



Traumatic Brain Injury Trust Fund Program Education Grant Application Instructions

February 9, 2009

Revised 02/13/2009

Applications Due no later than March 30, 2009 by 5:00 p.m.

Note: Please read this announcement carefully as some requirements and processes have changed. Please use the new application.

Background

The Colorado Traumatic Brain Injury (TBI) Trust Fund Program was created to improve the lives of Colorado citizens who have survived traumatic brain injuries. Moneys in the Trust Fund are used for client services, research, and education. The goal of the Trust Fund Education Program is to provide education for individuals with traumatic brain injuries and to assist educators, parents, and professionals in the identification of traumatic brain injuries so that they may help individuals with TBI to access appropriate services and supports. To help accomplish this goal, the TBI Trust Fund Program awards Education Grants. The intent of these grants is to provide support to community-based projects that provide education about traumatic brain injury to individuals with TBI, family members, educators, professionals, law enforcement personnel, and other stakeholders throughout Colorado. In order to maximize the reach of the available grant dollars, the selection committee will favor grant proposals that generate interdisciplinary cooperation, promote change, and propose novel and effective contributions to the educational mission of the TBI Trust Fund.

Education Projects

The TBI Trust Fund Education Grants Program is designed to strengthen community systems that support individuals with TBI and their families. We are looking for projects that increase knowledge about traumatic brain injury among individuals with TBI, family members, educators, professionals, law enforcement personnel, and other stakeholders.

Projects must be designed to provide *education about traumatic brain injury* to qualify for funding. This may include but is not limited to providing education about:

causes **or prevention** of TBI;
identification of TBI;

developmental, behavioral, physical, social, financial and/or other effects of TBI on the individual with an injury, family members, or others in the community;

short, medium and long-term needs of individuals with TBI and their families;

strategies for meeting the needs of individuals with TBI and their families;

resources and supports that are available in the community to assist individuals with TBI and their families; and

other information of an educational nature.

Projects may use a variety of methods to educate people about traumatic brain injury, including but not limited to:

on-site conferences, lectures, seminars, or presentations;

development and distribution of novel written materials;

production and distribution of novel video (i.e. DVD), audio, or alternative print (e.g. large print, foreign language, Braille, etc.) media;

internet-based information; and

other methods for disseminating educational information.

2009-2010 Priorities included in the State Action Plan:

Mental health provider education;

outreach and programming for rural and underserved areas of our state;

outreach and programming for underserved populations (e.g. Latinos, non-English speaking populations, children, victims of domestic violence);

development of online and electronic teaching media; and

programming for department of corrections or incarcerated populations.

The TBI Trust Fund will NOT fund projects that provide direct services to specific clients, or that endorse or promote a specific program, technique, or provider.

Examples of projects that the TBI Board funded between 2005 and 2008 include:

- Provide mentoring, training and collaboration to a new TBI Team in a school district;
- Conduct a workshop on TBI for vocational rehabilitation counselors;
- Educate parks and recreational program directors, coaches and parents participating in the parks and recreation district programs about sports related TBI;
- Give presentations and provide written information on mild TBI to law enforcement agencies;
- Make empirically supported information about pediatric mild TBI available through a website;
- Develop an information and education program and materials for brain injured veterans; and

- Present one-day TBI workshops for individuals with TBI, family members and professionals.
- Provide a series of training sessions for brain injury survivors and family members, and for professionals providing employment services for survivors of TBI
- Develop a presentation to educate Victim Advocates who provide assistance to crime victims with TBI
- Provide a series of 8 one-hour interactive seminars on TBI for staff of Marycrest Assisted Living and employees of the King Adult Day Enrichment Program
- Have Brain Injury Resource Team receive TBI training from the Center for Community Partnerships (CCP); use CCP training to train school psychologists, para-professionals, and special education teachers.

These projects are [examples](#) of the types of projects that may be funded. This is not an exhaustive list of funded proposals.

Eligibility Requirements

Education grant applications may be submitted by non-profit and for-profit organizations, including but not limited to private businesses, governmental agencies, educational institutions, health care facilities, and advocacy organizations. Individuals may also apply for grant funds.

Diverse Populations and Geographic Distribution

The TBI Trust Fund Program is seeking education grant applications from communities throughout Colorado. Projects with outreach to diverse populations (e.g. ethnicity, race, age, etc.) and historically under-served geographic areas are encouraged.

Funding

The TBI Trust Fund Program has allocated approximately \$95,000 for education grants in State Fiscal Year 2010. These funds are targeted as follows:

GRANT AMOUNT	NUMBER OF GRANTS AWARDED FOR THIS AMOUNT	MAXIMUM AMOUNT AWARDED FOR THIS AMOUNT
\$0.00 - \$1,000	5	\$5,000
\$1,001 - \$2,500	5	\$12,500
\$2,501 - \$5,000	5	\$25,000
\$5,001 - \$7,500	3	\$22,500
\$7,501 - \$10,000	3	\$30,000
TOTAL FY 10 AWARDS	21	\$95,000

Final decisions on the number and amounts of grant awards will be based on the quality, geographic distribution, targeted populations and requested funding of the applications that are received.

Allowable Costs

Personnel – The grant may be used to pay for personnel costs on an hourly or honorarium basis that are directly related to an approved project. This may include costs associated with developing written, video or audio materials, preparation for on-site trainings, and speaker fees. **Benefits are not fundable.**

Travel – The grant may be used to pay for travel that is directly related to an approved project, including mileage (to match the State mileage allowance, currently **\$0.50 per mile**), lodging, and per diem (meals).

Food and Beverages – The grant may be used to pay for meals, snacks, and refreshments that are served to participants at an event that is included in an approved project. For example, funds may be used to provide lunch to individuals with TBI attending an all-day conference, or snacks and soft drinks for educators attending an afternoon seminar. The grant may NOT be used to pay for any alcoholic beverages.

Supplies – The grant may be used to pay for supplies that are necessary for completion of an approved project, such as paper, folders, envelopes, compact disks, DVDs, and other incidental supplies.

Printing and Postage – The grant may be used to pay for printing and postage that is necessary for completion of an approved project.

Equipment – The grant may be used on a very limited basis to pay for small equipment purchases that are necessary for completion of an approved project. A maximum of 10% of the grant award may be used for equipment. The grant may NOT be used to purchase equipment such as computers, projectors, furniture, or other costly items that may be used by the grantee long after completion of the project.

Indirect Costs – The grant may NOT be used to support institutional indirect costs.

All costs must be **clearly** identified in the detailed budget that is included in the grant application.

Billing and Payment

The TBI Trust Fund will establish purchase orders for each approved grant. The TBI Trust Fund will reimburse grantees for approved costs upon receipt of invoices for costs incurred. The grantee may submit a single invoice at the completion of the project, or make arrangements to submit periodic invoices (e.g. monthly or quarterly). Payment will be made approximately 2-3 weeks after receipt of an invoice. No funds will be paid in advance.

Acknowledgment of the TBI Trust Fund's Support

The Colorado Traumatic Brain Injury Trust Fund must be acknowledged as a source of support, as appropriate. For example, written materials, DVDs and audio tapes that are produced through an education grant should include [the TBI Trust Fund logo](#) and a written acknowledgment that the Trust Fund provided financial support for the materials. Conferences, lectures and seminars that are funded through an education grant should include [the TBI Trust Fund logo](#) and acknowledgment of the Trust Fund's support in conference notices and flyers.

Trust Fund Use of Grant Products

Grantees must provide the Colorado Traumatic Brain Injury Trust Fund Program with a copy of any product that is created or developed using grant funds. Products include but are not limited to educational materials in print, video and audio formats. The TBI Trust Fund Program shall have a right to reproduce and disseminate grant products.

Application Process

[A Grant Application form that includes a cover sheet and detailed budget sheet must be used.](#) The Grant Application is limited to a maximum of ten (10) pages and must including all of the following:

1. Name, address, phone number and email address of the organization or individual submitting the application.
2. Name, address, phone number and email address of a Primary Contact who will be responsible for the grant project.
3. Names and qualifications of the key individuals who will work on the project.
4. Name, address, phone number and email address of your Accounting Department Contact.
5. Requested funding amount.
6. Project start date (must be July 1, 2009 or later).
7. Project end date (must be May 31, 2010 or earlier).
8. Project description, including statement of need, proposed activities goals, objectives, target audience and geographic area, number of people who will participate, timeline, methods of distribution and dissemination of products and services, etc.
9. Detailed budget on budget form.
10. Explanation of in-kind contributions
11. Expected outcomes, and description of how outcomes will be measured.
12. Plan for sustainability of programming following close of grant period.

Please note that the grantee will be required to provide a written report within 30 days after completion of the grant project summarizing the project and its outcomes. [Interim status reports may be required.](#) All applications must be submitted electronically in a Microsoft Word file to

regina.rodriquez@state.co.us. You will receive an e-mail confirming that your application has been received.

Selection Process

The members of the TBI Trust Fund Board's Education Committee will evaluate all applications submitted according to the criteria identified in the next section of these instructions. In the event that a member of the Committee has a potential conflict of interest in regards to an application, that member will recuse him/herself from discussing and scoring that proposal.

Selection Criteria

Applications will be reviewed based on the following criteria:

1. Overall feasibility of the proposed project.
2. Number of people who will directly benefit from the project (e.g. number of people who will receive education/training, etc.).
3. Geographic distribution of funds throughout Colorado.
4. Presence of clear and measurable outcomes and plan for program sustainability where applicable.
5. Designed to meet identified needs for TBI education in the community.
6. Effectiveness and feasibility of the specific activities and timelines proposed to attain the project goal and outcomes.
7. Reasonableness of the total budget for the project and for individual expense categories and projections for in-kind contributions.
8. Distribution of funds to benefit diverse populations and underserved geographic areas as highlighted in 2009-2010 priorities.
9. Degree to which programming is novel and promotes change in the target community.

Schedule of Activities

Activity	Time Line
Grant Application Instructions Issued	February 9, 2009
Applications Due	March 30, 2009 no later than 5:00 p.m.
Notification of Grant Awards	May 22, 2009
Grant Period Begins	July 1, 2009
Grant Period Ends	June 30, 2010
Final Reports & Final Invoices Due	May 29, 2010

Additional Information and Point of Contact

For additional information about this TBI education grant opportunity, please contact Regina Rodriguez, TBI Program Assistant, Colorado Department of Human Services, at 303-866-4779, or email at regina.rodriquez@state.co.us.

Thank you for your interest in the Traumatic Brain Injury Education Program.