



Autism Speaks Canada Family Service Community Grants 2010 Request for Applications

Introduction

Since its inception in 2007, Autism Speaks (US) has provided close to \$1.9 million in community grants to organizations across the United States in the fields of education, recreation, young adult and adult services, and equipment and technology.

During this time, Canadian service providers have been invited and encouraged to apply for Community Grants from Autism Speaks (U.S.) and Canadian applicants have been given equal access to funding opportunities during the grant review process, and in fact, a number of Canadians served on the grant review committee.

In 2010 and moving forward, all Canadian applications for Community Grant support will be submitted to Autism Speaks Canada. All applications will be reviewed by a multi-disciplinary, sub-committee of the Family Services Committee of the Board of Directors, which will be made up of parents, service providers and clinicians from across Canada. A list of recommended grantees will be presented to the Board of Directors of Autism Speaks Canada for final approval.

What We Fund

Recognizing that there are multiple needs in the expansive and varied autism community, the focus of Autism Speaks Canada's Community Grants is on proposals that serve to build the field of services for individuals with autism and expand the capacity to effectively serve this growing community.

Please note, successful applicants must have registered charitable status in Canada.

Autism Speaks Canada's Community Grants will partner with other organizations to provide additional funding for projects that match our objectives.

The average grant award will be in the \$5,000 - \$25,000 range.

What We Do Not Fund

Autism Speaks Canada cannot award grants to individuals or fund an individual or family for participation in personal programs. We encourage individuals to contact local providers and organizations to submit proposals that will meet our stated goals.

Additionally, Autism Speaks Canada's Family Service Community Grants do not fund scientific research projects. For information about science grants funded by Autism Speaks please go to www.autismspeaks.ca/science

Funding Priorities

Organizations interested in submitting an application must address one of the four areas of need.

Successful applicants may apply grant funding to either:

- (1) support new programs or
- (2) expand existing projects.

Please note, successful applicants must have registered charitable status in Canada.

EDUCATION

Sample areas of funding may include:

- Building the field and scope of educators and trainers, by providing continuing education and training to those working directly with individuals with autism spectrum disorders
- Providing funding for consultation and hands on training to improve education for individuals with autism
- Providing funding to increase the capacity of service providers
- Sponsoring conferences that provide several sessions of training and hands-on opportunities to demonstrate knowledge
- Training professionals to interact more effectively with individuals with autism spectrum disorders

RECREATION/COMMUNITY ACTIVITIES

Sample areas of funding may include:

- Social skills training that provides peer modeling and inclusion with typically developing peers
- Recreation and athletic programs for individuals with autism spectrum disorders

YOUNG ADULT/ADULT SERVICES

Sample areas of funding may include:

- Pre-vocational and vocational training
- Transition planning
- Residential services
- Recreation programs for adults
- Life/community integration skills

EQUIPMENT/SUPPORTIVE TECHNOLOGY

Sample areas of funding may include:

- Augmentative communication devices (for schools or agencies, not individuals)
- Software to enhance communication (for schools and agencies, not individuals)
- Assistive technology (for schools and agencies, not individuals)

PROPOSAL SUBMISSION STEPS

- All applicants must submit of Letter of Intent (LOI). LOIs will be accepted from **February 19 through April 16 2010**.
- LOI's must be no longer than 1 page in length and contain the following pieces of information:
 - Organization/Agency Name, Address, Phone, Fax, email and website
 - Full contact name and credential for project lead including email address
 - Charitable registration number of organization/agency
 - Which of the four key areas of funding the project addresses
 - Intended population
 - Brief description of project's main elements and goals
- Each LOI will be reviewed and answered within a week VIA EMAIL. Applicants whose LOI's are accepted may submit a full proposal until the deadline of **May 21, 2010**.

ONCE YOUR LOI IS ACCEPTED, YOU WILL BE FORWARDED A LETTER INDICATING THAT YOU SHOULD PROCEED WITH COMPLETING THE FULL APPLICATION AS DESCRIBED BELOW. IF YOUR LOI IS NOT ACCEPTED, YOU SHOULD NOT CONTINUE THE APPLICATION PROCESS.

- **FULL APPLICATIONS ARE DUE TO AUTISM SPEAKS CANADA BY MAY 21, 2010.**

GRANT PROPOSALS

1. Project Narrative

The following questions must be answered in the order they appear. They are all required.

a. Description

- i. Which of the specified areas of need is the project addressing?
- ii. What specific needs or problems would be addressed through this initiative?
Please include any supporting documentation of the methodology or activities used in the initiative in the “Exhibit” section of the application.
- iii. Who are the primary beneficiaries of this project?
- iv. Please provide numbers for the following:
How many individuals are currently being served by this program (if applicable)?
How many individuals would be served with funding from Autism Speaks Canada?
If there are new participants as a result of funding, please explain how the individuals will be chosen.
- v. What is the capacity of the applicant to carry out the project? Please include staff experience as it relates to the proposal.
- vi. How will the project be announced to the community?

b. Project Objectives

- i. What planning activities will take place before project startup?
- ii. How will progress be monitored?
- iii. What are the staff responsibilities?
- iv. What is the role of collaborating organizations, if applicable?
- v. List the project’s measurable objectives and activities.

c. Evaluation or Project Plan

- i. How will the successes, challenges and impact of the project be evaluated?
(include how the project objectives will be evaluated and how participants input will be incorporated)
- ii. Who will design and carry out the project evaluation?

d. Project Impact

- i. How will the project make a difference in the lives of individuals with autism spectrum disorder?
- ii. Describe the potential for sustainability beyond the funding period through alternate sources of funding or a change in organizational systems or procedures that will sustain the project’s impact.

2. Budget

The average grant award will be in the \$5,000 - \$25,000 range. Please provide a detailed budget, along with written budget justifications to detail each item. Include calculation(s) used to estimate costs. Note that an amount not to exceed 10% (inclusive) of the total award may be used for indirect (overhead) costs. The total award including indirect costs cannot exceed the annual maximum award allowed. (See other *Restrictions* below)

3. Other Attachments

- a. Letters of Support or Letters of Arrangements from collaborating organizations delineating what their relationship will be with the project. **Optional**
- b. Resumes of applicant(s) and a list of Board members and key staff **Required**
- c. Other Funding - Provide a list of other contributions and sources of support and matching funds for the project as well as any other applications currently being solicited for the project **Required**
- d. A brief history of the organization, its mission statement, and a description of current activities **Required**
- e. Other supporting materials relevant to the proposed project. **Optional**
- f. The Profit & Loss statement (aka Income Statement or Statement of Activities) from your agency's two most recent audited financial statements. Please do not send the entire audited financial statements. **Required**

RESTRICTIONS

Family Services Community Grants cannot be used for:

- General operating costs of established organizations and agencies
- Food or refreshments for activities and events related to the program
- Salaries of administrative staff or contract persons not directly providing service to individuals with autism spectrum disorder
- Salaries of existing staff members, unless they will be working extra hours in order to provide direct services for the program being funded.
- Endowment or debt reduction
- Fund-raising activities
- Projects that will result in profit for the organization
- Food for the program and its participants
- Advocacy initiatives
- Multi-year projects

Applications should be submitted via mail to the attention of Suzanne Lanthier at slanthier@autismspeaks.org

ANNOUNCEMENT INFORMATION

Applicants will be notified by e-mail of the application's status no later than July 15, 2010. All grant awards shall be posted on the Autism Speaks Canada website. All outcomes will be posted after the completion of the project.

PAYMENT OF AWARDS

The average grant award will be in the \$5,000 - \$25,000 range. Multi-year grants will not be awarded.

The recipient of any grant from Autism Speaks Canada must use the funds awarded for the specific purpose for what they were originally intended. Autism Speaks Canada requires that a detailed accounting of all funds along with a follow-up report on the activity or activities funded at the six month timeframe and more detailed report that can be used to manualize the project will be submitted no more than a year from the date of the award. Any funds not used in the above manner specified must be returned to Autism Speaks Canada.

If you have questions regarding Autism Speaks Canada's Family Service Community Grants application please contact Suzanne Lanthier, Executive Director Autism Speaks Canada at slanthier@autismspeaks.org.



AUTISM SPEAKS CANADA FAMILY SERVICE COMMUNITY GRANTS 2010

Policies and Procedures

Autism Speaks Canada will not award grants to individuals or fund an individual or family for participation in personal programs. We encourage individuals to ask local providers and organizations to submit proposals that will meet our stated goals.

Priority will be given to agencies or organizations that address the needs of those who have little access to services. Agencies that provide services to the underserved are encouraged to submit proposals.

Autism Speaks Canada's Family Services Community Grants may partner with other organizations to provide additional funding for projects that match our objectives.

Grant awardees are required to wait at least one year before submitting another application.

Autism Speaks Canada would ask that all service providers or programs made available as a result of the Autism Speaks Canada Community Grants be submitted for entry into the Autism Speaks Canada Family Services Resource Guide.

Autism Speaks Canada would like acknowledgement on materials produced by the grant recipient communicating the grant program based upon the terms outlined in the grant agreement and the Autism Speaks Canada logo must be used in all acknowledgements.



AUTISM SPEAKS CANADA FAMILY SERVICE COMMUNITY GRANTS 2010

Grant Review Process

Phase 1

Each grant will be reviewed individually by members of Autism Speaks Canada's Family Services Grant Review Committee made up of selected parents, service providers and clinicians from across Canada. All reviewers will rate the grants on a score of 1 – 5. Dependent upon on the number of grant applications received, the applications may be split between Committee members during Phase 1.

All members of the Family Service Grant Review Committee will declare any conflict of interest (see "Conflict of Interest" section) and will not review, score or be part of discussions of those identified applications.

Phase 2

All grant applications that receive a final average score of 2.5 or better will be reviewed by the entire Review Committee at its meeting in late June and final recommendations will then be presented to the Autism Speaks Canada Board of Directors. Final approval will be announced no later than July 15, 2010.

The Family Services Grant Review Committee will consider the following elements:

- Field building -- increasing services (new opportunities) and the capacity of service providers
- Number of individuals served; including the ability to serve individuals that had not previously been served by the organization
- Innovation and creativity
- Geography
- Ability to address the needs of the underserved
- Replicability
- Services provided for individuals across the spectrum
- Clarity of proposal with defined interim and outcome measures
- Organization/thought/presentation
- Reasonable/Detailed line item budget
- Qualifications of the organization/principals/advisors
- Sustainability/viability of the project and organization (based on history, income and expense info, and qualifications).

In some cases, we may request a site visit and/or an interview with the individual(s) supervising the project.



AUTISM SPEAKS CANADA FAMILY SERVICE COMMUNITY GRANTS 2010

Conflicts of Interest

Conflicts of interest include but are not limited to an entity that currently provides service for a family member of the Family Services Committee, Autism Speaks Board of Directors, Autism Speaks staff, Family Services Grant Review Committee. All conflicts must be declared at the beginning of the process. Anyone with a conflict of interest is not permitted to participate in the initial review of the application nor the discussion of the grant proposal for that entity, and will be asked to leave the meeting during the discussion.

Solicitation of individual Autism Speaks Canada Board of Directors or staff member, as well as any member of the Family Services Grant Review Committee is prohibited.

All recommendations made by the Family Services Grant Review Committee to the Autism Speaks Canada Board of Directors are based on the merit and feasibility of the proposal as outlined.

Final approval is required by the Autism Speaks Canada Board of Directors before funding may occur.