

February 2011

GRANTS FOR LOCAL AND REGIONAL INITIATIVES IN PAIN EDUCATION AND ORGANIZATIONAL DEVELOPMENT

AVAILABLE TO CANADIAN PAIN COALITION MEMBERS ONLY

DEADLINE FOR APPLICATIONS

Application deadlines each year will be March 31, June 30, September 30 and December 30.

DESCRIPTION OF GRANTS

One grant per person or organization within twelve months. Exceptions may apply if addressed at time of application.

The Canadian Pain Coalition offers two types of grants in support of projects designed to improve pain management or to promote education about persistent pain for the community.

- Four (4) Small Grants to a maximum of \$500 each are available during the calendar year
- Four (4) Major Grants to a maximum of \$5,000 each are available during the calendar year

CATEGORIES

- National Pain Awareness Week activities
- New member groups of CPC (within 18 months of joining)
- Public forums or education (outside National Pain Awareness Week)

APPLICATION

Maximum of 4 pages in a WORD document, sent electronically to office@canadianpaincoalition.ca, including a one page budget, with budget justification. Application must include the following:

1. Title of project.
2. Name of organization or department or group sponsoring the request.
3. Contact name, address, phone and fax numbers, e-mail address.
4. Goals of the proposed project, including the intended benefits and identifying the persons or groups who will benefit.
5. Summary of the intended activities.
6. Evaluation criteria by which the applicant will measure the extent to which the goals have been achieved.
7. Proposed budget, detailing costs to a maximum of \$500 for Small Grants and \$5,000 for Major Grants.
8. Indicate to whom the Canadian Pain Coalition's cheque should be made out if the grant is approved, and the address to which the cheque should be mailed.
9. Include the following paragraph: "I certify that this project will acknowledge the financial support of the Canadian Pain Coalition without representing the project as an official activity of the Canadian Pain Coalition."
10. Include a brief history on your organization (if applicable) – 50 words or less.
11. Signature(s) of the applicant(s). (Via email is acceptable)
12. Report all funding by pharmaceutical companies or industry including Workers Compensation Boards.
13. Date – Application deadlines apply. Applications are considered by the review committee and notification of results will be made within 4 weeks of a deadline date. The decision communicated to the applicant will be final. Budgetary limitations will restrict the number of grants approved in any one year, and is limited to one grant per person or organization within twelve months.

REIMBURSEMENT POLICY

If the Grant includes travel, the CPC will reimburse only the following and must be supported with original receipts. No credit card only receipts will be accepted, and all expenses that do not have a detailed proper receipt will not be considered for reimbursement:

- Economy airfare or ground travel

- If traveling by personal car, the per kilometer rate is \$ 0.42 per km
- Hotel accommodations at the most reasonable rate that is available
- Taxi
- Parking
- Meals up to \$40.00 per day
- No reimbursement for any alcoholic beverages or gratuities
- All receipts must be the original receipt from the establishment. They cannot be copies, credit card receipts, or travel itineraries – they must be the actual receipt and for travel the actual ticket with price
- Original receipts must be submitted within 30 days for reimbursement.

PROJECT REPORT

Successful applicants within 60 days of completion of the project must submit a two page report to the CPC office with details about the project and results of the evaluation. Information from this report may go in an upcoming newsletter or on our website. Any publications arising from the project should acknowledge CPC financial support.

GRANT BUDGET

Base Price	HST	Gratuties
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Airfare
Ground Travel
Car Rental
Parking
Mileage if using own car
Taxi
Fuel
Accommodations
Food and Beverage
Meeting Room Rentals
Meeting Food and Beverage
Audio Visual
Printed Material
Miscellaneous

Item 1

Item 2

Item 3

TOTAL GRANT REQUEST:

BUDGET JUSTIFICATION

Provide a brief description of how you arrived at budget figures

Airfare

Ground Travel

Car Rental

Parking

Mileage if using own car

Taxi

Fuel

Accommodations

Food and Beverage

Meeting Room Rentals

Meeting Food and Beverage

Audio Visual

Printed Material

Miscellaneous

Item 1

Item 2

Item 3

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AND ORGANIZATIONAL DEVELOPMENT**

POLICIES

GRANT REVIEW:

- All application must be completed using the approved application form including budget justification,
- The "committee" reviews application against same criteria used for all application of the same kind,
- That the committee makes recommendations to the board providing summaries of the evaluation forms and score,
- No communication is made indicating in advance whether an application is likely to be approved (however communication can be made whether an application would likely be considered by the Grant Committee/ Board,
- All incomplete applications will be administratively rejected

CRITERIA

- Must be a member of Canadian Pain Coalition and address one of the following issues:
 - Increasing recognition by public and professionals that chronic pain is a disease
 - Promoting Best Practice guidelines for the treatment of pain
 - Reducing new cases of chronic pain through better treatment of acute pain
 - Increasing research activities into novel treatments of intractable pain

THE FOLLOWING SET OF EVALUATION CRITERIA WILL BE EMPLOYED TO ASSESS APPLICATIONS:

Activity objectives:

- Clarity of the stated objectives and defined scope
- Likely impact of the anticipated outcomes (consensus, research priorities, guidelines, research project)
- Advance the use of high quality research-based knowledge into policy and practice, if applicable

Knowledge exchange and/or Dissemination:

- Inclusion of relevant stakeholders (consumers, research community, decision-makers, health care providers, etc.) and sectors (private, public, charities)
- Potential to catalyze new initiatives, and/or users of research
- Clearly defined dissemination plans for activity outcomes

Feasibility:

- Perceived ability of the Applicant or project team to meet objectives
- Appropriate budget and justification for amount requested