



## 2024 Parkinson Canada CARE Fund Request for Application

### Introduction

Parkinson Canada invites qualified and experienced organizations to submit applications for the development and implementation of local health, wellness, and educational initiatives that directly address unmet needs of people living with Parkinson's disease (PWP) and/or their care partners (CP). This initiative aims to enhance the quality of life for those affected by Parkinson's within diverse and underserved communities across Canada by empowering them with comprehensive support, education, and wellness resources.

### Background

Parkinson's disease is a neurodegenerative disorder that not only impacts individuals diagnosed with the condition but also significantly affects the lives of their care partners. Acknowledging the multifaceted challenges faced by this community, we are seeking innovative and impactful programs that focus on wellness, education, and mental health to empower individuals and their care partners. Parkinson Canada aims to support programs that are scalable, sustainable, and measurable that address unmet needs in the local community. Funding will be determined by a peer review committee, and applicants will be expected to provide details about how their proposed programs address their commitment to provide sustainable program access to under resourced communities across Canada.

### Program Objectives

Programs receiving funding from Parkinson Canada CARE fund are expected to align with our commitment to serve diverse and underserved communities with limited access to Parkinson's specific programming across the country. To be eligible for funding, programs must incorporate at least one of the following focus areas:

1. **Exercise Programming.** Programs should provide education and activities designed by professionals with experience in various Parkinson's exercise fields (i.e., dance, Tai Chi, adaptive fitness, etc.).
2. **Education & Skill Building Initiatives.** Programs should empower individuals and their caregivers with both knowledge and practical tools for improved well-being.
3. **Mental Health & Parkinson's.** Programs should provide information and activities that provide support, and socialization that help improve the emotional, psychological, and social well-being of those affected by Parkinson's.

### Key Dates:

The following are key dates for this program:

- RFA release – April 15, 2024
- Online application opens – April 15, 2024
- Application deadline – June 14, 2024
- Review period – June & July 2024
- Award notification – Late August 2024



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- Grant period – September 1, 2024, to August 31<sup>st</sup>, 2025

## Level of Support:

Parkinson Canada has budgeted \$100,000 towards the CARE Fund and will fund initiatives that range from a minimum of \$5,000 to a maximum of \$25,000 for one year. Detailed budget justification must be included with application, and grant applications below the minimum may be considered on a case-by-case basis. Please note, in acknowledgement of the commitment of community volunteers, for the 2024 granting cycle, \$15,000 will be reserved for eligible community organizations in Grey Bruce County.

## Eligibility Criteria:

Organizations interested in submitting applications must meet the following criteria:

- Non-profit or other tax-exempt community-based organization.
- Health and wellness facilities or organizations may be eligible if they are (a) a registered charity or (b) maintain financial records and file a tax return each year for the organization.
- For profit organizations may be eligible to apply on the condition that the proposed program is offered at no cost and that the organization does not make a profit from the grant funds.
- Demonstrate a proven track record in designing and implementing integrated programs for individuals with Parkinson's and their Care Partners, displaying expertise in addressing the multifaceted needs of the Parkinson's community.
- Demonstrate a commitment to equity and diversity, fostering inclusivity and justice across all facets of their operations.
- Demonstrate strong organizational fiscal management and governance.

Programs must meet the following criteria to qualify:

- Must be available within underserved communities in Canada with limited access to Parkinson's specific programs and services
- Must fill gaps in existing programming in the Parkinson's community.
- Be offered at low or no cost and be available to anyone in the Parkinson's community.
- Demonstrate practices to ensure programs are accessible to PWPDP.
- Use qualitative and quantitative measures to evaluate the program's impact and outputs.
- Can be in person, virtual or hybrid.
- Must have sustainable plan to continue after grant is completed.
- Project must be delivered by September 2025.

## Partnerships:

Partnerships are encouraged, however there must be a principal applicant. The principal applicant must:

- Be an eligible applicant.
- Submit the grant application.
- Be the contact of the partnership with Parkinson Canada during the post program.
- Play key roles in the planning and delivering of the program.



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- Submit the program report (outcomes and impact) after the program.
- Take a lead role in determining the project scope, timeline, and outputs.
- Be accountable for all project deliverables and reporting requirements.

## Application Submission Process:

All application must be submitted using the Parkinson Canada Application platform: [Application Form](#)  
Parkinson Canada will only accept application that are submitted on the platform. Paper copies will not be accepted

The application form is available on the Parkinson Canada website in PDF format. Applicants should ensure that they review the application form and accompanying guidelines to ensure the inclusion of all required information. Applicants will complete the application form, providing detailed responses to all required sections and prepare supplementary documents, including budget documents and any other materials specified in the grant application guidelines.

Any questions about the application process can be sent to [carefund@parkinson.ca](mailto:carefund@parkinson.ca).

## Budget:

Parkinson Canada **will** support the following budget items:

- **Program direct labor costs**
  - Speaker fees for education programs (cannot exceed 10% of total budget)
  - Direct service instructor and/or facilitator fees
- **Program direct material costs**
  - Marketing, printing, and promotion
  - Food for educational/seminars
  - Room rental for rural/underserved locations with no access to community centers/facilities (cannot exceed 10% of total budget)
  - Participant fees (cost for participants to attend the program)
  - Select supplies that can be used by participants (cannot exceed 5% of total budget)
  - Participant transportation (cannot exceed 5% of total budget)
  - Virtual meeting platform subscription (i.e. Zoom)
  - Items related to “Train the trainer” efforts, including but not limited to; materials, sessions, technology, and ongoing support to ensure sustained impact and knowledge transfer for program longevity.

Parkinson Canada **will not** support the following budget items:

- Salary costs for organization personnel. (Exception can be made where an employee is also directly involved in instructing or facilitating a session. In such instances, only the direct session costs will be considered eligible).
- Capital expenses (i.e. computers, furniture, building fixtures).
- Indirect costs (administrative, facility fees, facility rent, utilities, insurance, and/or general office expenses).
- Exercise equipment (i.e. bikes, treadmills, weights, boxing equipment etc.).
- Publication or distribution of books or movie productions.
- Any activities outside of Canada.



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- Fundraising events such as golf tournaments, galas, runs or races.
- Financial assistance for individual support.
- Travel for staff/facilitators.
- Individual memberships, accreditations, instructor training programs and/or licensing.

## Review Process:

All applications will be reviewed in two phases. The first phase will be completed by Parkinson Canada staff to conduct an administrative review to confirm basic program eligibility requirements. Eligible applicants will then move on to a nationwide peer review committee who will provide the final grant decision. Committee members will consider how impactful, sustainable, and measurable the program is, and will consider how aligned the program is with Parkinson Canada's strategic objectives. After an application is submitted, you will receive confirmation of receipt and there will be no further communication from Parkinson Canada until funding decisions are made. All applicants will be notified about your application status by the end of August 2024.

## Reporting Requirements:

All grantees will be required to submit two reports on impact and outputs during the grant period: a mid-year report for the first half of the year, and a final report upon completion of the program. Failure to submit reports will result in the grantee returning funds to Parkinson Canada. Parkinson Canada requires that any awarded program provides proof of their participant tracking mechanism and marketing strategies that will be used. This information must be submitted when reports are due.

## Acknowledgement of Funding

Applicants agree to acknowledge Parkinson Canada's support for the program in all materials about the program, including any materials in which a sponsor is listed. Parkinson Canada shall be listed more prominently than any other sponsor unless that other sponsor provides more direct financial support than Parkinson Canada. (Applicants will be required to detail other funding sources during the application process.) Further, acknowledgment of Parkinson Canada should be clearly indicated that Parkinson Canada provided a grant to fund the program. Parkinson Canada will provide logo and branding guidelines to grantees. Parkinson Canada takes no responsibility for the program or its content. Once Parkinson Canada funding has concluded, messaging must specify either that Parkinson Canada formerly funded the program, or the Parkinson Canada logo must be removed from messaging.

## The Application is Binding

Applicants agree that if they receive grant funding from Parkinson Canada based on their application, they will conduct the activity described in the application and use the funds as proposed. Applicants agree that any substantive change in the project or use of funds must have the prior approval from Parkinson Canada in writing and submitted to [communitygrants@parkinson.ca](mailto:communitygrants@parkinson.ca). Applicants agree that for this grant funding they are to submit an interim and a final report of the progress of their applications and the use of funds. Parkinson Canada will provide the report templates and any unspent funds are to be returned to Parkinson Canada.



## Sharing of Research and Findings

Parkinson Canada is a public charity and activities funded by Parkinson Canada must be conducted in the public's interest. Applicants shall have a right to ownership of their work product funded by Parkinson Canada, but each applicant shall perform the funded activities in the public's interest. Applicants acknowledge Parkinson Canada's right to publish a *summary* of all programs funded. Applicants agree that they will involve Parkinson Canada when speaking to media in any form.