



Autism Speaks Canada Family Service Community Grants 2011 Request for Applications (RFA)

Introduction

As a result of generous funding provided by the KRG Children's Charitable Foundation, the Unity for Autism Foundation and with the support of our walkers and volunteers who have participated in our Walk Now for Autism Speaks events across Canada, in 2010, Autism Speaks Canada awarded its first round of Family Services Community Grants, totaling over \$550,000. Twenty-six grants were selected for funding in the inaugural year for the program open to organizations across Canada who deliver services and supports to individuals with autism.

Funding Priorities - 2011

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

**EDUCATION
RECREATION & COMMUNITY ACTIVITIES
YOUNG ADULT/ADULT SERVICES
EQUIPMENT/SUPPORTIVE TECHNOLOGY**

Autism Speaks Canada will pay specific attention to projects submitted that address the needs of underserved communities and geographies

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 18 through April 30, 2011**.
- **LOI's may be submitted via email to autismspeakscanada@autismspeaks.org; via fax to 416-362-6228 or by mail to: Autism Speaks Canada , 5401 Eglinton Avenue West, Suite 115, Toronto, ON M9C 5K6**
- Email acknowledgement of receipt of LOI's will be made within 72 hours of receipt. If you do not receive an email, you must contact Autism Speaks Canada to confirm receipt at 1-888-362-6227.
- 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
 - Projected total budget request
- Within 2 weeks of receipt of individual LOI's, you will be contacted by email indicating whether or not you should proceed with completing the full application as described below. If you are not contacted within 2 weeks, you must contact Autism Speaks Canada at 1-888-362-6227 to determine the status of your LOI.

IF YOUR LOI IS NOT ACCEPTED, YOU SHOULD NOT CONTINUE THE APPLICATION PROCESS.

- **FULL APPLICATIONS ARE DUE TO AUTISM SPEAKS CANADA BY June 30, 2011.**
- **Decisions on Grant Awards and Notifications will be made in Fall 2011.**

GRANT PROPOSAL SUBMISSION OUTLINE

1. Project Narrative

Please include the following information in your submission.

a. Introduction/Executive Summary (no more than 1 page total)

- Organization/Agency Name, Address, Phone, Fax, email and website
- Briefly describe your organization/agency: mission, services, community served, etc.
- 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
- Total budget request

b. Description & Project Objectives (no more than 5 pages total)

Use this section to fully describe the project for which you are seeking funding. Your narrative should include answers to the following key issues/questions described below:

General

- i. What specific needs or problems would be addressed through this initiative and how will the project make a difference in the lives of individuals with autism spectrum disorder?
- ii. Who are the primary beneficiaries of this project?
- iii. 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 selected to participate.
- iv. Who will have the clinical lead in overseeing the project and what other staff or volunteers will be involved? Please include staff experience as it relates to the proposal.

Project Monitoring and Evaluation

- v. How will program be monitored and upon completion, how will you measure its impact?

Collaboration/Partners

- vi. If applicable, what organizations are collaborating with you and what specific role are they playing is the role of collaborating organizations.

Replicability

- vii. Demonstrate how your project might be shared to impact other stakeholder groups in your community, in your city/province/across Canada or elsewhere.
- viii.

Sustainability

- ix. 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).

If your project is soliciting funds from partnering organizations or other funding sources, indicate if these commitments are pending or secured.

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

Full applications should be submitted by June 30, 2011 via email or mail to the attention of the Family Services Grants Committee at:
Autism Speaks Canada
5401 Eglinton Avenue West, Suite 115
Toronto, ON M9C 5K6
autismspeakscanada@autismspeaks.org

Receipt of proposals will be acknowledged by email to identified project lead within 72 hours of receipt. If you do not receive an email confirmation of receipt of your full proposal, please call Autism Speaks Canada at 1-888-362-6227 to confirm receipt of your proposal.



PAYMENT OF AWARDS & REPORTING

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 as set out in the funding contract.

Autism Speaks Canada may request a progress report anywhere from 6 months from the beginning of the project or when funds were provided.

A detailed accounting of all funds along with a follow-up report on the activity or activities funded at the must be submitted no more than 6 months following the project's completion.

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 process 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.

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 2011

Grant Review Process

Each grant will be reviewed and scored individually by members of Autism Speaks Canada's Family Services Grant Review Committee made up of selected parents, service providers, community stakeholders and clinicians from across Canada.

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.

The Committee will meet in early Fall to review all scores and make a final list of recommended grants to be funded to present to the Board of Directors of Autism Speaks Canada.

Upon final review and vote of the Board, all grant applicants will be notified. Successful applicants will be mailed a grant contract and funds will be released upon signing of the contract.

Autism Speaks Canada will work with those agencies selected for funding on media/community announcement of the grant.

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.