



## Community Grants Program: FY2020 Request for Applications

### About the Parkinson's Foundation

The Parkinson's Foundation makes life better for people with Parkinson's disease (PD) by improving care and advancing research toward a cure. In everything we do, we build on the energy, experience and passion of our global Parkinson's community. For more information, visit [www.parkinson.org](http://www.parkinson.org) or call 1-(800) 4PD-INFO (473-4636).

### Notice of Funding and Statement of Need

The Parkinson's Foundation funds community-based education and outreach programs that address unmet needs in the Parkinson's community through its Community Grants program. The Foundation's model of grant funding is designed to support the best programs that are impactful, sustainable, and measurable. In keeping with this model, this program will fund initiatives based on merit, as determined by the Foundation's Regional peer review committees. The FY2020 request for applications (RFA) is open to all communities across the country.

The three focus areas for FY2020 applications are:

- **Services for diverse and underserved populations.** Programs should provide care services, education, and support for populations of ethnic backgrounds (such as Hispanics, African Americans, Asians, etc.), people with low health literacy, financially challenged, isolated populations, or others (i.e., Care partners, Young Onset, Women with PD, Veterans, LGBTQ+, etc.). Include evidence that this population is medically underserved.
- **Initiatives that reach the newly diagnosed.** Programs should provide information and resources that target individuals newly diagnosed (diagnosed with PD within the last 3 years) and have measurable outcomes. Priority consideration will be given to those initiatives that serve individuals seen by a community-based neurologist, primary care physician, etc.
- **Programs that address mental health and Parkinson's.** Programs should provide information on ways to promote awareness, support, education, and coping mechanism(s) that help improve the daily living of those individuals, their families and care partners affected by PD.



## Key Dates

The following are key dates for this program:

- RFA release.....Monday, November 4, 2019
- Online application opens.....Monday, November 4, 2019
- Application deadline.....Friday, January 31, 2020 (11:59 pm EST)
- Application Reviews Concluded.....Late May 2020
- Award notification.....Monday, June 5, 2020
- Grant Period.....July 1, 2020 – June 30, 2021

## Level of Support

For FY2020, the Foundation has budgeted \$1.5 million to the community grants program and the Foundation will fund initiatives with a minimum of \$5,000 and up to \$25,000 for a year. Detailed budget justifications must be included with the application.

## Application Submission Process

Applications will be submitted electronically at Proposal Central. Each application will first be reviewed administratively to ensure that the application conforms to the guidelines outlined in this RFA. Applications will be reviewed on the basis of the content of the application and appendixes will include biographical information and evidence only.

## Eligibility

Applicants must meet the following eligibility criteria to apply. Eligibility requirements must be met at the time of the application submission.

1. Non-profit and other tax-exempt organizations
2. Healthcare facilities such as hospitals, skilled nursing facilities, assisted living facilities, community centers, and private fitness programs may be eligible provided that they are (a) are registered as a non-profit entity with the U.S. Internal Revenue Service or (b) maintains financial records and files a tax return each year for the organization
3. For-profit organizations, such as rehab centers may be eligible to apply and must provide proof that the program is offered at no cost and that the organization does not make a profit from the grant funds.

## Budget Requirements

The Foundation **will** support the following:

- Marketing
- Printing
- Speaker fees for educational programs (cannot exceed 10% of total budget)
- Food for educational/seminars/symposium
- Room rental for rural/underserved locations with no access to community centers/assisted living facilities (cannot exceed 10% of total budget)
- Participant fees (i.e., scholarships, cost for participants to attend the program that does not exceed program monthly fees)
- Select supplies that can be used by participants (i.e., coloring utensils, pencils, specific heartrate monitors, mats). Supplies must be pre-approved by the Foundation and cannot exceed 5% of total budget.
- Participant transportation (cannot exceed 5% of total budget)
- Instructor(s) and/or Facilitator(s) fees (individual who is providing direct program services)

The Foundation **does not** provide funding for the following:

- The salary cost for individuals employed by their organization (FTE's)
- Capital expenses (i.e., computers, furniture, building fixtures)
- Exercise equipment (i.e., bikes, treadmills, weights, boxing equipment, etc.)
- Indirect costs (i.e., administrative, facility fees, facility rent, utilities, insurance, and/or general office expenses)
- Travel
- Individual/staff memberships, accreditations, instructor training programs and/or licensing
- Endowments
- Individual support is not permitted

## Review Process

All applications will be reviewed in three phases. The first phase will be a Foundation administrative review to confirm basic eligibility requirements. In the second phase, a local peer review committee will review and score all eligible local applications. The top scoring applications will then move on to a regional peer review committee who will provide the final grant decision. Committee members will consider how impactful, sustainable and measurable the program is as part of the review process. Note that

scoring will include consideration for applications that advance the Foundation's priorities. After an application is submitted, there will be no communication from the Foundation until a decision is made on the funding of the application. All decisions made during the review process are final and confidential.

## **Grantee Requirements**

1. The Foundation requires acknowledgement of funding/sponsorship in any communication/interview/flyer.
2. All grantees will be **required** to submit two reports during the grant period: an interim report for the first half of the year and a final report upon completion of the initiative.
3. All grant recipients will receive a program evaluation survey that will focus on impact and outputs such as the number of individuals with Parkinson's served and marketing activities. Failure to submit these reports will necessitate that the grantee returns funds to the Foundation and will jeopardize future funding opportunities.
4. All grantees will be subjected to one site visit a year by a representative of the Foundation. The Foundation will work closely with the lead of the program to schedule a visit during their grant period.
5. The Foundation requires that any awarded program provides proof of their tracking mechanism and marketing strategies (e.g., a sign-in sheet per class/program and promotional flyers) that the intended program will use. This information will need to be submitted at the time that the reports are due (interim/final reports) and throughout the grant period.
6. The individual submitting the application ("Applicant") will designate an individual who is not receiving salary support in the application (such as a CFO, grants officer, or member of a board of directors) to review and sign off on budgets and financial statements related to the grant. Applicants' track record of success in similar projects and prior experience in the field in which they are applying for support will be considered during the review process. Prospective applicants may contact the Foundation in advance of submission to verify their eligibility by emailing [programs@parkinson.org](mailto:programs@parkinson.org). This opportunity to fund initiatives is strictly



for one year to support one local program in the community where the applicant/organization resides.

### **Acknowledgement of Funding**

Applicants agree to acknowledge the Foundation's support for the program in all materials about the program, including any materials in which a sponsor is listed. The Foundation shall be listed more prominently than any other sponsor unless that other sponsor provides more direct financial support than the Foundation. Further, acknowledgment of the Foundation should be clearly indicated that the Foundation provided a grant to fund the program. The Foundation takes no responsibility for the program or its content.

### **The Application Is Binding**

Applicants agree that if they receive grant funding from the Foundation 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 of the Foundation in writing and submitted to [programs@parkinson.org](mailto:programs@parkinson.org). 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. The Foundation will provide the report templates and any unspent fund are to be returned to the Foundation.

### **Sharing of Research and Findings**

The Foundation is a public charity and activities funded by the Foundation must be conducted in the public's interest. Applicants shall have a right to ownership of their work product funded by the Foundation, but each Applicant shall perform the funded activities in the public's interest. Applicants acknowledge the Foundation's right to publish a *summary* of all programs funded.