



Quality of Life Grant Application Process and Guidelines

Before beginning your application, please read the all of the following information to familiarize yourself with the application process and better prepare the required information. Additionally, please add QOL@ChristopherReeve.org to your acceptable email address list to avoid having your confirmation email being blocked by SPAM blocker software.

Quality of Life Grant Application

The **Quality of Life Grant Application**(available on the [website](#)) must be completed and then uploaded online through the Reeve Foundation [online application](#). Applications are NOT accepted via fax or email. Prior to uploading your application, please save and name your application as "Organization name_City_State" (i.e., XYZ_Springfield_NJ). The completed form must be uploaded as a required attachment to your application. *Applicants that have received prior Reeve Foundation Quality of Life funding must also attach a copy of the final report of their most recent Reeve grant to the **END** of the Quality of Life Grant Application.* Final report forms are available on our website www.christopherreeve.org/qol. Please contact Quality of Life department with any questions.

ATTENTION: Therapeutic riding centers, please tell us in your application about your affiliation, if any, with PATH International (formerly NAHRA).

Only one request per cycle should be submitted for an organization.

Documents

In addition to completing an online application (mostly basic information needed for our database), the following documentation must be attached with all applications:

- Completed Quality of Life Grant Application
- IRS 501(c)(3) Letter of Determination (if U.S. based nonprofit)

Information for Non-Profit Organizations Not Based in the United States

Applications are accepted from organizations based outside of the United States, although priority is given to those with an international scope (i.e., project serves people living in more than one country). During the online application process you will be asked for a tax ID number – just enter any ten-digit number to continue with the online (e.g., 000-0000-000). You will likely receive a message that reads "Number is not found in the US Tax Database." Hit OK and proceed with the application.

Quality of Life Grant Application Project Budget Instructions

Please provide the total cost of the project (\$US).

Please provide the total funds (\$US) that you are requesting from the Reeve Foundation for the project.

Other Sources of Funding: Complete this section only if funds from other organizations (including your own organization) will be used for this project. If only Reeve Foundation funds are being used, skip this section.

- A. In column A, list the name of each organization from which you have received or requested funds for this project. Do not include the funds you are requesting from the Reeve Foundation. If you have requested or received funds from outside your organization, list the name of the other organization. If internal funds (from within your own organization) are being used, enter "internal funds".
- B. In Column B, list the dollar amount of funds that you have requested or received from each funding source.
- C. In Column C, state whether the funds have been committed (this includes funds that have been approved even if you haven't actually received the money), or whether the funds are pending (you do not know yet whether or not they will be approved).

Sample Budget Table:

A: Source of Other Funding	B: Dollar Amount	C: Is This Funding Committed or Pending?
ABC Foundation	\$7,000	Received
Sample 123 Foundation	\$5,000	Pending
Example Foundation	\$10,000	Pending
Pocket Change Foundation	\$1,000	Received
World Foundation	\$500	Received

BUDGET INFORMATION FOR FUNDS REQUESTED FROM THE REEVE FOUNDATION

The information in this section applies only to the funds you have requested from the Reeve Foundation. Do not include funds you have requested or received from other funding sources.

Applications that do not have the information requested below on funds requested from the Reeve Foundation or that contain information on funds from other organizations in this section will not be reviewed.

There are six categories of expenses. Each category has a table below into which you should enter information about funds you are requesting from the Reeve Foundation for that category. Please read the descriptions of the categories before deciding which funds go into which category. There are specific instructions about each category above the table for that category.

If you are not requesting funds for one or more of the categories, leave that table blank.

The total dollar amount of all the categories must be equal to the dollar amount you requested from the Reeve Foundation above.

- **"Personnel"** includes salaries or wages of people who currently work for your organization who will work on the proposed project. It does not include people from outside your organization - these funds go in the "Consultants/Contractors" category.
- **"Equipment"** includes the cost of renting or purchasing equipment you will use to complete the project. Any type of equipment from to machines to computers should go in this category.
- **"Consultants/Contractors"** includes people or organizations who do not work for your organization that will provide services and receive money from the Reeve Foundation grant to work on the project.
- **"Supplies"** includes all types of supplies you will use to complete the project. These may be office supplies, building supplies, or other types of supplies.
- **"Travel"** includes the cost of travel for people from your own organization, clients or others that will be used to complete the project. This includes airfare, mileage reimbursement, hotels, meals while traveling and other travel-related expenses.
- **"Other"** includes anything that does not fit into one of the five categories above. Be sure to describe what the expense is for.

PERSONNEL

- A. Under column "A", list the name of each employee of your organization that will receive salaries or wages from Reeve Foundation funds you are requesting. Use a separate row for each employee.
- B. Under column "B", list the role of each employee of your organization involved in the proposed project for which you seek Reeve Foundation funding.
- C. Under column "C", list the amount of time each employee will spend on the project with funds from the Reeve Foundation. Examples include "10 hours per week for five weeks," "50 hours total" or ".10 FTE for five weeks."
- D. Under column "D", list the amount of money you are requesting for that person from the Reeve Foundation to work on the project. You can include fringe benefits in the figure or list them separately. We do not need to know the person's total salary or wages.
- E. Do not include donated or "in-kind" services of your employees. List only people whose salaries or wages will be paid by Reeve Foundation funds if your application is accepted. If both Reeve Foundation funds and in-kind contributions will be used, list only the time of the employee in the table that will be paid for by Reeve Foundation funds. Note in-kind contributions of time in the project application itself.
- F. Be sure to enter the total dollar amount of all personnel requested from the Reeve Foundation in the gray box next to "Total Personnel Funds Requested" in the last row.

Sample Personnel Table:

A: Name	B: Role of Employee in this Project	C: How much time will he or she spend on the project?	D: How much money from Reeve grant funds will be used for this person?
Jan Roberts	Support Group Leader	5 hours per week/10 weeks	\$1,000
TOTAL PERSONNEL FUNDS REQUESTED:			\$1,000

EQUIPMENT

- A. Under column "A", describe the equipment you will rent or purchase from Reeve grant funds if your application is successful. Examples include "purchase of one XYZ 9400 computer," "rental of one front-loader for 20 hours, "purchase of six sports wheelchairs" or "rental of wheelchair accessible van."
- B. Use a separate row for each type of equipment.
- C. Under column "B", list the dollar amount of Reeve grant funds that will be used for the rental or purchase of that equipment. In the examples above, you would enter the actual purchase price of the computer; \$3600 for the wheelchairs (six wheelchairs @ \$600 per chair = \$3600); \$2000 for the front-loader (20 hours rental @ \$100 per hour = \$2000) and \$1,050 for the accessible van (three weeks @ \$350 per week = \$1,050).
- D. Do not include donations of equipment (e.g., someone has agreed to donate the use of equipment). Note in-kind donations in the project narrative itself.
- E. Be sure to enter the total dollar amount of all equipment requested from the Reeve Foundation in the gray box next to "Total Equipment Funds Requested" on the last row.

Sample Equipment Table:

A: Description of Equipment	B: Funds Requested From Reeve Foundation
Purchase of 1 Large-Screen Laptop Computer for administration of program, email correspondence with participants, etc.	\$1,000
TOTAL EQUIPMENT FUNDS REQUESTED:	\$1,000

CONSULTANTS/CONTRACTORS

- A. Consultants and contractors are people who do not work for your organization or are outside businesses that you will hire.

- B. Under column "A", list each consultant or contractor for which you are requesting Reeve Foundation funds to work on the project and provide a one-sentence description of the services they will provide. Examples include "Gray Computer Consulting for installation and programming of adaptive speech recognition programs" or "Fox Landscaping for grading of playground area and installation of rubber base."
- C. Use a separate row for each consultant or contractor.
- D. Under column "B", list the dollar amount of Reeve grant funds that will be used for that consultant or contractor. Examples include a simple dollar amount or an hourly or daily rate and a total ("forty hours @ \$50 = \$2000").
- E. Do not include donations of services (e.g., someone has agreed to donate their services) in the table. Note in-kind donations in the project narrative itself.
- F. Be sure to enter the total dollar amount of all consultants and contractors requested from the Reeve Foundation in the gray box next to "Total Consultant/Contractor Funds Requested" on the last row.

Sample Consultant Table:

A: Name of Consultant or Contractor (person or company) and one-sentence description of services	B: Funds Requested From Reeve Foundation
Daniel Connor, Registered Recreational Therapist, will provide expert recommendations regarding appropriateness of various locations for recreational trips. One-time flat fee includes site visits, travel expenses, etc.	\$250
TOTAL CONSULTANT/CONTRACTOR FUNDS REQUESTED:	\$250

SUPPLIES

- A. Under column "A", list each type of supply which you are requesting Reeve Foundation funds to work on the project. Examples include "Office supplies: 5 months @ \$50 per month"; building supplies "lumber and other supplies for construction of ramp."
- B. Use a separate row for each type of supply; if you are requesting funds for a ramp, you do not have to itemize each single piece of lumber or hardware.
- C. Under column "B", list the dollar amount of Reeve grant funds that will be used for that type of supply. In the examples above, the total figure for the office supplies would be \$250 (five months @ \$50 per month) and the building supplies for the ramp would be the actual cost of those supplies.
- D. Do not include donations of services (e.g., someone has agreed to donate supplies) in the table. Note in-kind donations in the project narrative itself.

- E. Be sure to enter the total dollar amount of all supplies requested from the Reeve Foundation in the gray box next to "Total Supply Funds Requested" on the last row.

Sample Supply Table:

A: Description of Supplies	C: Funds Requested From Reeve Foundation
Office supplies – 12-months @ \$50 per month	\$600
TOTAL SUPPLY FUNDS REQUESTED:	\$600

TRAVEL

- A. Under column "A", list each type of travel for which you are requesting Reeve Foundation funds for the project and provide a one-sentence description of the purpose of the travel. Examples - mileage reimbursements ("3 case manager visits to clients per week for ten weeks = 30 visits @ 100 miles per visit = 3000 miles x 32 cents per mile); other travel costs ("4 round-trip airline tickets @ \$500 per ticket"); hotel costs (3 nights hotel for two people = six nights @ \$150 per night) or miscellaneous travel costs ("parking reimbursement").
- B. Use a separate row for each type of travel. For example, if case managers will be traveling to visit clients, you do not have to list each trip on a separate line.
- C. Under column "B", list the dollar amount of Reeve grant funds that will be used for that type of travel. In the examples above, the total mileage reimbursement would be \$960 (3 visits per week x 10 weeks = 30 visits x 100 miles per visit = 3000 miles x .32 = \$960); the total airfare would be \$2000 (4 tickets @ \$500 per ticket) and the total hotel cost would be \$900 (3 nights for two people = six nights x \$150 per night).
- D. Do not include donations of travel costs (e.g., someone has agreed not to charge for mileage or has donated the cost of airline tickets) in the table. Note in-kind donations in the project narrative itself.
- E. Be sure to enter the total dollar amount of all travel funds requested from the Reeve Foundation in the gray box next to "Total Travel Funds Requested" on the last row.

Sample Travel Table:

A: Type of Travel and One-Sentence Description of Purpose	B: Funds Requested From Reeve Foundation
Rental of wheelchair-accessible van for recreational outings – 6 times per year at \$400 each	\$2,400
TOTAL TRAVEL FUNDS REQUESTED:	\$2,400

OTHER COSTS

- A. This category should be used for anything that you don't feel fits under any of the five categories above. **Also use this category for indirect (facilities and administration or "overhead" costs) if your organization charges these costs. Indirect costs are capped at 10% of direct costs.**
- B. Under column "A", describe the thing for which you are requesting Reeve Foundation funds for the project and provide a one-sentence description of the purpose.
- C. Under column "B", list the dollar amount of Reeve grant funds that will be used.
- D. Do not include donations or in-kind contributions in the table. Note in-kind donations in the project narrative itself.
- E. Be sure to enter the total dollar amount of all Other funds requested from the Reeve Foundation in the gray box next to "Total Other Funds Requested" on the last row.

Sample "Other" Table:

A: Item (Good or Service) and One-Sentence Description of Purpose	C: Funds Requested From Reeve Foundation
Event insurance for 1 year for 6 recreational outings per year	\$1,500
TOTAL OTHER FUNDS REQUESTED:	\$1,500

SUMMARY OF FUNDS REQUESTED FROM THE REEVE FOUNDATION

- A. For each category in column A, copy the total dollar amount from each of the tables above in column B.
- B. Enter the sum of these requests next to "Total Reeve Funds Requested" in the last row.
- C. Be sure that the "Total Funds Requested" equals the amount you entered in Question 2, "Total Amount Requested from Reeve Foundation" and that the total is not more than \$25,000.

Sample Summary Table:

A: Category	C: Funds Requested From Reeve Foundation
Personnel	\$1,000
Equipment	\$1,000
Consultants/Contractors	\$ 250
Supplies	\$ 600
Travel	\$2,400
Other	\$1,500

TOTAL FUNDS REQUESTED: \$6,750

Online Application Information

After completing the Word version of your application, you will need to submit the application via our online application system. To access the online application, please go to www.ChristopherReeve.org/qol and click on the link to start the online application.

Once started, you may complete the online application in multiple visits (i.e., save and return later to finish). To do so, you **MUST** click "save and finish later" at the bottom of the online application page. A text box will appear, asking you if you are a new or returning applicant. Click "new" if this is the first time you are creating an application. You will be asked to enter your email and to enter a password that you create. This process will then close your online application. Shortly thereafter, you will receive an email automatically generated from the system, which confirms the password that you created and gives you a new URL to use to access your saved application. This URL must be used to re-access your partially completed application - https://www.GrantRequest.com/SID_458. Once you have created an application account, you are considered a returning applicant.

If you experience difficulties with the online application opening properly, we have found the following steps to be helpful: 1. Completely close all web browsers (e.g., all windows of Internet Explorer or Firefox or Chrome). 2. Restart the browser you were using. 3. Delete all "cookies" in the browser. 4. Close and then re-open the browser. 5. Try accessing online application again.

Unused Funds and Changes in Grant Objectives or Activities

In the event the grantee ceases to operate or becomes insolvent, all unused Reeve Foundation grant money shall be immediately remitted to the Reeve Foundation. Furthermore, if the original purpose, project and/or program of the grantee changes, the grantee must notify the Reeve Foundation in writing for permission to redirect funds. If permission is not given, grantee shall remit any and all grant money to the Reeve Foundation. The Reeve Foundation reserves the right to continue funding a grantee if such grantee's purpose, project or program changes.

Reports

Grant recipients are encouraged to provide periodic progress reports to the Reeve Foundation. In addition, a final report detailing the expenditure and outcomes of the grant must be submitted to the Reeve Foundation one year after the award is received by the applicant. Final report forms are available on the website www.ChristopherReeve.org/qol and by request at QoL@ChristopherReeve.org. Final report forms from prior grantees must be attached to the end of the Grant Application Form and submitted as part of the **even if previously submitted with other applications**. Please contact Quality of Life department with any questions.

Reapplications

The Foundation awards Quality of Life grants in two cycles each year calendar year - June and December. Prior grantees must skip 2 grant cycles after the last award was made before re-applying for funding. Grant recipients should not rely on the Reeve Foundation for continued funding of their programs or projects. It is strongly recommended that other sources of support also be secured. Under no circumstances is the Reeve Foundation obligated to continue funding the program of any

grantee subsequent to an earlier grant provided by the Reeve Foundation. Prior grantees must submit a copy of the final report from the most recent Reeve Foundation Quality of Life grant with any new application for funding, or the new request will not be considered.

Should you have any questions, concerns or technical difficulties, please contact the Quality of Life Office at 800-539-7309, ext. 7211 or 7228 or email QoL@ChristopherReeve.org.