

MINDSOURCE

BRAIN INJURY NETWORK



Community Grants: Promoting Education, Awareness & Projects Application Instructions March 26, 2019

Applications due no later than May 17, 2019 by 5:00 p.m. MT.

Late applications will not be accepted.

Important Requirements:

Please note, a failure to comply with any of the requirements will result in the application being denied funding.

1. Your organization must be registered on the State Vendor website: <http://www.colorado.gov/vss>. This process takes several days. Allow for sufficient time to enroll prior to the application deadline.
2. All applications must use the Community Grants Application Narrative and Budget Form. This form is available on the MINDSOURCE-Brain Injury Network website at www.mindsourcencolorado.org. Please be sure to save in **word document** format.
3. Completed applications will **only** be accepted via email to: cdhs_mindsourcencolorado@state.co.us. Please put "Community Grant Application" in the subject line of the email.

Note: Please read through this announcement carefully. Applicants failing to follow instructions outlined in this announcement will not be reviewed.

Background

MINDSOURCE-Brain Injury Network was created to improve the lives of Coloradans who have sustained traumatic brain injury (TBI). MINDSOURCE-Brain Injury Network has three focus areas: services, research, and education.

To meet the statutory requirement of providing education, MINDSOURCE-Brain Injury Network has developed the Community Grant Program. The MINDSOURCE-Brain Injury Program is to provide support across Colorado for the promotion of education, awareness, and community projects that offer innovative approaches for providing training and education to professionals, parents, survivors, families, and the general community about brain injury. This is an effort to improve prevention, intervention and treatment of brain injury. In order to maximize the impact of the available grant dollars, the selection committee will favor grant proposals that generate interdisciplinary cooperation, adequate in-kind contributions, promote awareness, and propose novel and effective contributions to the community and that support the overall mission of the MINDSOURCE-Brain Injury Network.

MINDSOURCE-Brain Injury Network Community Grants

MINDSOURCE-Brain Injury Network is seeking projects that increase knowledge about brain injury in Colorado. Projects must be designed to provide *education and awareness 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 brain injury awareness in 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 information.

2019-2020 Priorities include:

- Co-occurring brain injury & behavioral health; substance misuse and mental health; specifically opiate misuse
- Intimate partner violence and brain injury;
- Brain Injury in lesbian, gay, bisexual, transgender, queer (LGBTQ) communities
- Homelessness and brain injury;
- Aging and brain injury;
- Children/youth and brain injury;
- Education/training 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

MINDSOURCE-Brain Injury Network *will NOT fund projects that provide direct services to specific clients.*

Examples of projects that the MINDSOURCE-BRAIN INJURY NETWORK 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 education related to proper fit and use among underserved populations.
- Awareness and 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

Community 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

MINDSOURCE-Brain Injury Network offers two levels of grant funding:

Level I: The maximum award is \$10,000 for a maximum of 12 months.

Level II: The maximum award is \$20,000 for a maximum of 24 months with a maximum of \$10,000 each grant year.

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 at the 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.

In-Kind Contributions – MINDSOURCE-Brain Injury Network favors proposals that can demonstrate in-kind contributions that support the implementation of the project. In-kind supports are paid in goods, commodities, or services instead of money. An example of an in kind support for a community grant could be staff time, office materials, etc.

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 budget form included within the Community Grants Application Narrative and Budget Form. Any changes to the stated budget will be subject to review and approval by the MINDSOURCE-Brain Injury Network staff.

Billing and Payment

MINDSOURCE-Brain Injury Network 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 MINDSOURCE-Brain Injury Network's Support

The MINDSOURCE-Brain Injury Network must be acknowledged as a source of support, where appropriate. For example, written materials, DVDs and audio tapes that are produced using MINDSOURCE-Brain Injury Network grant dollars must include [the MINDSOURCE-Brain Injury Network Logo](#) and a written acknowledgment that the MINDSOURCE-Brain Injury Network provided financial support for the materials. Conferences, lectures and seminars that are funded through Community Grant must include [MINDSOURCE-Brain Injury Network logo](#) and acknowledgment of the Colorado Brain Injury Program's support in conference advertising and attendee programs.

MINDSOURCE-Brain Injury Network Use of Grant Products

Grantees must provide MINDSOURCE-Brain Injury Network 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. MINDSOURCE-Brain Injury Network reserves the right to reproduce and disseminate grant funded products.

Copyright

Grantees are allowed to copyright any materials/products developed with funds from the MINDSOURCE-Brain Injury Network grants. Should this occur, MINDSOURCE-Brain Injury Network 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 MINDSOURCE-Brain Injury Network. 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 MINDSOURCE-Brain Injury Network with respect to the material.

Generating Revenue

While the MINDSOURCE-Brain Injury Network has the irrevocable right to use copyrightable material produced with MINDSOURCE-Brain Injury Network 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 on the MINDSOURCE-Brain Injury Network Grant Application templet electronically via email at cdhs_mindsourc@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 the MINDSOURCE-Brain Injury Network at: cdhs_mindsourc@state.co.us

Reporting Requirements

Level I Funding:

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.

Level II Funding:

Please note that the grantee will be required to provide four written reports. Two due at midyear, two at end of grant year (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

MINDSOURCE-Brain Injury Network will convene a review panel with a minimum of three members. The members will be comprised of the MINDSOURCE-Brain Injury Network Board of Directors and community partners. The committee 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:

1. Articulates and meets an identified need for the brain injury education in the proposed community.
 2. Clearly states activities, goals, and objectives.
 3. Clearly states measurable outcomes, plan for sustainability, and method of dissemination.
 4. Demonstrates overall feasibility of the proposed project.
 5. Demonstrates a clear plan for outreach and local level partnerships.
 6. Articulates novel and innovative programming that promotes awareness of brain injury in the proposed community.
 7. Articulates effectiveness and feasibility of the specific activities and timelines proposed to attain the project goal and outcomes.
 8. Demonstrates reasonableness of the total budget, reasonable of individual expense categories and demonstration of in-kind contributions.
 9. Outlines collaborations and community partnerships.
- Preferential consideration will be given to applications meeting the following criteria:
10. Applicant clearly addresses one or more of the identified 2019-2020 Priorities listed previously in the announcement.

Schedule of Activities

Activity	Timeline/Due Dates
Grant Application Instructions Issued	March 26, 2019
Applications Due	May 17, 2019 by 5:00 p.m. MT
Notification of Grant Awards	June 21, 2019
Grant Period Begins	July 1, 2019
Grant Period Ends (12 Month grants)	June 19, 2020
Grant Period Ends (24 Month grants)	June 18, 2021
Final Invoices Due (12 Month grants)	June 19, 2020
Final Invoices Due (24 Month grants)	June 18, 2021

Additional Information and Point of Contact

For additional information about the MINDSOURCE-Brain Injury Program's grant opportunity, please contact us via email at cdhs_mindsourc@state.co.us.

*Thank you for your interest in the MINDSOURCE-Brain Injury
Community Grant Program.*