

MINDSOURCE

BRAIN INJURY NETWORK



Community Grants: Promoting Education & Awareness of Brain Injury Application Instructions

Applications due no later than 12pm on April 14th, 2023

Important Requirements:

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

1. Your organization, or fiscal agent, 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.
3. Completed applications will only be accepted via email to: cdhs_mindsorce@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 (MINDSOURCE) was created to improve the lives of Coloradans who have sustained a brain injury. MINDSOURCE has three focus areas: services, research, and education.

To meet the statutory requirement of providing education, MINDSOURCE has developed the Community Grant Program. The goal of this 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 understanding 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.

MINDSOURCE Community Grants

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

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

- On-site conferences, lectures, seminars, or presentations;
- Online 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.

2023-2024 Priorities include:

- Marginalized communities (specifically BIPOC, LGBTQ, LatinX, and others)
- Homelessness/unhoused
- Individuals reintegrating back into the community
- Co-occurring brain injury behavioral health and substance misuse

EDI Requirement

Proposals must include a description of how their project will incorporate the principles of Equity, Diversity, and Inclusion (EDI) including intended impacts within specific marginalized communities, if applicable.

MINDSOURCE will not fund projects that provide direct services to specific clients.

Examples of projects that MINDSOURCE has funded in the past include:

- Funds to aid in the education of families of a children with a brain injury whose first language is Spanish;
- Event to promote skier/snowboard helmet safety awareness;
- Presentations and written information on mild brain injury for judicial staff;
- Distributing empirically supported information about pediatric mild brain injury 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 brain injury 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 brain injury.
- Funds to purchase helmets for youth rodeo events and provide education regarding brain injury 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 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

The maximum award is \$10,000 for a maximum of 12 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 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 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 program staff.

Billing and Payment

MINDSOURCE 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's Support

MINDSOURCE must be acknowledged as a source of support, where appropriate. For example, written materials, DVDs and audio tapes that are produced using MINDSOURCE grant dollars must include the MINDSOURCE Logo and a written acknowledgment that the MINDSOURCE provided financial support for the materials. Conferences, lectures and seminars that are funded through Community Grant must include MINDSOURCE logo and acknowledgment of the program's support in conference advertising and attendee programs.

MINDSOURCE Use of Grant Products

Grantees must provide MINDSOURCE 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 reserves the right to reproduce and disseminate grant funded products.

Copyright

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

Generating Revenue

While MINDSOURCE has the irrevocable right to use copyrightable material produced with MINDSOURCE 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 at: cdhs_mindsourc@state.co.us

Reporting Requirements

Please note that the grantee will be required to provide written reports every six months throughout the duration of the project, with goals and budget progress. 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

MINDSOURCE will convene a review panel with a minimum of at least three members. The members will be comprised of the MINDSOURCE Brain Injury Trust Fund 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 & avoids duplication of current efforts.
6. Demonstrates commitment to Equity, Diversity, Inclusion, and Justice
7. Articulates novel and innovative programming that promotes awareness of brain injury in the proposed community.
8. Articulates effectiveness and feasibility of the specific activities and timelines proposed to attain the project goal and outcomes.
9. Demonstrates reasonableness of the total budget, reasonable of individual expense categories and demonstration of in-kind contributions.
10. Application clearly addresses one or more of the identified 2023-2024 Priorities listed previously in the announcement.

11. Application describes how the project will incorporate the principles of Equity, Diversity, and Inclusion (EDI).

Schedule of Activities

Activity	Timeline/Due Dates
Grant Application Instructions Issued	March 1 st , 2023
Optional Q&A Session with Program Staff	March 20 th , 2023 10am-12pm via Google Meet Video: https://meet.google.com/fzq-gjbk-zhb Or phone: (252) 423-4142 PIN: 935 650 704#
Applications Due	April 14 th , 2023 by 12:00 p.m. MT
Notification of Grant Awards	May 10 th , 2023
Grant Period Begins	July 1 st , 2023
Grant Period Ends	June 14 th , 2024
Final Invoices Due	June 21 st , 2024

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 Community Grant Program.