



Parkinson's Foundation 2021 Community Grants

Application Guidelines

Thank you for your interest in the Parkinson's Foundation's Community Grants program. For your program to be considered for funding, you must complete the Community Grants application and submit all required information/documentation with your application. All applications must be submitted online through the Parkinson's Foundation online grant website: www.ProposalCentral.com; **No paper copies or email applications will be accepted.**

For additional information pertaining to this grant opportunity, please visit: Parkinson.org/CommunityGrants or email Alyssa Boyle, Administrative Coordinator at Programs@Parkinson.org.

Online Submission

After creating an account on our online grant website (Proposal Central), you will see a listing of the funding opportunities offered by the Foundation. Please select **"Community Grants."** Complete your online application, confirm that all the required information is attached, download a copy of the completed application for your records. Submit your application by 11:59 p.m. ET on Friday, January 29, 2021.

If you have any questions regarding the application, please address them before submitting your application. The Foundation will not answer any questions regarding your application after it has been submitted. You will receive an email from the Foundation notifying you of the status of your application by June 4, 2021.

Application Instructions

All applications are to be submitted using our online grant website. If you're an individual planning to partner with an organization that holds a 501(c)(3) tax-exempt status to meet the eligibility guidelines, please coordinate with the organization and submit a mutual agreement letter. A sample template is available on Proposal Central. Failure to submit the mutual agreement letter will result in a denial of your application.

As part of your application, you will be asked to provide specific information regarding your program. Please make sure your responses fit the character limit. Below are instructions to help guide you through each section of your application:

General Information:

Provide key details pertaining to your organization, contact information, services offered to participants in your program and instructor certifications. Please review eligibility details in advance at Parkinson.org/CommunityGrants.

Reach and Implementation:

1. Provide the number of people you intend to reach. Please keep in mind that this grant is for programs that serve people with Parkinson's, their families and care partners.
2. Provide information on how you will market the program and where (i.e., flyers, websites, newspaper ads, interviews, social media ads, etc.).
3. Provide information on the tools you will use to evaluate your participants/program (i.e., pre/post surveys, test/questionnaires, etc.).
4. Provide a timeline of key dates pertaining to your program (i.e., date first marketing piece will be published, date of the launch of the program, date of when your last session will be held, etc.).

Program Description, Evaluation Plan and Outcomes

1. Identify the program's focus area(s) from the 2021 Community Grants Request for Applications (RFA). Please note that this focus area must be discussed in your program description, evaluation plan, and reach/impact.
2. Under your program description, consider including precise information about the focus area(s) you will be working with, provide a brief summary about your program, the goals, logistics, number of sessions, personnel that will be providing direct service to your program and if the program is for people with Parkinson's/care partners.
3. When outlining your evaluation plan, provide specific information about how you will evaluate your participants/program, what tools you will be using, the metrics to demonstrate your program success, and how your program will be sustainable after the grant period.
4. The application will require precise information on the evidence for the need in your Parkinson's community. For example, check with your local healthcare providers to determine the number of people in your community affected by Parkinson's, what programs are currently offered and what challenges are presented.
5. When outlining the program's outcomes, provide a summary about the outcomes you hope to accomplish by providing this program in your community and reflect on the goals you have set out to do.

Budget

1. **Eligible budget items:** 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). 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)
 - Virtual meeting platform subscription (i.e., Zoom) used to offer virtual options due to COVID-19 pandemic. Must be pre-approved by the Foundation.

2. **Non-eligible budget items:** 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 for staff/facilitators
 - Individual/staff memberships, accreditations, instructor training programs and/or licensing
 - Endowments
 - Individual support is not permitted

3. Amount requested must reflect true expenses.

4. Keep in mind that this program is to be offered free or at a reduced cost to individuals with Parkinson's/care partners. If the budget submitted includes instructor/facilitator fees, then the program should be offered at no cost to the participants. If the program offers scholarships to participants, it should not exceed program monthly fees.



5. Provide a budget justification (one paragraph or less), with information about how the funds will be used and if you will receive or are receiving any funding from a source other than the Parkinson's Foundation.
6. For your reference, below are two budget samples:

Dance for Parkinson's Budget			Young Onset Wellness Program		
INCOME		Requested to the Parkinson's Foundation	INCOME		Requested to the Parkinson's Foundation
Community grant requested amount	\$15,500	\$15,500	Community grant requested amount	\$20,000	\$20,000
Dance Inc. program fundraiser (tip list any other source of income for your program or the total cost of your program)	\$30,000		Young Onset Wellness Program fundraiser (tip list any other source of income for your program or the total cost of your program)	\$36,000	
TOTAL INCOME	45,500		TOTAL INCOME	\$56,000	
EXPENSES			EXPENSES		
Dance instructors 96 session x \$60 a class x 2 instructors	\$11,520	\$10,000	Wellness Instructor (\$50 class x 390 classes in 15 months)	\$19,500	\$18,000
Marketing/printing	\$2,500	\$2,000	Marketing	\$1,325	\$2,000
Dance Workshops	\$3,500	\$2,000	Evaluator	\$550	Not an eligible budget item
Printing/Postage	\$1,750	\$1,000	Program Director (10% time dedicated)	\$13,063	Not an eligible budget item
Space Rental	\$6,000	Not eligible budget item	Printing materials	\$8,750	\$0.00
Supplies	\$1,500	\$500	Digital marketing	\$6,250	\$0.00
Other (Itemize): Video Recording of (4) sessions	\$6,000	\$0.00	Workout studio space	\$6,562	Not an eligible budget item
TOTAL EXPENSES Other (Itemize)	\$32,770	\$15,500	TOTAL EXPENSES	\$56,000	\$20,000

Additional Required Documentation

- Key Personnel resumes/curriculum vitae/ instructor certifications
- References (any source of information about your program that you provide a citation of an article, book or statistics within your program description/evaluation/outcomes or any mentions from the media about your program.
- W9 Form

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