



**Colorado Brain Injury Program (CBIP)  
Community Grants:  
Promoting Education, Awareness & Projects**

**Grant Announcement and  
Application Instructions  
March 31, 2017**

**Applications due no later than May 5, 2017 by 5:00 p.m. MT.**

**Important Requirements:**

***Please note, a failure to comply with any of the requirements will result in the application being denied funding.***

1. Your organization must be registered on the State Vendor website: <http://www.colorado.gov/vss>. This process takes several days. Allow for sufficient time to enroll prior to the application deadline.
2. All applications must use the Community Grants Application Narrative and Budget Form. This form is available on the CBIP website at [www.tbicolorado.org](http://www.tbicolorado.org). Please be sure to save in **word document format**.
3. Completed applications will **only** be accepted via email to: [cdhs\\_co\\_tbiprogram@state.co.us](mailto:cdhs_co_tbiprogram@state.co.us). Please put "Community Project" in the subject line of the email.

**Additional Information:**

1. **Question & Answers:** Please note CBIP will be hosting a question and answer session from 3pm – 4pm April 6, 2017.  
To access the call please use the following tele-conference information:  
Phone: 1-720-279-0026 (local) or 1-877-820-7831 (toll free)  
Passcode: 495085

You may also email your questions to [cdhs\\_co\\_tbiprogram@state.co.us](mailto:cdhs_co_tbiprogram@state.co.us). All questions must be received by 5pm MT, April 6, 2017.

CBIP will post all questions and answers on the CBIP website at [www.tbicolorado.org](http://www.tbicolorado.org).

- 2. Grant Application Webinar:** CBIP has recorded a webinar with application instructions and helpful tips. This is available on the CBIP website: [www.tbicolorado.org](http://www.tbicolorado.org).

***Note: Please read through this announcement carefully. Applicants failing to follow instructions outlined in this announcement will not be reviewed.***

## **Background**

The Colorado Brain Injury Program (CBIP) was created to improve the lives of Colorado citizens who have sustained traumatic brain injury (TBI). The CBIP has three focus areas: services, research and education.

To meet the statutory requirement of providing education, CBIP has developed the Community Grant Program. The goal of the Colorado Brain Injury Community Grant Program is to provide support across Colorado for the promotion of education, awareness, and community projects that offer innovative approaches for providing training and education to professionals, parents, survivors, families and the general community about brain injury. This is an effort to improve prevention, intervention and treatment of brain injury. In order to maximize the impact of the available grant dollars, the selection committee will favor grant proposals that generate interdisciplinary cooperation, adequate in-kind contributions, promote awareness, and propose novel and effective contributions to the community and that support the overall mission of the CBIP Program.

## **CBIP Community Grants**

CBIP is seeking projects that increase knowledge about brain injury in Colorado. Projects must be designed to provide *education and awareness about 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;
- Immediate, intermediate 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 brain injury awareness in 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;
- On-line lectures, seminars, or presentations (such as webinars)
- Development and distribution of novel written materials;
- Production and distribution of novel on-line video, audio, or alternative print (e.g. large print, foreign language, Braille, etc.) media;
- Internet-based information; and
- Other methods for disseminating information.

**2017-2018 Priorities include:**

- Co-Occurring brain injury & behavioral health; substance abuse and mental health;
- Intimate partner violence and brain injury;
- Lesbian, gay, bi-sexual, transgender, queer and brain injury;
- Homelessness and brain injury;
- Aging and brain injury;
- Children/youth and brain injury;
- Education/training on brain injury for rural and underserved areas of Colorado;
- At-risk populations (e.g. African-American communities, Native American communities, non-English speaking residents);
- First responders, law enforcement and criminal justice personnel

***CBIP will NOT fund projects that provide direct services to specific clients.***

Examples of projects that the CBIP Program has funded in the past included:

- Funds to aid in the education of families of a children with a TBI whose first language is Spanish;
- Event to promote Skier/Snowboard helmet safety awareness;
- Presentations and written information on mild TBI for judicial staff;
- Distributing empirically supported information about pediatric mild TBI available through a website;
- Development of on-line training modules for parents of children/youth with brain injury
- Seminars that focused on assessment and treatment implications of various neuropsychological deficits including TBI in various populations (e.g., underserved, geriatric, and forensic). for psychological professionals and multidisciplinary graduate students in the Denver area .
- Seminars for mental health and domestic violence service providers on traumatic brain injury.
- Funds to purchase helmets for youth rodeo events and provide education regarding TBI at rodeo events
- Dissemination of multi-sport helmets and education related to proper fit and use among underserved populations.
- Awareness and education about the prevention of traumatic brain injury among Coloradans aged 60 years and older.

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

## Eligibility Requirements

Community 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 however, it is the intent of the program that individuals collaborate with an organization to coordinate the payment process. This is a **reimbursable grant** and as such, funds will not be paid in advance and will be reimbursed as the project is completed. Please coordinate the fiscal support with the institution that you are representing and/or collaborating with prior to applying (please see last page of application for signature requirement).

## Funding

The Colorado Brain Injury Program offers two levels of grant funding:

Level I: The maximum award is \$10,000 for a maximum of 12 months.

Level II: The maximum award is \$20,000 for a maximum of 24 months with a maximum of \$10,000 each grant year.

Final decisions on the number and dollar amounts of grant awards will be based on the quality, geographic distribution, targeted populations, budget and funding requests of the completed 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 at the State mileage allowance, lodging, and per diem costs (e.g. meals).

Supplies – The grant may be used to pay for supplies that are necessary for the implementation of an approved project. Those supplies may include paper, folders, envelopes, compact disks, DVDs, and other incidentals.

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

Equipment – The grant may be used on a very limited basis to pay for inexpensive equipment that is necessary for the completion of an approved project. A maximum of 10% of the grant award may be used to fund 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.

In-Kind Contributions – CBIP favors proposals that can demonstrate in-kind

contributions that support the implementation of the project. In-kind supports are paid in goods, commodities, or services instead of money. An example of an in kind support for a community grant could be staff time, office materials, etc.

Indirect Costs – The grant may NOT be used to support institutional indirect costs. **Please obtain prior approval from your accounting representative or Office of Sponsored Programs to waive institutional indirect prior to applying for the grant if applicable.**

All anticipated costs must be **clearly** identified in the budget form included within the Community Grants Application Narrative and Budget Form. Any changes to the stated budget will be subject to review and approval by the Colorado Brain Injury Program Staff.

### **Billing and Payment**

The Colorado Brain Injury Program 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 Colorado Brain Injury Program's Support**

The Colorado Brain Injury Program must be acknowledged as a source of support, where appropriate. For example, written materials, DVDs and audio tapes that are produced using CBIP grant dollars must include [the CBIP Logo](#) and a written acknowledgment that the CBIP provided financial support for the materials. Conferences, lectures and seminars that are funded through Community Grant must include [CBIP logo](#) and acknowledgment of the Colorado Brain Injury Program's support in conference advertising and attendee programs.

### **CBIP Use of Grant Products**

Grantees must provide CBIP 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. CBIP reserves the right to reproduce and disseminate grant funded products.

### **Copyright**

Grantees are allowed to copyright any materials/products developed with funds from the CBIP grants. Should this occur, CBIP shall have the royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use copyrightable works (e.g., audiovisuals, software, publications, curricula, and training materials, etc.) developed under grants for purposes which further the objective of CBIP. Due to this irrevocable right, all contracts or other arrangements entered into by you, the grantee, for purposes of developing or procuring such material shall specifically reference and reserve the rights of the CBIP with respect to the material.

### ***Generating Revenue***

While the Colorado Brain Injury Program has the irrevocable right to use copyrightable material produced with CBIP grant funds, you, the grantee, are not prohibited from selling your products for profit or restricted to simply selling for cost recovery.

### **Application Process**

All applications must be submitted on the CBIP Grant Application templet electronically via email at [cdhs\\_co\\_tbiiprogram@state.co.us](mailto:cdhs_co_tbiiprogram@state.co.us).

You will receive an e-mail confirming that your application has been received within 48 hours. If you do not receive an e-mail confirming that your application has been received, please contact the Colorado Brain Injury at: [cdhs\\_co\\_tbiiprogram@state.co.us](mailto:cdhs_co_tbiiprogram@state.co.us)

### **Reporting Requirements**

#### **Level I Funding:**

Please note that the grantee will be required to provide two written reports. One will be due at mid grant year and the final report will be due within 30 days after completion of the grant project summarizing the project and its outcomes.

#### **Level II Funding:**

Please note that the grantee will be required to provide four written reports. Two due at midyear, two at end of grant year (final report will be due within 30 days after completion of the grant project summarizing the project and its outcomes).

### **Grant Review and Selection Process**

The Colorado Brain Injury Program will convene a review panel with a minimum of three members. The members will be comprised of the Colorado Brain Injury Program Board of Directors and community partners. The 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 evaluated based on the following criteria:

1. Articulates and meets an identified need for the brain injury education in the proposed community.
2. Clearly states activities, goals, and objectives.
3. Clearly states measurable outcomes, plan for sustainability, and method of dissemination.
4. Demonstrates overall feasibility of the proposed project.
5. Demonstrates a clear plan for outreach and local level partnerships.
6. Articulates novel and innovative programming that promotes awareness of brain injury in the proposed community.

7. Articulates effectiveness and feasibility of the specific activities and timelines proposed to attain the project goal and outcomes.
8. Demonstrates reasonableness of the total budget, reasonable of individual expense categories and demonstration of in-kind contributions.

Preferential consideration will be given to applications meeting the following criteria:

9. Applicant clearly addresses one or more of the identified 2017-2018 Priorities listed previously in the announcement.



## Schedule of Activities

<b>Activity</b>	<b>Timeline/Due Dates</b>
Grant Application Instructions Issued	March 31, 2017
Questions via email due	5pm MT, April 6, 2017
Question and answer conference call	3pm MT, April 6, 2017
Applications Due	5pm MT, May 5, 2017
Notification of Grant Awards	May 30, 2017
Grant Period Begins	July 1, 2017
Grant Period Ends (12 Month grants)	June 30, 2018
Grant Period Ends (24 Month grants)	June 30, 2019
Final Invoices Due (12 Month grants)	June 30, 2018
Final Invoices Due (24 Month grants)	June 30, 2019

### **Additional Information and Point of Contact**

For additional information about the Colorado Brain Injury Community Program grant opportunity, please contact us via email at [cdhs\\_co\\_tbiprogram@state.co.us](mailto:cdhs_co_tbiprogram@state.co.us).

*Thank you for your interest in the Colorado Brain Injury  
Community Grant Program.*