CHRISTOPHER & DANA REEVE FOUNDATION

TODAY'S CARE. TOMORROW'S CURE.

Quality of Life (QOL) Grant Application and Program Guidelines

Expanded Impact QOL Grants

Table of Contents:

- Eligibility
- General Information About the QOL Grants Program
  - Paralysis Definition
  - QOL History/Current Funding Cycle
- Expanded Impact Grants
  - Program Description
- Funding Restrictions
- Allowable Expenses
  - Budget specificity and vendor quotes
- Accessing the Online Grants Portal
  - First-time Applicants
  - Returning Applicants
  - Preparing Your Application
- Award Notification and Grantee Requirements
  - Notification and Awarding of Funds
  - Acknowledgment of Grant
  - Site Visits
  - Reports
  - Evaluation
  - Grant Close-out
  - Unused Grant Funds/Changes in Grant Objectives or Activities
  - Grant Termination
- Appendix
  - Expanded Impact Application Questions (Appendix A)
  - Proposed Project Budget Template (Appendix B)
  - Budget Narrative Requirements (Appendix C)
  - Procurement Policy (Appendix D)
  - Sample Interim Report (Appendix E)
  - Sample Final Report (Appendix F)
  - Statement of Objectivity (Appendix G)

Before beginning your application, please read all the information contained in this document to familiarize yourself with the grant programs and the application process and to better prepare the required information. Please add QOL@Reeve.org and administrator@grantinterface.com to your acceptable email address list to avoid having email communication from the Reeve Foundation blocked by SPAM blocker software. Please also review the supporting materials posted on the website which include People-First Language Guide, Quick Guide for Establishing Evaluation Indicators, and technical assistance presentations.

The Quality of Life Grants Program impacts and empowers people living with paralysis, their families, and caregivers by providing grants to nonprofit organizations whose projects and initiatives foster inclusion, involvement, and community engagement while promoting health and wellness for those affected by paralysis in all 50 states and U.S. territories.

A successful Reeve Foundation Quality of Life grant is an award invested into a specific project or part of a program or project that **directly impacts** the lives of people with paralysis, their families, and caregivers. The impact can be demonstrated through the numbers of people served and other quantitative measures, along with stories and examples of quality of life improvements. **Nonprofit Organizations with programs promoting expansion, innovation, best practices, promising practices, and evidence-based practices are encouraged to apply.**

Eligibility

Quality of Life grant applications are accepted from **501(c)(3) nonprofit organizations**, municipal and state governments, school districts, recognized tribal entities, and other institutions such as community or veterans' hospitals.

- **An organization must have its own 501(c)(3) tax status** (or be a part of or chapter of a national organization that is a 501(c)(3) nonprofit organization).
- **Fiscal Sponsors CAN NOT apply** on behalf of non-501(c)(3) nonprofit organizations.
- **501(c)(4) organizations** that do not have 501(c)(3) status are ineligible.

New Building Community Capacity Initiative

Under our new five-year (July 1, 2021-June 30, 2026) cooperative agreement with the Administration for Community Living (ACL), we strive to ensure a level playing field and opportunities for the numerous organizations that apply for QOL grants that serve people living with paralysis. Under this initiative, **organizations that are awarded a grant during the July 1, 2021-June 30, 2026 period will not be eligible for a second or subsequent award in the same category of grants until after June 30, 2026.**

Grantees awarded during this period may apply for funding under a different tier or different category of grants within the same tier. **All awarded applicants can re-apply for funding after one year of the close of your grant and notification of grant closure by the Reeve Foundation.**

For example, there are five (5) Tiers of funding available twice a year. If your organization receives a Tier 2 Assistive Technology grant, you must wait one year after the grant is completed before you can apply for any other Quality of Life grant. You are now ineligible for a *second* Tier 2 Assistive Technology grant until after June 30, 2026, but you may apply for other categories in the same tier or for other tiers of funding.

If you have any questions regarding our new building community capacity initiative, please email QOL@Reeve.org with the Subject Line "Eligibility Question."

Multiple Submissions

Organizations may only apply for **one** grant in a grants cycle and only under one Tier. Multiple submissions from one organization will not be considered. However, more than one chapter of a national organization may apply in the same grants cycle.

Special Consideration – Underserved Populations

Special consideration will be given to proposed projects that serve current military and/or veterans and their families, as well as those projects that target individuals with paralysis in underserved groups of the population, including (but not limited to): persons at risk of incarceration, current or released prisoners; ethnic minorities; homeless; indigenous or tribal communities; LGBTQ; limited English proficiency; rural residents; migrant workers; low-income and poverty populations; older adults/elderly; and newly injured people with paralysis and their caregivers.

General Information about the Quality of Life Grants Program

Paralysis Defined

The Christopher & Dana Reeve Foundation is paralysis focused. As such, grant funding must be targeted to programs and services that impact individuals living with paralysis, their families, and caregivers.

The Reeve Foundation uses a functional definition of paralysis: difficulty and/or inability to use arms and/or legs due to neurological conditions including (but not limited to) spinal cord injury, traumatic brain injury, stroke, cerebral palsy, spina bifida, ALS, post-polio syndrome, etc.

While we will consider supporting programs that include people living with other types of disabilities (cross-disability) as well as inclusive community projects, your project **must serve a majority of people with paralysis**. Reeve Foundation Quality of Life grant **projects must serve at least three individuals with paralysis** (as defined above) and their families and caregivers to be considered for a grant.

QOL History/Current Funding Cycle

The Christopher & Dana Reeve Foundation Quality of Life Grants Program, created by the late Dana Reeve, has awarded since its inception in 1999 a total of over **$46 million to more than 3,990 projects** across the United States of America. Grants have funded nonprofits, tribal entities, and municipalities for a wide array of projects, programs, and services.

Since 2014, Quality of Life grants have been federally funded through the Reeve Foundation's cooperative agreement with the United States Department of Health and Human Services, Administration for Community Living (ACL).

In 2018, a tiered funding strategy was piloted, with Direct Effect grants (Tier 1) supporting the same wide range of programs and activities as those traditionally funded through Quality of Life grants and Priority Impact grants (Tiers 2, 3, & 4) that focus on and support areas identified as being of high importance by the community of people living with paralysis, their families, and caregivers.

The Expanded Impact grants program (Tier 5) was created in 2019 for previously awarded Quality of Life grantees whose programs and projects have achieved demonstrable, successful impact.

The application process Expanded Impact grants *will start on January 21, 2025.* The grant period, if awarded, *will begin June 1, 2025, ending May 31, 2027.*

All Expanded Impact grants *must be completed within 24 months.* QoL requires that all grant-funded projects provide **a minimum of 90 days of service** to ensure sustained impact and meaningful engagement. This policy ensures that the funds are used effectively to deliver long-term benefits to the communities served. Grantees must demonstrate how their projects will meet this requirement within the proposed timeline and maintain continuous service throughout the period.
Camps may be granted a special exception at the discretion of the Quality of Life grants department.

All grants are non-renewable.

[4]

Expanded Impact Grants

The **Expanded Impact** Quality of Life grants program is a newly designed pilot program *for previously awarded Quality of Life grantees whose programs and projects have achieved demonstrable, successful impact*. The Foundation will award approximately four (4) grants of up to $100,000 each. It will support significant expansion of evidence-based strategies and programs that show innovative and promising practices and are best practices in the field they serve to improve the quality of life for people with paralysis, their families, and caregivers. All grants *must be completed within 24 months after receipt of the award funds and are non-renewable.*

Who Can Apply?
- Previous grantee organizations that are:
  - In good standing with the Reeve Foundation, defined as having successfully closed out their past grant award, including:
    - Timely submitted a final report indicating program success.
    - Fully expended all grant funds as related to the awarded grant budget.
  - Nonprofit organizations, municipal and state governments, school districts, recognized tribal entities, and other institutions such as community or veterans' hospitals.
  - Based in the United States, and the previously funded project was based in the U.S.
- Previous grantee organizations whose projects:
  - Have been implemented successfully.
  - Have achieved demonstrable, successful impact.
  - Can be expanded, replicated on a larger scale, and taken to full scale.

What are Expanded Impact Grants?
- Expanded Impact grants are previously awarded Quality of Life programs and/or projects supported by evidence that demonstrates a statistically, measurable, significant effect or impact on improving the quality of life outcomes for people living with paralysis, their families, and caretakers.
- Expanded Impact grants are expected to scale programs and/or projects with prior evidence of effectiveness and positive results to improve outcomes for people living with paralysis, their families, and caregivers.
- Expanded Impact grants extend services and access and expand effective solutions to serve substantially larger numbers of people with paralysis, their families, and caregivers.
- Expanded Impact grants will have a sizeable and significant impact.

Prior grantees are encouraged to replicate and implement their programs and projects in new and additional settings, including at a more significant local or national level.

You are encouraged to learn more about previously funded programs by visiting our Expanded Impact grantee page on our website.

Prior grantees applying for an Expanded Impact grant will be asked to provide (through the online application) information and content such as:

- The name of the previously funded project, as well as the year awarded, the amount awarded, the type of grant received (e.g., Direct Effect, High Impact Priority, etc.), and the project type (e.g., adaptive sports, respite/caregiving, nursing home transition, etc.).
- Previously funded project achievements documenting demonstrable, the successful impact achieved.
- A detailed description of the proposed expansion project and how it will expand upon, replicate on a larger scale, or take the previously awarded project to full scale.
- Project goals that have a sizable and significant impact.

Prior grantees are also encouraged to request funding for programs and projects that would require the full $100,000 to expand their previously funded grant award.

Please note that in accordance with our current federal cooperative agreement, the Foundation can no longer fund various areas such as Research, Rehabilitative Therapy, and Equipment (please refer to funding restrictions and exemptions). It is imperative that you review our current funding restrictions below.

Funding Restrictions

In accordance with our Federal cooperative agreement, **the Reeve Foundation is prohibited from funding the following**:

- Grants awarded directly to individuals
    - This includes **MONEY** given to an individual participant in a grant program such as:
        - A stipend or incentive to participate in a program
            - A stipend or honorarium paid to a speaker at an event is allowable because it would be part of the program cost, but money cannot be given to an individual to attend the program.
            - Scholarships can be provided for an organization to offer free services (e.g., therapeutic horseback riding lessons) to an individual provided money never exchanges hands with the individual receiving the scholarship to pay for the services, lessons, etc.
        - Money for a family to pay for respite or transition services. (Funds may be used by an organization to provide respite or transition services to individuals, but money cannot be given to the individual/family to pay for the services).
        - Travel reimbursements for participants to take part in a program. (Funding may be used for travel reimbursement for personnel (e.g., coaches, etc.) as they are part of the program. Providing travel to individuals may be included as a part of the program (such as travel for a team to attend an adaptive sporting event), but no money must exchange hands with the individuals).
    - This also includes **any expense** that would be seen as a **"gift to an individual"** such as a "ready bag" for disaster preparedness, t-shirts for a camp, jerseys, and uniforms, trophies, home modifications, gift cards for participants, etc.
- For-Profit Companies
    - This also includes Nonprofit organizations acting as Fiscal Sponsors for a for-profit company
    - Organizations that do not have their own 501(c)(3) tax determination status.
    - Organizations that are a 501(c)(4) and not a 501(c)(3).
- Organizations and projects that are based outside of the United States.
- Projects that utilize contractors or vendors outside of the United States.
- **Research**
- **Rehabilitative Therapy**
    - However, programs that assist people living with paralysis to participate in *exercise opportunities* are allowable.
        - Programs that use physical or occupational therapists to work directly with persons with paralysis are considered part of rehabilitative therapy.

- Exercise opportunities that are facilitated by someone who, for example, has a bachelor's degree in exercise science or is a certified fitness instructor would be an allowable expense.
- **Equipment**
  - Funding for repairs to pre-existing equipment or technology is NOT allowable. This also includes all costs related to insurance and inspections of pre-existing equipment. However, Maintenance costs that are included for newly purchased equipment or modifications may be eligible. Our grant funds support new purchases and significant upgrades to ensure long-term impact and sustainability through loan closets. Requests for loan closets must include a specified period of time. A device loan is typically 4 to 6 weeks (and sometimes up to 9 weeks/3 months) and enables individuals to try out and familiarize themselves with Assistive Technology or Durable Medical Equipment before acquiring it on their own. Open-ended and long-term loan closets will not be considered. (This also applies to ramps.)

  - Equipment can be funded if it *Provides Access* and/or *Promotes Independence.* Examples include:
    - Providing Access: Adaptive strollers that are used as part of a program, are not given out to individuals and remain onsite; a transfer chair at a community pool; a stair lift, an examination table, or gynecological examination table in a rural area where no such equipment is available in that region, etc.
    - Promoting Independence: A scale (Knowing your weight promotes independence. It allows people to remain healthy, as being overweight can lead to a myriad of chronic health conditions.); Beach wheelchairs and adaptive bikes at a community park or sports wheelchairs for a community sports team (these examples could also fit under the area of providing access).
  - Equipment may be purchased under the Nursing Home Transition grant program. See allowable expenses pertaining to that program.
- The development of prototypes for the invention of equipment or other research and developmental activities involving intellectual property rights.
- **Construction of Buildings/Major Construction**
  - However, funds may support simple accessibility modifications to existing structures, playgrounds, trails, etc.
    - Requested funds for simple accessible bathroom modifications, for example, are allowable if they are for an already existing bathroom. Allowable expenses would include grab bars, accessible toilets, sinks, etc. We cannot fund the building of a new bathroom or a major renovation of the existing bathroom.
    - If, for example, you are requesting funds for an accessible lift or elevator, this would be allowed under equipment that provides

access and promotes independence. We cannot fund the excavation or construction of the elevator or shaft, as that would be considered major construction.

- **Capital Improvements for Leased/Rented Properties**
    - QoL will not fund capital improvements, or long-term equipment purchases for leased or rented properties. This restriction helps ensure that funds are used to benefit the grantee organization and its clients directly. Additionally, maintaining this guideline uniformly promotes objectivity and equity in our funding practices.
- **New Playground Construction**
    - The construction of new playgrounds is not eligible for funding. **We cannot fund the installation of a new playground on land where a playground did not already exist.**
    - However, funds may support the modification of older, non-accessible playgrounds or parks.
        - Requesting funds for the replacement of older, non-accessible playground equipment or ground covering is eligible for an existing playground.
        - Minor relocations of playgrounds are allowable.
- Projects that serve less than three (3) individuals with paralysis, their families, or caregivers
- Fundraising events or paid fundraiser positions
- Lobbying and/or efforts to influence legislation
- Projects that cannot be completed within 12 months of receipt of the grant award
- Projects that have already been completed
- Food (meals, per diem, board, lunch, beverages, *water*, alcohol, etc.)
- Medical services

Eligibility questions based on these restrictions will be asked in the application. A "Yes" response to any of the questions will indicate that your organization and/or project are not eligible for funding.

Allowable Expenses

Quality of Life grant funds can support a range of programmatic expenses for a wide range of programs and services. Grant funds can support programmatic personnel, consultants, and contracted workers, entry fees, transportation costs, facility rental, travel reimbursement, marketing, equipment (see funding restrictions), supplies, etc.

Travel expenses are consistent with federal allowances (up to):
- Airfare $500
- Train $275
- Hotel $225 per night
- Mileage .70 cents per mile

Programmatic expenses directly related to serving individuals with paralysis and their families are considered more favorable than operational expenses and/or significant capital projects.

Please note that for <u>Nursing Home Transition</u> applications ONLY:

Award funds can be used to address barriers to facilitating successful nursing home transitions for individuals with paralysis. This may include Start-Up Costs (*e.g., housing deposits*), Equipment (*e.g., medical devices, AT, Hoyer lifts, adaptive equipment*), Supplies (*e.g., start-up supplies, general home furnishings, **including stoves, washers/dryers, etc.**),* Transportation/Travel, and Other Costs not outlined in the application *(e.g., Indirect costs, fees for filing legal documents, independent living skills training, and other line items that address barriers which have not been noted in the application materials).* Funds can also be allocated to expand personnel capacity so that staff time could be used to transition individuals *(e.g., a part-time role can be converted into a full-time position to complete more assessments, in-person visits, etc.).*

Budget Specificity and Vendor Quotes

<u>BE SPECIFIC in your funding requests</u>. For example, if you request funds for an accessible playground, be specific in the proposed budget indicating the piece of equipment (accessible merry-go-round, swing, etc.) or part of the process (e.g., poured rubber playground surface). <u>Include vendor quotes for the specific budget line items</u>. **DO NOT** request a blanket $25,000 budget line with no detail. Vendor quotes must be current at the time of application submission. Vendor quotes are strongly recommended for all equipment and services.

Accessing the Online Grants Portal

The Quality of Life Grant Applications are completed online through this link to the **Reeve Foundation online grants portal.** You may also copy and paste the following URL into your website browser: https://www.grantinterface.com/Home/Logon?urlkey=christopherreeve.

You must have an organization profile/account in the online system to access the application. If you are not sure if your organization has already created an organization profile or previously applied for a grant, contact QOL@Reeve.org. Please do not create a duplicate organization profile, as all organizational application history is connected to the grant profile.

First-Time Applicants

Click on the link for the grants portal and **create an organization profile**, using your email address and a password that you create. Once you create an organization account, you can access the grant application. You may return to the application at any time using this same link. If you forget your password, click "Forgot Your Password," and you will receive an email with the information.

Returning Applicants

Enter an email address and password that is already connected with the organization's account. If you do not remember the password, click "Forgot Your Password," and you will receive an email with the information. If you do not remember or have access to the email account related to the organization, contact QOL@Reeve.org for assistance.

Please be sure to review your organization and contact profiles in the online system and update them with your most current information.

Preparing Your Application

The list of application questions (Appendix A) includes paragraph count limits for text fields. Some applicants find it helpful to create a draft application in Word, which can then be used to cut and paste your answers into text fields in the online application.

Award Notification and Grantee Requirements

Notification and Awarding of Funds
All applicants will be notified by email. Upon notice of award, grantees must indicate intent to accept the grant and sign and return a grant award agreement. Grant checks are issued upon receipt of the signed grant award agreement.

Acknowledgment of Grant
Reeve Foundation Quality of Life grantees are welcomed as part of the Reeve Foundation community. We will provide tools to help you spread the word about your Reeve Foundation Quality of Life granted project, including a guide to publicizing the award and a press release template. In addition, we encourage you to utilize all the free resources provided by the Reeve Foundation Paralysis Resource Center (PRC) and to link to the PRC as a resource on your website. We regularly feature Quality of Life grantees on social media, our website, and in newsletters and other publications. We may call on you to provide stories and photographs that we can share with our community.

Site Visits
Site visits to Quality of Life grantees by members of Reeve Foundation staff, Board of Directors, and/or volunteers are arranged whenever possible to learn more about your program, assess progress, assist with challenges, and participate in press-related activities.

Reports
Grant recipients must submit progress reports to the Reeve Foundation. Interim reports let us know whether the project is proceeding as planned or not and, if not, what we may be able to do to help get it back on track. Final reports are due one month after the close of the grant period to detail the project's progress, challenges, how challenges were addressed, the project's impact, and grant expenditures.

The reporting requirements are as follows:

1. Expanded Impact
    a. 24-month grants – Grantee Reporting
        i.   Update/Check-in at 6 months
        ii. Interim at 12 months
        iii. Update/Check-in at 18 months
        iv. Final at 25 months

Evaluation
As part of the final report at the conclusion of the grant period, grantees are required to complete a short evaluation survey conducted by Vanderbilt University to enable them to evaluate the impact of your project.

Grant Close-Out
To successfully close out the grant award, the Grantee must have timely submitted a final narrative report indicating program accomplishments and outcomes and a financial report showing fully expended grant funds related to the awarded/approved grant budget. After receiving and reviewing these reports, barring any additional information requested, the Foundation will send notification of grant closure.

Unused Funds and Changes in Grant Objectives or Activities
If 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 grantee's original purpose, project, and/or program changes, the grantee must contact the Quality of Life Grants team to request a change in project scope and/or a no-cost extension. Requests will be reviewed, and every effort will be made to negotiate an acceptable resolution so the project can be completed toward its original stated goal.

However, the Reeve Foundation reserves the right to discontinue funding a grantee if such grantee's purpose, project, or program changes so that it is no longer within Reeve Foundation funding parameters. If permission is not given, the grantee shall remit all grant money to the Reeve Foundation.

Grants approved for a no-cost extension may be extended a maximum of 90 days beyond the original project end date.

Grantees that are not able to complete the funded project within the grant period, and those that have been approved for a 90-day extension and are still not able to complete the funded project, may be asked to return a portion or all the funds and will be flagged in a high-risk category that may affect future Reeve Foundation funding.

Grant Termination
The Foundation reserves the right to terminate a grant if the project or program is no longer within Reeve Foundation funding parameters or for failure to comply with the terms and conditions of the award as stipulated in the grant award letter. If the grant is terminated, the grantee must provide the Reeve Foundation a complete and detailed reporting of expended funds. The grantee must also return all unused funds. Failure to comply with these provisions may result in your organization being reported to the Internal Revenue Service (IRS), the Office of Inspector General, and the Administration for Community Living (ACL). Terminated organizations will also be barred from receiving future Reeve Foundation funds for seven years.

Providing Programmatic Direction/Feedback

In adherence to our federal cooperative agreement, we cannot provide programmatic direction or comment on denied applications to organizations applying for Quality of Life grants, as offering direction/giving feedback would be providing an unfair advantage over other applicants. Pre-award telephone calls cannot be accommodated, and voicemails will not be answered.

2025 Expanded Impact Quality of Life Grants Program Calendar

<mark>**1st Grant Period opens January 2025**</mark>

1st Grant Cycle opens: February 21, 2025

- Deadline for Emailed Questions: Ongoing (Submit inquiries to QOL@Reeve.org)
- Technical Assistance Webinar: February 27, 2025 (Click here to register)
- Proposal Submission Deadline: March 14, 2025
- External Review Period: March 26 – April 9, 2025
- Internal Review Period: April 14 – May 1, 2025
- Grant Awards Announcement: May 30, 2025

Grant Periods

- Direct Effect Grants: June 1, 2025 – May 31, 2026
- Expanded Impact Grants: June 1, 2025 – May 31, 2027

Appendix

Expanded Impact Application Questions (Appendix A)

Proposed Project Budget Template (Appendix B)

Budget Narrative Requirements (Appendix C)

Procurement Policy (Appendix D)

Sample Interim Report (Appendix E)

Sample Final Report (Appendix F)

Statement of Objectivity (Appendix G)

APPENDIX A

2025 Expanded Impact

Christopher & Dana Reeve Foundation

Application Deadline
FRIDAY, March 14th, 2025 at 11:59 pm EASTERN TIME

PLEASE READ:

The language we use to discuss people living with disabilities matters. Words have the power to not only define what is possible, but to dangerously diminish and dismiss the value of another human being.

Applications to the Reeve Foundation's *Quality of Life Grants Program* come from organizations and individuals who work hard each day to improve the lives of people living with paralysis. Part of that work must also be to understand and consistently use language in both conversation and on paper that is inclusive and respectful.

Before submitting your grant application, please take a few moments to read these Guidelines for Discussing People with Disabilities.

Please note that these guidelines specifically refer to "person-first language" which puts a person before their diagnosis, such as being a person with a disability. The Reeve Foundation respectfully supports the fact that many disabled people proudly use "identity-first language" which leads with a person's diagnosis, such as "being a disabled person."

The intent of these guidelines is not to promote one language over the other, but to deter applicants from using potentially harmful and offensive language. The Reeve Foundation supports both person-first and identity-first language and we encourage the use of whichever language allows the user to feel empowered.

If you do have questions please contact QOL@reeve.org before proceeding.

Review Language Guide*
We confirm that we have read and understand the Reeve Foundation's https://www.christopherreeve.org/get-support/grants-for-non-profits/guidelines-for-discussing-people-with-disabilitiesGuidelines for Discussing People with Disabilities.

Choices
Yes
No

UEI Number

UNIQUE ENTITY ID

Organizations requesting $25,000 or more MUST provide a valid SAM.gov-issued Unique Entity ID.

If you already have a SAM.gov-issued Unique Entity ID, you will need to include it below under the Organizational Information section. If you do not have one, *we urge you to apply immediately as the SAM.gov processing time is very lengthy – see instructions below under the* Organizational Information section.

Character Limit: 100

Eligibility

In addition, please be sure to review the Application and Program Guidelines as there have been changes to our grants program.

Quality of Life grant applications are accepted from **501(c)(3) nonprofit organizations**, municipal and state governments, school districts, recognized tribal entities, and other institutions such as community or veterans hospitals.

- An organization must have its own 501(c)(3) tax status (or be a part of or chapter of a national organization that is a 501(c)(3) nonprofit organization).
- Fiscal Sponsors CANNOT apply on behalf of non-501(c)(3) nonprofit organizations.
- **501(c)(4) organizations** that do not have 501(c)(3) status are ineligible.

If you have a CURRENT or OPEN grant from the Reeve Foundation under any grant program or tier, you are INELIGIBLE to receive funding in this grant cycle.

Previous grantees may apply for this cycle ONLY **after one year of the close of your grant and notification of grant closure by the Reeve Foundation.**

Christopher & Dana Reeve Foundation Paralysis Resource Center (PRC) Quality of Life grants are funded through a federal cooperative agreement with the Administration for Community Living (90PRRC00062-04-01).

Per our Federal cooperative agreement, **the Reeve Foundation is prohibited from funding the following**:

- Grants awarded directly to individuals

- o This includes <u>MONEY given to an individual</u> participant in a grant program such as:
  - ♣ A stipend or incentive to participate in a program
    - A stipend or honorarium paid to a speaker at an event is allowable because it would be part of the program cost, but money cannot be given to an individual to attend the program.
    - Scholarships can be provided for an organization to offer free services (e.g., therapeutic horseback riding lessons) to an individual provided money never exchanges hands with the individual receiving the scholarship to pay for the services, lessons, etc.
  - ♣ Money for a family to pay for respite or transition services. (Funds may be used by an <u>organization</u> to provide respite or transition <u>services</u> to individuals, but money cannot be given to the individual/family to pay for the services).
  - ♣ Travel reimbursements for participants to take part in a program. (Funding may be used for travel reimbursement for personnel (e.g., coaches, etc.) as they are part of the program. Providing travel to individuals may be included as a part of the program (such as travel for a team to attend an adaptive sporting event), but no money must exchange hands with the individuals).
  - o This also includes any expense that would be seen as a **"<u>gift to an individual"</u>** such as a "ready bag" for disaster preparedness, t-shirts for a camp, jerseys and uniforms, trophies, a home modification, gift cards for participants, etc.
- For-Profit Companies
  - o This also includes Nonprofit organizations acting as a Fiscal Sponsor for a for-profit company
  - o Organizations that do not have its own 501(c)(3) tax determination status.
  - o Organizations that are a 501(c)(4) and not a 501(c)(3).

- Organizations and projects that are based outside of the United States
- Projects that utilize contractors or vendors outside of the United States
- <u>Research</u>

- <u>Rehabilitative Therapy</u>

- o However, programs that assist people living with paralysis to participate in *exercise opportunities* are allowable.

  - ♣ Programs that use physical or occupational therapists to work directly with persons with paralysis is considered part of rehabilitative therapy.

  - ♣ Exercise opportunities that are facilitated by someone who, for example, has a bachelor's degree in exercise science or is a certified fitness instructor would be an allowable expense.

- **Equipment**
  - o Funding for repairs to pre-existing equipment or technology is NOT allowable. This also includes all costs related to insurance and inspections of pre-existing equipment. However, maintenance costs that are included for newly purchased equipment or modifications may be eligible. Our grant funds support new purchases and significant upgrades to ensure long-term impact and sustainability through loan closets. Requests for loan closets must include a specified period of time. A device loan is typically 4 to 6 weeks (and sometimes up to 9 weeks/3 months) and enables individuals to try out and familiarize themselves with Assistive Technology or Durable Medical Equipment before acquiring it on their own. Open-ended and long-term loan closets will not be considered. (This also applies to ramps.)
  - o Equipment can be funded if it *Provides Access* and/or *Promotes Independence*. Examples include:

  - ♣ Providing Access: Adaptive strollers that are used as part of a program, are not given out to individuals and remain onsite; a transfer chair at a community pool; an examination table or gynecological examination table in a rural area where no such equipment is available in that region, etc.

  - ♣ Promoting Independence: A scale (Knowing your weight promotes independence. It allows people to remain healthy, as being overweight can lead to a myriad of chronic health conditions.); Beach wheelchairs and adaptive bikes at a community park or sports wheelchairs for a community sports team (these examples could also fit under the area of providing access).

- The development of prototypes for invention of equipment or other research and developmental activities involving intellectual property rights.

- **Construction of Buildings/Major Construction**
  - o However, funds may support simple accessibility modifications to existing structures, playgrounds, trails, etc.
    - ♣ Requested funds for simple accessible bathroom modifications, for example, are allowable if they are for an already <u>existing</u>

bathroom. Allowable expenses would include grab bars, accessible toilets and sinks, etc. We cannot fund the building of a new bathroom or a major renovation of the existing bathroom.

- ♣ If, for example, you are requesting funds for an accessible lift or elevator, this would be allowable under equipment that provides access and promotes independence. We cannot fund the excavation or construction of the elevator or shaft, as that would be considered major construction.

- ♣ <u>Construction of Buildings/Major Construction</u>
    - ♣ QoL will not fund capital improvements, or long-term equipment purchases for leased or rented properties. This restriction helps ensure that funds are used to benefit the grantee organization and its clients directly. Additionally, maintaining this guideline uniformly promotes objectivity and equity in our funding practices.

- <u>New Playground Construction</u>
    - o The construction of new playgrounds is not eligible for funding. **We cannot fund the installation of a new playground on land where a playground did not already exist.**
    - o However, funds may support the modification of older, non-accessible playgrounds or parks.
        - ♣ Requesting funds for the replacement of older, non-accessible playground equipment or ground covering are eligible for an <u>existing</u> playground.
        - ♣ Minor relocations of playgrounds are allowable.

- Projects that serve less than three (3) individuals with paralysis, their families, or caregivers
- Fund raising events or paid fund raiser positions
- Lobbying and/or efforts to influence legislation
- Projects that cannot be completed within 24 months of receipt the grant award
- Projects that have already been completed
- Food (meals, t-shirts, per diem, board, lunch, beverages, *water,* alcohol, etc.)
- Medical services

Confirmation*
We confirm that we have read and understand the listed eligibility requirements. If you do have questions please contact QOL@reeve.org before proceeding.

Choices
Yes
No

Select your organization type*
Applications are welcome from nonprofit organizations with IRS 501(c)(3) status, municipal and state governments, school districts, recognized tribal entities and other institutions such as community or veterans hospitals. Please select the organization type that applies to your organization.

Please note: a "for-profit organization or business" response will indicate that your organization and/or project is not eligible for funding.

Choices
For-profit organization or business
501(c)(3) nonprofit organization
Municipal or state government
Nonprofit, community of veterans hospital
Public school district
Recognized tribal entity
University / college
Other

Select your organization type - other*
If you did not select 'Other' for the question above, please write "N/A"

Character Limit: 250

Please answer the following ELIGIBILITY QUESTIONS. A "Yes" response will indicate that your organization and/or project are not eligible for funding.

Is your organization or project based outside of the U.S.?*
Choices
Yes
No

Does your project utilize contractors or vendors outside of the U.S.?*
Choices
Yes
No

Will grant funds support Research?*
Choices
Yes
No

Will grant funds support Rehabilitative Therapy?*

Choices

Yes

No

Will grant funds provide equipment or supplies to individuals permanently or as a gift?*

Choices

Yes

No

Does the equipment NOT adhere to the functions of providing access and promoting independence?*

Choices

Yes

No

Will grant funds support the development of prototypes involving intellectual property rights?*

This includes the invention of equipment or other research and development activities.

Choices

Yes

No

Will grant funds support construction of buildings/major construction?*

Choices

Yes

No

Will your project serve less than three individuals with paralysis, their families, or caregivers?*

Choices

Yes

No

Will grant funds support fund raising events or paid fund raiser positions?*

Choices

Yes

No

Will grant funds support lobbying and/or efforts to influence legislation?

Choices

Yes

No

Will grant funds support a project(s) that has already been completed?*

Choices

Yes

No

Will grant funds support food (meals, per diem, board, lunch, beverages, water, alcohol, etc.)?*

Choices

Yes

No

Will grant funds support medical services?*

Choices

Yes

No

Previously Funded Project Information

Previously Funded Project - Project Name*

Character Limit: 250

Previously Funded Project - Year Awarded*

Character Limit: 250

Previously Funded Project - Amount Awarded*

Character Limit: 20

Previously Funded Project - Grant Type*

Choices

COVID 19

Direct Effect

High Impact Innovative Assistive Technology (HIIAT) (Now available under Priority Impact - Tier 2)

Priority Impact (Formerly High Impact Priority)

Previously Funded Project - Project Type*

Choices

Accessible Ballfield

Accessible Beach/Dock/Pier

Accessible Playground

Accessible Trail

Adaptive Sports

Advocacy

Arts

Assistive Technology

Camp
Caregiving
Consumer Education
Disaster Preparedness
Durable Medical Equipment
Education
Employment
Facility Accessibility Modifications
Fitness and Wellness
Healthcare
Media Development
Nursing Home Transition
Peer Mentoring and Support
Respite/Caregiving
Service Animal Program
Therapeutic Horseback Riding
Transitioning Home
Transportation

Previously Funded Project - Achievements*

Describe the demonstrable, successful impact achieved through your previously awarded project.

Provide evidence that demonstrates a statistically, measurable, significant effect or impact on improving the quality of life outcomes for people with paralysis, their families, and caregivers.

Character Limit: 5000

Previously Funded Project - Final Report Form Upload*

You <u>must</u> upload a copy of the final report that was submitted to the Reeve Foundation to successfully close out your past grant.

File Size Limit: 10 MB

Budget Information

Amount Requested*

Enter the amount requested from the Reeve Foundation. *($US)*
Use whole numbers only. Do not include cents, round up to the nearest dollar if appropriate (e.g., $24,958 not $24,957.75).

Character Limit: 20

Total Proposed Project Budget Amount*

Enter the total budget amount for the entire proposed project. ($US)

Character Limit: 20

Proposed Project Budget*
Download Budget Template Applicants must use the template provided in this application.

Download Template

Complete and upload the Proposed Project Budget template *in Excel* using the Project Budget upload button below. Do not upload a PDF version of the Excel document.

Detailed instructions for completing the Proposed Project Budget template are discussed in the Technical Assistance Webinar.Download Template

File Size Limit: 5 MB

Budget Narrative*
All applicants are required to submit a budget narrative that describes in detail and provides justification for each budget line item. Applicants must use the template provided in this application. Instructions for completing the Budget Narrative are included in the template. Upload the document using the upload below.

Download Template

File Size Limit: 5 MB

Vendor Quotes

You must provide a vendor quote for all equipment purchase requests. Upload copies of vendor quotes to support your request using the button below. All vendor quotes must be valid within 3 months of submitting this application.

For multiple pages, please scan into **one** *document and upload.*

Vendor Quotes Upload
Upload copies of vendor quotes (if applicable) to support your request using the button below. All vendor quotes must be valid within 3 months of submitting this application.

For multiple pages, please scan into **one** *document and upload.*
File Size Limit: 6 MB

Vendor Quote Confirmation*
We confirm that the vendor quote provided is valid within 3 months of submitting this application.

Choices
Yes
No
N/A

Vendor Quotes - Sales Tax*

Please note that the amount requested from the Reeve Foundation and any associated vendor quotes should not include tax. If sales tax is listed on your vendor quote but is NOT being requested from the Reeve Foundation, please confirm below.

If your vendor quote does not include sales tax or no vendor quote has been submitted, please write "N/A"

Character Limit: 250

PROCUREMENT POLICY

As a requirement of the Reeve Foundation's cooperative agreement with the Administration for Community Living, the Foundation and our grantees must adhere to the Procurement Policy below:

- Purchases of supplies or services less than or equal to $10,000 may be procured using the "micro purchase" method which does not need formal procurement solicitations. All receipts are to be retained for accounting purposes.

- Purchases of $10,001 to $250,000 may be procured using the "small purchase" procurement standards. A minimum of three price quotes is required for any small purchase of services or products for your records. Please provide one vendor quote with your application.

- Please note that it is *not required* that you provide the Reeve Foundation with three price quotes for approval of purchases over $10,000. Those should be kept for your internal records and would need to be provided upon request if needed. If you provide a price or vendor quote to the Reeve Foundation, it is understood that you have followed the policy as described above.

Project Contingency Funding*

Explain how funding requested from this Reeve Foundation grant fits with your overall project budget strategy. If other project funding is pending and subsequently denied, how will the project be funded? What happens if the Reeve Foundation is not able to support the proposed project?

Character Limit: 3000

Organizational Information

Mission Statement*

Provide your organization's mission statement. *(Three paragraphs or less.)*

Character Limit: 1000

Description of Organization's History and Capacity*

Briefly describe your organization's history and its capacity to do the proposed project; i.e., how long your organization has been in business; what experience and expertise your organization has in doing the proposed type of work; what makes your organization uniquely qualified to be successful in carrying out this proposed project. *(Four paragraphs or less.)*

Character Limit: 5000

Center for Independent Living Status*

Choose **one** of the answers below:

Choices

Applicant Organization is a Center for Independent Living (CIL)
Applicant Organization is an association of CILs
Applicant Organization is neither a CIL or an association of CILs

Total Annual Operating Budget of the Organization*

Provide your organization's total operating budget amount for the current year *($US).*

Character Limit: 20

Unique Entity ID*

For organizations requesting $25,000 and above, you MUST provide us with an active and valid SAM.gov issued Unique Entity ID.

If you already have a SAM.gov issued Unique Entity ID, enter it below. If you do not have one, *we urge you to do this immediately, as there may be a backlog*, there are two ways to receive your Unique Entity ID:

Register Entity

An entity registration allows your organization to bid on government contracts and apply for federal assistance as a prime awardee. The process for entity registrations includes getting the Unique Entity ID and requires assertions, representations and certifications, and other information about your business.

Getting a Unique Entity ID ONLY *(Recommended if you are NOT interested in bidding on government contracts)*

Some entities that do business with the government may choose not to register on SAM.gov (for example, many sub-awardees of the Reeve Foundation QOL grants program). In this case, those entities cannot bid directly on federal contracts as a prime contractor or seek federal assistance as a prime awardee. If this is the goal of the entity, they can go to SAM.gov and get a Unique Entity ID only (no entity registration required). **The information required for getting a Unique Entity ID without registration is minimal. It only validates your organization's legal business name and address.**

Visit https://sam.gov/content/entity-registration to either register your organization or to only receive an ID.

If you are not requesting the full $25,000 type in "N/A."

Character Limit: 250

Zip+4 Code*

For all requests $25,000 and above, please enter your ZIP+4 Code. (The complete, nine-digit ZIP Code consists of two parts. The first five digits indicate the destination post office or delivery area. The last 4 digits represent a specific delivery route within that overall delivery area.) This is needed for Reeve reporting through the Federal Funding Accountability and Transparency Act (FFATA). You may use this link to find your ZIP+4 Code.

Character Limit: 250

Federal Audit Requirements*

Is your organization required to file an annual single audit?

Choices

Yes
No

Organizational Federal Expenditures*

Please indicate if your organization receives federal program funding for expenditure categories listed in the Catalog of Federal Domestic Assistance (CFDA).

Choices

Yes
No

Federal Funding Annual Total*

Character Limit: 20

Federal Funding Q1*

Did your organization receive 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Choices

Yes
No

Federal Funding Q2*

Did your organization receive $30,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Choices

Yes

No

Where did you learn about this grant opportunity*
Select one from the list below.

Choices
Email announcement
From a prior grantee
Reeve Foundation website / newsletter
Social Media
The Foundation Center
We're a prior grantee
Word-of-mouth
Other

If other, please explain.
Character Limit: 1000

Proposal Description

Paralysis-Focus*

The Christopher & Dana Reeve Foundation is paralysis-focused. As such, Quality of Life grant funding must be targeted to initiatives that will serve individuals living with paralysis, their families, and caregivers.

Paralysis is defined functionally, as: "difficulty and/or inability to use arms and/or legs due to neurological conditions including but not limited to spinal cord injury, traumatic brain injury, stroke, cerebral palsy, multiple sclerosis, ALS, etc."

Answer "yes" or "no" to confirm the statement below:

We confirm that the proposed project will serve individuals living with paralysis, their families and their caregivers.

Choices
Yes
No

Project Name*
Character Limit: 100

Project Type*
Select one project type that most closely fits your proposed project from the list below.
Choices
Accessible Beach/Dock/Pier

Accessible Community Spaces
Accessible Playground/Ball Field
Accessible Trail
Adaptive Sports
Advocacy
Arts
Assistive Technology
Camp
Caregiving
Consumer Education
COVID-19: Addressing Social Isolation
Disaster Preparedness
Durable Medical Equipment
Education
Employment
Facility Accessibility Modifications
Fitness and Wellness
Healthcare
Media Development
Nursing Home Transition
Peer Mentoring and Support
Racial Equity
Respite/Caregiving
Rural Unserved and Underserved Populations
Service Animal Program
Therapeutic Horseback Riding
Transitioning Home
Transportation

Project description*

Provide a description of the proposed expansion project. How will it expand upon, replicate on a larger scale, or take to full scale the previously awarded project?

How will the proposed expansion project extend services, access, and the expansion of effective solutions to serve substantially larger numbers of people?

Detail the need for the project; who will benefit; what your organization wants to do and why; where and when it will take place, and how it will be done. List what the funds requested in this application will support.

Character Limit: 10000

Independent living and community integration*

Describe how this project will increase independent living for people living with paralysis or support integration into the physical, cultural, and spiritual communities in which they live.

Character Limit: 5000

Project Goals - Proposed*

Provide the major goals of the expansion project as well as a description of what you plan to accomplish, and how the proposed project will have sizable and significant impact.

Character Limit: 10000

Will your project take longer than 24 months to complete?*

Please note that for your Expanded Impact application to be eligible, project timeline and expenditures must be able to be completed within the 24-month grant period.

Choices

Yes

No

Timeline, activities and benchmarks*

Project activities and benchmarks must incorporate the entire project timeline, there should be no long-term gaps in activities. Provide a project timeline to include major project activities with proposed start dates, benchmarks, and end dates.

Reminder: the Expanded Impact grant cycle is now 24 months.

Character Limit: 6000

Expected impact*

Describe the extent to which the proposed project / program is likely to have a significant, direct impact on the target population. What difference will the proposed project / program make in the lives of individuals living with paralysis and their families?

Character Limit: 10000

Impact - # of Individuals with Paralysis - Proposed*

How many people living with paralysis will be served by this project / program?

Character Limit: 250

Impact - individuals living with paralysis*

Indicate how you arrived at this figure and the data sources used.

Character Limit: 5000

Impact - # of Caregivers / Family Members of Individuals with Paralysis - Proposed*

How many caregivers or family members of those living with paralysis will be served by this project / program?

Character Limit: 250

Impact - caregivers and family members of those living with paralysis*

Indicate how you arrived at this figure and the data sources used.

Character Limit: 5000

Blank
Choices

Blank
Character Limit: 250

Age group of participants*
Check the following age group(s) or intended participants in your proposed project. *Please check all that apply.*

Choices
0 - 4 years old
5 - 12 years old
13 - 18 years old
19 - 24 years old
25 - 45 years old
46 - 60 years old
61 - 90 years old

Outreach*
Describe how you will reach the intended audience.

For example:
How will you recruit program participants?
How will you make the community aware of the project?

Character Limit: 5000

Evaluation and Project Measures*
Describe how you will evaluate the project. How will you know if it was successful in meeting its goal(s)? List the major outputs and outcomes of your project. [See the "Guide to Establishing Evaluation Indicators" (link provided here) as well as on our website.]

Character Limit: 10000

Experience with work in grant focus area*
Please describe how long your organization has worked to address the grant focus area, and how this experience will contribute to the success of the proposed project.

Character Limit: 6000

Key staff responsible for proposed project*
Please tell us about the key staff responsible for carrying out the project, including relevant experience and expertise.

Character Limit: 6000

Collaborations and networks*

Please describe existing and developing collaborations and agency networks that will help to make the proposed project successful.

Character Limit: 6000

Medically Underserved Areas and Populations (MUA/Ps)

The Health Resources & Services Administration (HRSA) defines Medically Underserved Areas (MUAs) and Medically Underserved Populations (MUPs) as geographic areas and populations with a lack of access to primary care services.

MUAs have a shortage of primary care health services for residents within a geographic area such as: a whole county; a group of neighboring counties; a group of urban census tracts; or a group of county or civil divisions.

Capturing data on requests from MUAs and MUPs helps to track outreach efforts as well as to identify new areas for potential efforts.

MUA/MUP status*

Check one appropriate answer below:

Choices
Applicant Organization is serving a MUA or MUP
Applicant Organization is not serving a MUA or MUP
Not known if Applicant Organization is serving a MUA or MUP

Geographic service area*

Tell us about your project / program's geographic service area. What states, counties or areas will your project serve? Please indicate if services are provided nationally.

Please note: Providing <u>counties</u> served help us to better capture MUA/MUP data.

Character Limit: 7000

Supporting Documentation

Additional Materials

You may upload other supporting documents such as photographs, newspaper clippings, and flyers. Please scan into *one* document and upload using the button below.

File Size Limit: 5 MB

Additional Supporting Materials

If you need to upload additional supporting materials, please scan into *one* document and upload using the upload a file button below.

File Size Limit: 5 MB

Cycle Application, Review and Notification Timeline

- Cycle Opens: January 21, 2025

- Technical Assistance Webinar: February 27th, 2025 at 3 pm EST (register https://us02web.zoom.us/webinar/register/WN_cjEKLJThQ_KUnLx1Fluuxw here)

- Proposals Due: March 14th, 2025

- External Review: March 26 - April 9, 2025

- Internal Review: April 14 - May 1, 2025

- Grants awarded by May 30, 2025

- Grant period for Expanded Impact: June 1, 2025 through May 31, 2027

Applicants are advised to view the Technical Assistance Webinar on February 20th, 2025, at 3 pm Eastern Time. The Technical Assistance Webinar will be recorded and posted on the website.

All questions, concerns or technical difficulties must be directed to the Quality of Life department via email at QOL@reeve.org.

<u>In adherence with our federal cooperative agreement we are unable to provide programmatic direction or comment on denied applications to organizations applying for Quality of Life grants, as providing direction/giving feedback would be providing unfair advantage over other applicants.</u>

Thank you for your time, interest and efforts in requesting support from the Christopher & Dana Reeve Foundation for initiatives to support the quality of life for people with paralysis, their families, and their caregivers. We look forward to reading your application and learning about your important work.

Reeve Staff Use Only

Internal Risk Assessment (IRA) is conducted immediately after Internal Review meetings for the organizations identified to be awarded grants and **must be completed prior to** issuing a grant award letter. This process ensures that any risks discovered are resolved prior to officially approving the grant. The application will be declined if the issues are not resolved.

Has the organization been reviewed:

On Guidestar.org for 501(c)(3) public charity status?
Choices

Yes

N/A - Municipality/University

On SAM.gov for debarment/suspension and previously terminated federal awards?
Choices

Yes

On the Federal Audit Clearinghouse for previous A133 audit findings?
Website: https://harvester.census.gov/facweb/

Choices

Yes

Through a Google search?
Through a **Google search** for public reviews, perspective of the community, "bad" news/publicity, court filings, or other findings that would raise a warning about the ability of the organization to carry out the grant?

Choices

Yes

Were any issues identified while conducting the Internal Risk Assessment?
Choices

Yes

No

Explain the issue(s)/risks identified:
Character Limit: 10000

Were the issues resolved?
Choices

Yes

No

N/A

Explain the resolution/outcome:
Character Limit: 10000

Christopher & Dana Reeve Foundation - Proposed Project Budget Template

APPENDIX B

You __must__ use this budget template. Applications submitted without this template will NOT be reviewed.

Christopher & Dana Reeve Foundation - Proposed Project Budget Template					
Name of Organization:		Must match application & Budget Narrative (Word Document)			
Name of Project:		Must match application & Budget Narrative (Word Document)			
Amount Requested (from Reeve Foundation) :		Must match application & Budget Narrative (Word Document)			
Total Project Cost (Cost of the overall project):		Must match application & Budget Narrative (Word Document)			
Itemized Budget All budget lines must have a description in the budget narrative (Word Document).			**Total Cost (Overall Project Cost)**	**Requested Amount (from Reeve Foundation)**	
Personnel Costs					
List all positions by title - **Employees only**, all others are consultants/contractors.		% FTE			
			$ -	$ -	
			$ -	$ -	
			$ -	$ -	
Personnel Subtotal			$ -	$ -	
Consultants/Contractors					
Name of Consultant/Contractor (person or company) and a one-sentence description of services.					
			$ -	$ -	
			$ -	$ -	
			$ -	$ -	
Consultants/Contractors Subtotal			$ -	$ -	
Equipment Costs					
Vendor quotes are required and must match itemized cost. Itemize equipment with description, unit cost, quantity as well as discounts, shipping, freight if applicable. *Do not include tax.*	Cost per Unit	QTY			
			$ -	$ -	
			$ -	$ -	
			$ -	$ -	
Equipment Subtotal			$ -	$ -	
Supplies (Misc. items other than equipment)					
Itemize and provide description of supplies (indicate below if vendor quote is attached to support request) - food, water, t-shirts, gift bags or gift cards are NOT allowed.	Cost per Unit	QTY			
			$ -	$ -	
			$ -	$ -	
			$ -	$ -	
Supplies Subtotal			$ -	$ -	
Travel					
Type of travel and one-sentence description of purpose. Direct reimbursement to participants is NOT allowed.	# of trips	# of traveler			
Airfare (max $500 per person per round trip)			$ -	$ -	
Train (max $275 per person per round trip)			$ -	$ -	
Hotel (max $250 per night) :			$ -	$ -	
Mileage (.70 cents per mile)			$ -	$ -	
Travel Subtotal			$ -	$ -	
Other Costs					
Item (goods or services) and a one-sentence description of purpose. Maximum allowable indirect cost without NICRA (Negotiated Indirect Cost Rate Agreement) is 15% of direct expense requested.					
			$ -	$ -	
			$ -	$ -	
			$ -	$ -	
Other Costs Subtotal			$ -	$ -	
TOTAL COSTS			$ -	$ -	
% of amount requested based on total project cost				#DIV/0!	
Funding gap amount (difference between total project cost and amount			$ -		
Funding gap %			#DIV/0!		
Explain the funding gap amount: Itemize amount based on funding source and status (committed vs pending)	$ -		**Amount Committed**	**Amount Pending**	
Internal Funds			$ -	$ -	
Individuals			$ -	$ -	
Foundations			$ -	$ -	
Corporations			$ -	$ -	
Government - Federal			$ -	$ -	
Government - State			$ -	$ -	
Other (specify)			$ -	$ -	
TOTAL (Funding gap - explained)	$ -		$ -	$ -	
TOTAL (Funding gap - unexplained)	$ -				

Christopher & Dana Reeve Foundation

Quality of Life Grants Program
Budget Narrative Requirements

Name of Organization:
Name of Project:
Amount Requested:
Total Project Budget:

The budget narrative must include a description and justification of each budget category and line item presented in your proposed budget. All expenses listed on the budget template should clearly match the items listed in this narrative.

Your budget narrative should detail:

Personnel Costs – List each position that pertains to the project. Provide a brief explanation of each role, how the work of the position will support the purpose and goals of the overall project, and the percent of time committed to the project. Indicate the source of other salary supports if relevant.

Fringe – Fringe benefits are based on the applicant's established formula and are only for the percentage of time devoted to the project. It is important to explain what is included in the benefits package and at what percentage. These costs should only include the fringe costs of the organization's staff and not those of contractors or other third parties.

Equipment – Provide an explanation of each of the equipment expenses, the quantity to be purchased, and the cost per item. Explain how the equipment is necessary for the success of the project and the procurement method to be used.

Consultants/Contractors - Provide a description of the product or services to be provided by the consultant and an estimate of or detailing the exact cost, as well as how their use will support the purpose and goals of the project.

Supplies - List expendable items by type, the quantity to be used/purchased, and cost per item. Explain the need and relevance to the project.

Travel – Explain the reason for travel expenses for project personnel (e.g., staff to training, client interviews, meeting, etc.). Identify all costs involved as well as the location of travel.

Other Costs – Enter a description of each budgeted cost item that does not appropriately fit in the above categories. Explain the need for each item, how it will further the objectives of the project, and how the cost estimation was determined.

Administrative or Indirect Costs – A de minimis indirect cost rate of no more than 10% is allowable. However, if your organization has a Negotiated Federal Indirect Cost Rate Agreement (NICRA) you may include indirect costs at the federally negotiated rate. Please note that a copy of your current NICRA will be required if your application is approved for funding.

If you include an indirect costs budget line you may not include overhead costs such as rent, utilities, personnel, supplies, etc. if they are included in the direct cost budget line items above.

Indicate the percentage and total amount of indirect costs requested, noting the federally negotiated rate if applicable.

As a requirement of the Reeve Foundation's cooperative agreement with the Administration for Community Living, the Foundation and our grantees must adhere to the Procurement Policy below:

- Purchases of supplies or services less than or equal to $10,000 may be procured using the "micro purchase" method which does not need formal procurement solicitations. All receipts are to be retained for accounting purposes.

- Purchases of $10,001 to $250,000 may be procured using the "small purchase" procurement standards. A minimum of three price quotes is required for any small purchase of services or products.

Please note that it is ***not required*** that you provide the Reeve Foundation with three price quotes for approval of purchases over $10,000. Those should be kept for your internal records and would need to be provided upon request if needed. If you provide a price or vendor quote to the Reeve Foundation, it is understood that you have followed the policy as described above.

2025 Expanded Impact

Christopher & Dana Reeve Foundation

<u>Interim Report - Expanded Impact Quality of Life Grants</u>

Project name
Character Limit: 100

Amount awarded
Character Limit: 20

Schedule / timetable*
Is the project on schedule as outlined in your approved proposal?

Choices
Yes
No

Schedule / timetable - not on time - explanation*
If your project is on schedule, enter "N/A."

If you indicated that the project is not on schedule explain why and describe how this will impact the overall success of the project.

What are your plans to ensure timely completion within the one-year project deadline?
Character Limit: 3000

Project accomplishments*
What are the project accomplishments to date?
Character Limit: 10000

Project changes*
Were there any changes made to the approved project? Explain any modifications made.

Please note as indicated in the grant award letter, all changes in project scope must be approved prior to report submission.
Character Limit: 3000

Financial reporting*
You must use the most current budget for your project to submit your interim report. This budget is the excel budget template that is available on your dashboard e.g., (most current

approved budget).

File Size Limit: 5 MB

Additional materials

Upload copies of any significant materials including newsletters, brochures, articles, etc. that shed light on the project or your organization's recent activities.

Scan into **one** document and upload using the button below.

File Size Limit: 10 MB

Additional supporting materials

If you need to upload additional supporting materials, please scan into ***one*** document and upload using the upload a file button below.

File Size Limit: 5 MB

2025 Expanded Impact

Christopher & Dana Reeve Foundation

Final Report

Project name*
Character Limit: 100

Amount awarded
Character Limit: 20

Project completion*
Has the project been completed in full, including full expenditure of the grant funds and any evaluation and outcome measures that you proposed in your application?

Respond "Yes" or "No."

Choices
Yes
No

Project not complete - explanation*
If your project is completed in full, enter "N/A."

If you indicated that the project is not completed:

- Explain why;
- Describe how this impacts the overall success of the project; and
- Indicate what you propose to complete the project and within what time frame.

Character Limit: 10000

You provided the following Project goals in your application. Please review before replying to the next question.

Project goals
Provide at least one major goal of the project as well as a description of what you plan to accomplish.
Character Limit: 10000

Project goals - final report*
Review the project goals proposed from your organization's application above. What were the project / program's accomplishments and outcomes of the proposed goals? If these goals were

not reached, describe how your organization adjusted to maintain the original scope of the grant application.

Character Limit: 10000

Project changes*

Were there any changes made to the approved project? Explain any modifications made. ***Please note as indicated in the grant award letter, all changes in project scope must be approved prior to report submission.***

Character Limit: 3000

Project measures*

Provide specific information on the quantitative outputs and qualitative outcomes (as identified in your proposal) that you have measured to evaluate the impact of your project, as well as the evaluation tools employed.

Character Limit: 10000

In your grant application you provided the following Impact number of individuals living with paralysis to be served by this project / program.

Impact - number of individuals living with paralysis

How many people living with paralysis will be served by this project / program?

Character Limit: 250

Final impact - number of individuals living with paralysis*

How many individuals living with paralysis **were** served by this project / program?

Character Limit: 250

Final impact - individuals living with paralysis*

Review the proposed number of individuals living with paralysis (listed above) versus the actual number served by your project /program. Did the project / program serve the proposed number of individuals living with paralysis? If not, describe the challenges or contributing factors that lead to reduced service numbers. If yes, how did your organization adjust to serve a higher number of people than anticipated?

Character Limit: 6000

In your grant application you provided the following Impact number of family members and caregivers of those living with paralysis to be served by this project / program.

Impact - number of caregivers and family members of those living with paralysis

How many caregivers and family members of those living with paralysis will be served by this project / program?

Character Limit: 250

Final impact - number of family members and caregivers of those living with paralysis*

How many family members and caregivers of those living with paralysis **were** served by the project / program?

Character Limit: 250

Final impact - family members and caregivers of those living with paralysis*

Review the proposed number of family members and caregivers of individuals living with paralysis (listed above) versus the actual number served by your project /program. Did the project / program serve the proposed number of family members and caregivers of individuals living with paralysis? If not, describe the challenges or contributing factors that lead to reduced service numbers. If yes, how did your organization adjust to serve a higher number of people than anticipated?

Character Limit: 6000

Long-term impact*

How many people living with paralysis will be served by this project / program in the next 5 years?

For example, if the grant supports the purchase of equipment that will serve 20 people during the grant year, and you expect the equipment to last 5 years, you could reason it would serve 80 additional people over the remaining 4 years of the life of the equipment.

Please explain how you arrived at this figure.

Character Limit: 1000

Sustainability*

Please describe how your organization intends to ensure that key project activities will be sustained beyond the end of this one-year grant period.

Character Limit: 6000

Challenges*

Identify any challenges / obstacles faced during the grant period. Identify how you addressed them.

Character Limit: 3000

Lessons learned*

Describe what the organization has learned during the project period to date, and any implications this has beyond the grant period.

Character Limit: 3000

Collaborations*

Identify other organizations/networks you have worked with to initiate and implement this project and provide a brief explanation of the collaborative efforts.

Character Limit: 3000

Financial reporting*

You must use the most current budget for your project that is available on your dashboard. Do not submit the FINAL report if the final expense file has/shows: A balance remaining greater than $0.00 or Expenses that do not match the APPROVED BUDGET.

Contact P.Patel@christopherreeve.org with any questions or revisions.

File Size Limit: 3 MB

Additional materials

Upload copies of any significant materials including newsletters, brochures, articles, etc. that shed light on the project or your organization's recent activities.

Scan into **one** document and upload using the button below.

File Size Limit: 10 MB

Additional supporting materials

If you need to upload additional supporting materials, please scan into ***one*** document and upload using the upload button below.

File Size Limit: 5 MB

Impact Evaluation

This section of your report deals with the impact of the project, and is managed by Vanderbilt University, with which the Reeve Foundation contracts to conduct evaluation of the Paralysis Resource Center programs.

Volunteer opportunities*

Did your project create any volunteer opportunities in the community?

Choices

Yes

No

Military / Veteran programs*

Did your project serve any military or veteran populations of persons with paralysis?

Choices

Yes

No

In the following section, please choose the answer that most closely reflects the extent to which you agree or disagree with each statement. Choices are:

- Strongly disagree
- Somewhat disagree
- Slightly Disagree
- Neither Agree or Disagree
- Slightly Agree
- Somewhat Agree
- Strongly Agree
- N/A Unable to Determine

Effect on quality of life*

To date, the project has had a **significant effect on quality of life** for individuals living with paralysis and/or their families.

Choices

Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A unable to determine

Effect on functional independence*

To date, the project has had a **significant effect on functional independence** for individuals with paralysis and/or their families.

Choices

Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Community integration*

To date, the project has had a **significant effect on inclusion or community integration** for individuals with paralysis.

Choices
Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Increased knowledge of resources*

To date, this project has lead to **increased knowledge or awareness of available resources** for individuals with paralysis and/or their families.

Choices
Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Access to community resources*

To date, the project has lead to **increased access to community resources** (e.g. financial, education, social) for individuals with paralysis and/or their families.

Choices
Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Increased decision-making skills*

To date, the project has led to **increased decision-making skills** for individuals with paralysis and/or their families.

Choices
Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree

Strongly agree
N/A Unable to determine

Increased self-determination*

To date, the project has led to **increased self-determination** for individuals with paralysis.

Choices

Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Improvement in abilities or skills*

To date, the project has led to **improvement in abilities or skills** for individuals with paralysis. (For example, improvement in employment and job skills/abilities, but it could also be used to capture improvement in physical abilities and skills such as core strength due to therapeutic horseback riding or even improved ability to ride a horse or sit up.)

Choices

Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Increased community interaction*

To date, the project has **increased the number of interactions** of persons with paralysis and community members.

Choices

Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Changes to people's perception of persons with paralysis*

To date, the project has **affected the way people think about persons with paralysis**.

Choices
Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Increased health status*
To date, the project has led to **increased health status** of individuals with paralysis.

Choices
Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

New collaborations*
To date, the project has led to **NEW collaborations with your organization and other disability-related agencies, organizations, nonprofits.**

Choices
Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Existing collaborations*
To date, the project has led to **furthering EXISTING collaborations with your organization and other disability related agencies and/or nonprofit organizations.**

Choices
Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree

N/A Unable to determine

Underserved populations*

To date, the project has **served traditionally underserved populations** within the individuals with paralysis and family/caregiver community.

Choices

Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Impact on fundraising*

The partnership with the Christopher & Dana Reeve Foundation has let to my organization's **ability to acquire more funds from other foundations/donors.**

Choices

Strongly disagree
Somewhat disagree
Slightly disagree
Neither agree or disagree
Slightly agree
Somewhat agree
Strongly agree
N/A Unable to determine

Community impact*

In what ways did your project **affect the community of persons with and without paralysis?** Please provide a narrative response.

Character Limit: 3000

Reeve Foundation Satisfaction Evaluation

Your satisfaction is important to us, and your feedback helps us improve our future grant processes. Please respond to the questions below using these responses:

- Not At All Satisfied
- Slightly Satisfied
- Moderately Satisfied
- Highly Satisfied

- Very Satisfied
- N/A or Unable to Judge

Application process*

How satisfied were you with the application process?

Choices

Not At All Satisfied
Slightly Satisfied
Moderately Satisfied
Highly Satisfied
Very Satisfied
N/A or Unable to Judge

Ease of the application*

How satisfied were you with the ease of filling out the application?

Choices

Not At All Satisfied
Slightly Satisfied
Moderately Satisfied
Highly Satisfied
Very Satisfied
N/A or Unable to Judge

Clarity of the application*

How satisfied were you with the clarity of the application?

Choices

Not At All Satisfied
Slightly Satisfied
Moderately Satisfied
Highly Satisfied
Very Satisfied
N/A or Unable to Judge

Application templates*

How satisfied were you with the application templates (budget and budget narrative)?

Choices

Not At All Satisfied
Slightly Satisfied
Moderately Satisfied
Highly Satisfied
Very Satisfied
N/A or Unable to Judge

Application feedback (optional)

How can the Reeve Foundation improve it's application or process?

Character Limit: 2000

Webinar - submission information*

How satisfied were you with the technical assistance webinar **in preparation for what information you needed to submit the application?**

Choices

Not At All Satisfied
Slightly Satisfied
Moderately Satisfied
Highly Satisfied
Very Satisfied
N/A or Unable to Judge

Webinar - program goals*

How satisfied were you with the technical assistance webinar **in helping you better understand the goals of the program?**

Choices

Not At All Satisfied
Slightly Satisfied
Moderately Satisfied
Highly Satisfied
Very Satisfied
N/A or Unable to Judge

Webinar feedback (optional)

How can the Reeve Foundation improve it's Technical Assistance Webinar?

Character Limit: 2000

Timeline/feasibility*

Was the 12-month timeline of implementation feasible for your project scope?

Choices

Yes
No

Process improvement*

How can the Reeve Foundation improve upon its grantmaking process?

Character Limit: 2000

We deeply appreciate your cooperation and your commitment to improving the lives of those living with paralysis, along with their families and caregivers. Thank you.

Once this form has been submitted, please allow up to 2-3 weeks for processing. Quality of Life staff will reach out with any report-related questions, and a grant closure notification email detailing when your organization will be re-eligible to apply for funding will be sent upon completed review.

STATEMENT OF OBJECTIVITY (GRANT DECISIONS)

The Quality of Life (QOL) Grants Program is a cornerstone initiative of the Christopher & Dana Reeve Foundation's National Paralysis Resource Center (NPRC), originating from the vision of the late Dana Reeve. These grants empower and impact the lives of those with paralysis, their families, and caregivers. Our goal is to fund innovative projects that increase independence, offer social and educational opportunities and improve access to essential services for individuals with paralysis, their families, and support networks.

With a focus on priority areas like outreach to underserved communities, improving accessibility, providing assistive technology, creative transportation options, and integrated or specialized recreation, the QOL Grants program addresses the unique needs of individuals with paralysis nationwide. Fostering inclusion, community engagement, and promoting health and wellness, the QOL Grants Program is a vital force in all fifty (50) states and U.S. territories.

Funded through our Foundation's Cooperative Agreement with the Administration for Community Living (ACL), United States Department of Health and Human Services (HHS), QOL employs a two-tiered grant application and decision process that includes a rigorous external and internal review. QOL and its reviewers follow the Uniform Guidance principles which guarantee a fair and objective evaluation process and provide equal opportunities to all applicants.

To further ensure fairness, organizations that are awarded a grant during the July 1, 2021- June 30, 2026 period will not be eligible for a second or subsequent award in the same category of grants until after June 30, 2026. Grantees awarded during this period may apply for funding under a different tier or different category of grants within the same tier. All awarded applicants can re-apply for funding after one year of the close of your grant and notification of grant closure by the Reeve Foundation.

Lastly, we receive **a high volume of applications during each competitive QOL grant cycle.** While each grant application is thoroughly considered for potential funding support**, many may not be selected for final approval.** However, we encourage all grant seekers to apply to ensure a robust, diverse, and innovative pool of programs, projects, and assistive technology opportunities.