The budget submitted will be used to evaluate any interim or final reports submitted.  You can download the template here.

- **Revenues (Cash):** Include the amount you requested for the Awareness Event portion of your Barrier Buster project, as well as other sources of revenue (e.g., other grants, fundraising, donations, partner contributions). Identify the funding organization and contact details, as well as whether or not the revenue is confirmed (at least contract in place) or not confirmed (i.e., have applied, planned or need to fundraise).

- **Revenues (In-Kind):** List the revenues that will be in-kind for the Awareness Event portion of your Barrier Buster project. In-kind contributions are goods or services that are donated and do not involve money (e.g., event planning services, A/V rental, giveaways). However, for budgetary purposes, you must estimate a value to them. Identify the contributing organization and contact details, as well as whether or not the revenue (In-kind) is confirmed (at least contract in place) or not confirmed (i.e., have applied or planned).

- **Expenses:** Select the type of expense incurred under "Expense Category", describe the expense item, estimate the expense amount, and provide an explanation or rationale for the calculation. You must include the components below as part of your budget:
    - **Rental:** Includes any equipment to be rented such as furniture, AV, washroom facilities
    - **Services:** Professional fees for event planners, photographer, videographer, performers
    - **Promotional Materials:** Includes media, outreach, marketing materials, signage
    - **Other:** <u>Must</u> include budget and include cost of a permanent plaque at the Infrastructure Improvement site as this is a grant requirement for Recipients.

    **Tips:** Ensure your expense amounts include taxes.

# TASK 4: UPLOAD INFRASTRUCTURE IMPROVEMENT QUOTE(s)

You can submit multiple uploads to include quotes for at least one cost related to the Infrastructure Improvement (e.g., materials, supplies, equipment or professional fees).

# TASK 5: UPLOAD AWARENESS EVENT QUOTE(s)

You can submit multiple uploads to include quotes for at least one cost related to the Awareness Event (e.g., food & beverage, equipment rental, entertainment or promotional materials).

# TASK 6: UPLOAD PROPERTY OWNERS APPROVAL

A signed letter of authorization from the property owner, landlord, or lessor of the proposed Infrastructure Improvement site stating the Recipient may undertake the proposed Barrier Buster project and associated modifications.

# TASK 7: UPLOAD A LETTER OF SUPPORT

A letter of support from an independent third party endorsing the project (e.g. School Principal, community member, MLA).  State the contact details for the person or group consulted that provided the letter of support to verify that the project is a priority for people with physical disabilities.  The letter should comment on the need for such a project in the intended region / community as well as the ability of the Recipient to carry out the project successfully. The person or group providing the letter of support must be knowledgeable about the project, but must also be independent from the Applicant and the Recipient and cannot directly or indirectly be part of, or benefit from, the proposed project or any Grant (except to provide the letter of support) or otherwise have, or be reasonably perceived to have, a conflict of interest.