



In order to apply for funds from the State of Colorado, your organization must be registered on the State Vendor Website: <http://www.colorado.gov/vss>

**Colorado Brain Injury Program
Education Regarding Brain Injury Grant Request for Proposals
and Application Instructions
August 10, 2016**

Applications Due no later than October 3, 2016 by 5:00 p.m. All applications must be in a word document format and will only be accepted via email to: cdhs_co_tbiprogram@state.co.us

Note: Please read through this announcement carefully. Based on a survey the Program conducted, the Education Grant Program has been restructured to reflect feedback gained from a survey conducted of stakeholders.

Background

The Colorado Brain Injury Program (CBIP) was created to improve the lives of Colorado citizens who have sustained traumatic brain injury (TBI). The CBIP has three focus areas: services, research and education.

The goal of the Colorado Brain Injury Education Grant Program is to provide education about brain injury across Colorado in an effort to improve prevention, intervention and treatment of brain injury. To accomplish this goal, the CBIP Program awards Education Grants to entities that have innovative ideas/initiatives for educating individuals in Colorado on brain injury. In order to maximize the impact of the available grant dollars, the selection committee will favor grant proposals that generate interdisciplinary cooperation, promote change, and propose novel and effective contributions to the educational mission of the CBIP Program.

CBIP Education Grants

The CBIP is seeking projects that increase knowledge about brain injury in Colorado. Projects must be designed to provide *education about brain injury* to

qualify for funding. This may include but is not limited to providing education about:

- Causes or prevention of TBI;
- Identification of TBI;
- Developmental, behavioral, physical, social, financial and/or other effects of TBI on the individual with an injury, family members, or others in the community;
- Immediate, intermediate and long-term needs of individuals with TBI and their families;
- Strategies for meeting the needs of individuals with TBI and their families;
- Resources and supports that are available in the community to assist individuals with TBI and their families; and
- Other information of an educational nature.

Projects may use a variety of methods to educate people about traumatic brain injury, including but not limited to:

- On-site conferences, lectures, seminars, or presentations;
- On-line lectures, seminars, or presentations (such as webinars)
- Development and distribution of novel written materials;
- Production and distribution of novel on-line video, audio, or alternative print (e.g. large print, foreign language, Braille, etc.) media;
- Internet-based information; and
- Other methods for disseminating educational information.

2016-2017 Priorities include:

- Co-Occurring brain injury & behavioral health; substance abuse and mental health;
- Intimate partner violence and brain injury;
- Lesbian, gay, bi-sexual, transgender, queer and brain injury;
- Homelessness and brain injury;
- Aging and brain injury;
- Children/youth and brain injury;
- Education on brain injury for rural and underserved areas of Colorado;
- At-risk populations (e.g. African-American communities, Native American communities, non-English speaking residents);
- First Responders, Law Enforcement and criminal justice personnel

The CBIP will NOT fund projects that provide direct services to specific Clients.

Examples of projects that the CBIP Program has funded in the past included:

- Funds to aid in the education of families of a children with a TBI whose first language is Spanish;
- Event to promote Skier/Snowboard helmet safety awareness;
- Presentations and written information on mild TBI for judicial staff;
- Distributing empirically supported information about pediatric mild TBI available through a website;
- Development of on-line training modules for parents of children/youth with brain injury
- Seminars that focused on assessment and treatment implications of various neuropsychological deficits including TBI in various populations (e.g., underserved, geriatric, and forensic). for psychological professionals and multidisciplinary graduate students in the Denver area .
- Seminars for mental health and domestic violence service providers on traumatic brain injury.
- Funds to purchase helmets for youth rodeo events and provide education regarding TBI at rodeo events
- Dissemination of multi-sport helmets and provided education related to proper fit and use among underserved populations.
- Provided education about the prevention of traumatic brain injury among Coloradans aged 60 years and older.

These projects are [examples](#) of the types of projects that may be funded. This is not an exhaustive list of funded proposals.

Eligibility Requirements

Education grant applications may be submitted by non-profit and for-profit organizations, including but not limited to private businesses, governmental agencies, educational institutions, health care facilities, and advocacy organizations. Individuals may also apply for grant funds however, it is the intent of the program that individuals collaborate with an organization to coordinate the payment process. This is a **reimbursable grant** and as such, funds will not be paid in advance and will be reimbursed as the project is completed. Please coordinate the fiscal support with the institution that you are representing and/or collaborating with prior to applying (please see last page of application for signature requirement).

Funding

The Colorado Brain Injury Program is offering two levels of grant funding:

Level I: The maximum award is \$10,000 for a maximum of 8 months.

Level II: The maximum award is \$20,000 for a maximum of 20 months.

Final decisions on the number and dollar amounts of grant awards will be based on the quality, geographic distribution, targeted populations, budget and funding requests of the completed applications that are received.

Allowable Costs

Personnel – The grant may be used to pay for personnel costs on an hourly or honorarium basis that are directly related to an approved project. This may include costs associated with developing written, video or audio materials, preparation for on-site trainings, and speaker fees. **Benefits are not fundable.**

Travel – The grant may be used to pay for travel that is directly related to an approved project, including mileage (State mileage allowance), lodging, and per diem costs (e.g. meals).

Supplies – The grant may be used to pay for supplies that are necessary for the implementation of an approved project. Those supplies may include paper, folders, envelopes, compact disks, DVDs, and other incidentals.

Printing and Postage – The grant may be used to pay for printing and postage necessary for the implementation of an approved project.

Equipment – The grant may be used on a very limited basis to pay for inexpensive equipment that is necessary for the completion of an approved project. A maximum of 10% of the grant award may be used to fund equipment. The grant may NOT be used to purchase equipment such as computers, projectors, furniture, or other costly items that may be used by the grantee long after completion of the project.

Indirect Costs – The grant may NOT be used to support institutional indirect costs. **Please obtain prior approval from your accounting representative or Office of Sponsored Programs to waive institutional indirect prior to applying for the grant if applicable.**

All anticipated costs must be **clearly** identified in the detailed budget that is included in the grant application. Any changes to the stated budget will be subject to review and approval by the Colorado Brain Injury Program Staff.

Billing and Payment

The Colorado Brain Injury Program will reimburse grantees for approved costs upon receipt of invoices for costs incurred. The grantee may submit a single invoice at the completion of the project, or make arrangements to submit periodic invoices (e.g. monthly or quarterly). Payment will be made approximately 2-3 weeks after receipt of an invoice. **No funds will be paid in advance.**

Acknowledgment of the Colorado Brain Injury Program's Support

The Colorado Brain Injury Program must be acknowledged as a source of support, where appropriate. For example, written materials, DVDs and audio tapes that are produced using CBIP grant dollars must include **the CBIP Logo** and a written acknowledgment that the CBIP provided financial support for the materials. Conferences, lectures and seminars that are funded through an

education grant must include [CBIP logo](#) and acknowledgment of the Colorado Brain Injury Program's support in conference advertising and attendee programs.

CBIP Use of Grant Products

Grantees must provide the Colorado Brain Injury Program with a copy of any product that is created or developed using grant funds. Products include but are not limited to educational materials in print, video and audio formats. The Colorado Brain Injury Program reserves the right to reproduce and disseminate grant funded products.

Copyright

Grantees are allowed to copyright any materials/products developed with funds from the CBIP grants. Should this occur, the Colorado Brain Injury Program shall have the royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use copyrightable works (e.g., audiovisuals, software, publications, curricula, and training materials, etc.) developed under grants for purposes which further the objective of the Colorado Brain Injury Program. Due to this irrevocable right, all contracts or other arrangements entered into by you, the grantee, for purposes of developing or procuring such material shall specifically reference and reserve the rights of the Colorado Brain Injury Program with respect to the material.

Generating Revenue

While the Colorado Brain Injury Program has the irrevocable right to use copyrightable material produced with CBIP grant funds, you, the grantee, are not prohibited from selling your products for profit or restricted to simply selling for cost recovery.

Application Process:

All applications must be submitted electronically via email at cdhs_co_tbiiprogram@state.co.us.

You will receive an e-mail confirming that your application has been received within 48 hours. If you do not receive an e-mail confirming that your application has been received, please contact Regina Rodriguez at regina.rodriguez@state.co.us.

Reporting Requirements:

Please note that the grantee will be required to provide two written reports. One will be due at mid grant year and the final report will be due within 30 days after completion of the grant project summarizing the project and its outcomes

Grant Review and Selection Process

Members of the Colorado Brain Injury Program Board of Directors will evaluate all applications submitted according to the criteria identified in the next section of these instructions. In the event that a member of the Committee has a potential

conflict of interest in regards to an application, that member will recuse him/herself from discussing and scoring that proposal.

Selection Criteria

Applications will be evaluated based on the following criteria. Committee members will use the CBIP Grant Proposal Rubric as a tool to evaluate the proposals (see attached rubric):

1. Overall feasibility of the proposed project.
2. Number of people who will directly benefit from the project (e.g. number of people who will receive education/training, etc.).
3. Geographic distribution of funds throughout Colorado.
4. Degree to which programming is novel, innovative and promotes change in the target community.
5. Presence of clear and measurable outcomes and plan for program sustainability where applicable.
6. Designed to meet identified needs for TBI education in the community.
7. Effectiveness and feasibility of the specific activities and timelines proposed to attain the project goal and outcomes.
8. Reasonableness of the total budget for the project and for individual expense categories and projections for in-kind contributions.
9. Distribution of funds to benefit the highlighted priority areas previously listed in this announcement.

Schedule of Activities

Activity	Time Line/Due Dates
Grant Application Instructions Issued	August 10, 2016
Applications Due	October 3, 2016
Notification of Grant Awards	November 1, 2016
Grant Period Begins	November 1, 2016
Grant Period Ends (8 Month grants)	June 30, 2017
Grant Period Ends (20 Month grants)	June 30, 2018
Final Invoices Due (8 Month grants)	June 23, 2017
Final Invoices Due (20 Month grants)	June 22, 2018

Additional Information and Point of Contact

For additional information about the Colorado Brain Injury Education Program grant opportunity, please contact Regina Rodriguez, TBI Grants/Contract Manager, Colorado Department of Human Services, at 303-866-4779, or email at regina.rodriguez@state.co.us

Thank you for your interest in the Colorado Brain Injury Education Grants Program.