



Community Grants Program: FY2022 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 emails will be accepted.**

For additional information pertaining to this grant opportunity, please visit: Parkinson.org/CommunityGrants or email Alyssa Boyle, Administrative & Community Engagement 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 and submit your application by 11:59 pm ET on Friday, January 28, 2022.

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 3, 2022.

Application Instructions

All applications are to be submitted using our online grant website. If you are 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 ProposalCentral. 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 information pertaining to your project details, other funding sources, and connection to the Foundation.



- In additional sections, you will be asked to provide program lead information, program lead demographics, organization information, and key personnel information.
- Please review eligibility details in advance at [Parkinson.org/CommunityGrants](https://www.parkinson.org/CommunityGrants).

Program Descriptions:

- Under your program description, consider including precise information about the focus area you will be working with and provide a summary about your program, the goals, logistics, number of sessions, personnel that will be providing direct services to your program, and if the program is for people with Parkinson's/care partners.
- Provide evidence for the need of your program 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.
- Select a primary focus area from the 2022 Community Grants Request for Applications (RFA).
- Share information on program instructors, indicate a timeline and include key dates for your program (i.e., creation of marketing materials, launch of outreach, training dates, etc.), and indicate the number of individuals 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.

Implementation and Evaluation:

- Provide details on your evaluation plan and tools you will utilize (i.e., pre/post surveys, tests/questionnaires, etc.), measurable program goals, and proposed outcomes and impact of the program, including how your program will be sustainable.
- 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.
- You will also be asked to describe your marketing plan for reaching the community and diverse populations (i.e., flyers, websites, newspaper ads, interviews, social media ads, etc.).

Budget

- **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 do 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 the total budget
 - Participant transportation (cannot exceed 5% of total budget)
 - Instructor and/or Facilitator fees (individuals who are providing direct program services)
 - Virtual meeting platform subscription (i.e., Zoom) used to offer virtual options due to the COVID-19 pandemic; these costs must be pre-approved by the Foundation

- **Non-eligible budget items:** The Foundation **does not** provide funding for the following:
 - Salary costs for individuals employed by their organization (FTEs)
 - 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

- The amount requested must reflect the true expenses.

- 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 monthly program fees.

- 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.
- For your reference, below are two budget samples:

proposalcentral Help | Boyle, Alyssa

14 Acceptance

13 Validate

10 Submit

Support Links

- Grantmaker Website
- Program Guidelines
- Email to Program Admin
- Application FAQs

Proposal Identifiers

Proposal ID: 115383

Name	Role	# of Sessions	Amount	Total
John Doe	Instructor		\$300.00	\$300.00
Matt Smith	Instructor		\$100.00	\$100.00
Jane Doe	Instructor		\$600.00	\$600.00
			\$0.00	\$0.00
			\$0.00	\$0.00
		SubTotal:	\$1,000.00	\$1,000.00

Click here to add Name Save

Non-Personnel Costs

Category	Cost
Participant Fee (if applicable) (Provide # of participants in Description)	\$5,000.00
Description	Cost
Program fees \$50/participant, 100 participants	\$5,000.00
	\$0.00
	\$0.00

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Supplies \$250.00

Description	Cost
Art Program Supplies - paint brushes, canvas, paint	\$200.00
Food for classes	\$50.00
	\$0.00
	\$0.00
	\$0.00

Marketing \$50.00

Description	Cost
Ads in local paper	\$50.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00



Additional Required Documentation

- Key personnel resumes/curriculum vitae/ instructor certifications
- References (any source of information about your program where 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
- W-9 form