

For Office Use Only:

Date of Application Received: ___04/20/2012

Grant Number: 2012-13-01___

SAMPLE
APPLICATION FORM FOR
TBI TRUST FUND EDUCATION GRANT PROPOSALS
Cover Page

Information on Person or Organization Submitting the Application	
Name:	
Address:	
Phone number:	
Fax number:	
Email address:	

Information on Primary Contact for the Grant Project	
Name:	
Address:	
Phone number:	
Fax number:	
Email address:	

Information on Accounting Contact for the Grant Payments	
Name:	
Address:	
Phone number:	
Fax number:	
Email address:	

Names and Qualifications of Key Individuals Who Will Work on the Project	
Name:	
Qualifications:	
Name:	
Qualifications:	
Name:	
Qualifications:	

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Short Description of Project (1-2 sentences)

The 'COMPANY' strives to provide outreach and education for professionals within the brain injury communities of Colorado. This coming year, we would like to provide two one-day retreats, fall and spring, for the 'Company' and one one-day retreat for the leaders of Groups .

Requested Funding Amount:

\$6,080

Approximate Number of People Receiving Benefits of Project:

Direct	75-100 attendees at each, 30-40 attendees at Leader Retreat.
Indirect	Approximately 500 members and 500 Support Group members statewide.

Targeted Geographic Area:

The retreats would take place in metro Denver, targeting professionals from across the state.

Focus of Underserved Populations, if Applicable:

5. Project Dates

Project start date <i>(must be July 1, 2012 or later)</i>	August 2012
Project end date <i>(must be May 31, 2013 or earlier)</i>	April 2013

6. Project description, including activities, goals, objectives, target audience and geographic area, number of people who will participate, timeline, methods of distribution and dissemination of products and services, etc. (6 pages max)

A. Statement of need

The (COMPANY) provides assistance for the Leaders and Brain Injury Professional by disseminating information to them on a regular basis, which they are encouraged to share with their members and communities. However, given the geographical nature of our state, these individuals rarely interact and network with each other.

COMPANY would like to provide a one-day retreat in the summer for the Leaders to gain or improve their skills of leading and facilitating a brain injury support group. Interacting with each other, honing their talents, sharing resources and meeting ideas, practicing facilitation and learning from one another would be the key goals of their retreat. It would be an opportunity for the leaders, who are all volunteers and (the majority of which) are brain injury survivors, to take time for and better themselves as professionals.

In addition, twice next TBI Trust Fund fiscal year, we would like the opportunity to provide a one-day retreat for members of the groups which would be an educational workshop with different topics each time. Members of the groups include professionals from a variety of disciplines who work with brain injury survivors in some capacity. These include, but are not limited to, physical therapists, occupational therapists, speech/language pathologists, mental health professionals, attorneys, educators, nurses, and other providers. These individuals voluntarily attend their local groups, taking time out of their work/life schedules. Biannual retreats would allow them to connect with similar groups and professionals from across the state, share meeting ideas, design innovative projects for their communities, learn about cutting edge research, technologies, services or therapies, develop new skills, identify priorities in their fields, and interact face-to-face.

COMPANY currently supports 10 statewide 'groups': Four Corners (Durango/Cortez), Western Slope (Grand Junction), Summit County (Frisco), Colorado Springs, Northern Colorado (Fort Collins/Greeley), Boulder, Castle Pines, Denver, Denver Latino and a group in the metro area specifically designed for educators, the Traumatic Brain Injury Networking Team (TNT). groups seek to improve the availability of services and supports for individuals with brain injury, promote the ongoing sustainability of community support systems and share resources. Each group is unique to its geographic region and serves its community/region based upon identified needs.

Through a group, professionals:

- Connect with fellow providers who serve those with brain injuries in their community
- Learn about resources, services & activities available to them & their clients
- Identify the needs of survivors & address barriers to services
- Establish a wide variety of action-oriented activities that the group can engage in, such as: create education projects that reach out to their

community.

- **Enhance their knowledge & understanding of brain injury by sharing with colleagues**
- **Develop a support system for themselves as an individual or organizational provider**
- **Access speakers & in-service trainings**
- **Broaden their awareness of brain injury issues & legislation**
- **Access an online forum specifically designed for them to be able to connect with professionals around the state**

COMPANY also currently supports 32 statewide Brain Injury Support Groups (see attached list). The purpose of these groups is to share with and support one another for the mutual benefit of the whole group. Some essential elements of a support group are:

- **Understanding brain injury**
- **Learning about resources in your community**
- **Emotional healing**
- **Socialization**
- **Finding encouragement and hope**
- **Active, involved listening to and learning from others**
- **Sharing**
- **An opportunity to be understood and to express oneself**
- **Providing an atmosphere where positive and negative views can be expressed without being judged or labeled**
- **Exploring common needs and strengths**
- **A place to find courage and to take risks**

B. Proposed activities, goals and objectives

The retreats will include education/lecture by guest speakers. The topic of the content and speakers will be chosen by a steering committee, as well as feedback from current members. Current ideas for topics include homelessness and aging with a brain injury. In addition, part of the day will include designing action-items and applying what was learned to case studies and/or real situations in their communities. Retreat attendees will be encouraged to interact with one another and create projects to work on throughout the year intended to strengthen their communities.

The goal for the Leader retreat will be to improve upon skills that the leaders currently use to facilitate their meetings. Building their capacity and increasing their knowledge around group support will be vital. In addition to a guest speaker, the day will include interactive activities that allow leaders to learn from one another and practice their skills.

COMPANY has created online forums, similar to message boards, for members and Leaders to use. A tutorial will be provided at each retreat and usage of the forums will be encouraged, to help minimize the gaps between professionals and increase communication in our state.

C. Proposed outcomes and description of how these outcomes will be measured

Retreat attendees will gain more knowledge and skills than they had previously. They will be encouraged to use this knowledge by disseminating information to their communities and/or by creating projects with their colleagues to better the brain injury field by supporting individuals with brain injuries throughout the state.

The Leaders will be expected to utilize the knowledge and skills gained at their future support group meetings. Pre and post surveys will be administered to measure change, opinions, and suggestions for future reference. These will be completed on the day of the event.

D. Plan for sustainability of programming, if applicable, following close of grant period

COMPANY was originally formed in the early 1980s by an existing network of support groups. The statewide s have been meeting since 2000, from the help of a federal grant. All of the groups meet on a regular basis. Regarding the content of the retreat, attendees will be expected to take action-items back to their groups and organize projects. One of the activities of the retreats (both and) will include creating a succession plan for each leader, to ensure sustainability of the groups in their communities.

E. Overview of feasibility of proposed project

In recent years, attendance and number of groups have begun to increase (from 7 to 10 s and from 20 to 32 s), hence the request for funding. An existing model is currently in place, in which two retreats are provided annually for the s, however attendance has required capping.

An existing model is also currently in place for the Leaders, in which approximately two-thirds of the leaders attended a "Meet & Greet" last fall to meet other leaders and share ideas and have attended retreats in the past.

COMPANY would like to add video-conferencing options for those that are unable to attend in person.

Interest in new support groups or professional groups emerges every month, in multiple locations throughout the state. It is COMPANY's goal to ensure a common mission among the groups. The leaders are all volunteers, so providing annual education to increase their knowledge and skill set is vital.

F. Number of people who will be impacted by educational program

75 -100 attendees at each retreat, 30-40 attendees at Leader retreat, plus close to a thousand brain injury survivors and professionals affected in their communities with the knowledge gained from the retreats.

G. Target audience and geographic area (please list if grant meets one of the identified priorities for 2012-2013)

The target audience for these retreats consists of multidisciplined individuals that work with brain injury in some capacity. Several of the

professionals and support group leaders have mental health experience and/or are providers of mental health services. Regarding rural and underserved parts of Colorado, the s and s cover every region of the state including, but not limited to, rural areas such as Alamosa, Gunnison, Frisco and Brush. Utilizing online tools such as video conferencing and the online forums, COMPANY intends to educate members and leaders about the use of technology to connect with one another and to better reach rural communities.

H. Description of how the educational program is novel, innovative and promotes change

Based on the ever-evolving nature of the brain injury field, there are always new therapies, public policies and research that need to be shared with professionals. It is a goal of COMPANY to close gaps in our state – those that exist between hospital discharge and accessing support services, and those that exist between professionals of different disciplines that serve brain injury survivors. The siloed nature of our state, geographically and professionally, requires ongoing efforts to educate and connect the brain injury community.

I. Timeline of activities, goals and objectives

COMPANY staff will prepare for each retreat three months in advance of the date. Three months out, staff will organize a steering committee to determine topic, content, speakers and materials. The steering committee will consist of volunteers from the groups. Topics for the retreats will be selected via surveys distributed to members.

Activity – Retreat	Timeline
Steering Committee designated	May 2012
Location set. Invitations sent	June 2012
RSVPs collected, materials prepped, food and beverages ordered	July 2012
Retreat. Surveys administered	Mid-August 2012

Activity – Fall Retreat	Timeline
Steering Committee designated	June 2012
Location set. Invitations sent	July 2012
RSVPs collected, materials prepped, food and beverages ordered	August 2012
Retreat. Surveys administered	End of September 2012

Activity – Spring Retreat	Timeline
Steering Committee designated	January 2013
Location set. Invitations sent	February 2013
RSVPs collected, materials prepped, food and beverages ordered	March 2013
Retreat. Surveys administered	End of April 2013

J. Methods of distribution & dissemination of products etc.

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leaders and COMPANY staff are responsible for recruiting members of the groups, through methods such as networking and encouraging colleagues to attend local meetings. The most cost effective way to distribute invitations is electronically. A steering committee will be established by asking for volunteers and designating experienced professionals within the groups to assist in determining content and speakers.

For the Leader retreat, not all of the leaders currently use email. Therefore a handful will be invited over the phone and followed up via mail.

K. Other Information

N/A

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7. DETAILED BUDGET

	Line Item	Description of Item	Cost	In-Kind Contribution
Retreats (2)	Personnel	Salary, benefits and office space		\$1,400.00
	Travel/mileage	N/A		
	Food & Beverage (coffee, snacks & lunch)	\$17/person, 75 people (x2)	\$2,550.00	
	Supplies	Pens, paper, whiteboard, materials	\$100.00	\$100.00
	Printing and Postage	Handouts and nametags	\$150.00	
	Equipment	AV & Room Rental (x2)	\$400.00	\$200.00
	Speaker Gift Card(s) - \$25/speaker		\$100.00	
		Sub Total		\$3,300.00
Retreat	Personnel	Salary, benefits and office space		\$650.00
	Travel/mileage	Reimbursement for Attendees (100miles on average per person, x35 people, at \$0.51)	\$1,785.00	
	Food & Beverage (coffee, snacks & lunch)	\$17/person, 35 people	\$595.00	
	Supplies	Pens, paper, whiteboard, materials	\$50.00	\$50.00
	Printing & Postage	Handouts, nametags & postage for invites	\$100.00	
	Equipment	AV & Room Rental	\$200.00	\$100.00
	Speaker Gift Card(s) - \$25/speaker		\$50.00	
		Sub Total		\$2,780.00
	TOTAL		\$6,080.00	\$2,500.00

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Budget Instructions and Information

1. Add lines as needed to provide a detailed budget.
2. Keep in mind that no indirect or personnel benefits costs are allowed.
3. Funding will be provided through purchase orders.
4. Payment of the grant is made **after** an invoice is received. Invoices may be submitted monthly or quarterly.
5. Mileage to be reimbursed at current state rate: \$.51/mile. Travel may also include meals, conference registrations, etc.
6. Equipment may not exceed 10% of grant amount.
7. In-Kind Support
8. **Please be sure to contact your Sponsored Programs or Grants/Accounting Liaison prior to applying. Thank you.**

Please note that the grantee will be required to provide a written report within 30 days after completion of the grant project summarizing the project and its outcomes and Interim status reports will be required.

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If this section is not included in your application, the application will not be complete.

Please sign below that you understand that no funds will be paid out in advance.

Print Name: _____

Signed: _____

Date: _____

If you are working with an organization to process your grant, please sign below acknowledging that the organization is aware of your application.

Print Name: _____

Title: _____

Email Address: _____

Signed: _____

Date: _____

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