



COMMUNITY CONFERENCE GRANTS GUIDELINES FOR APPLICANTS

As part of the Foundation's National Grants Program, support is offered for conferences, workshops or symposia which are relevant to the health of Canada's children. The purpose of the conference grants program is to support events which are organized by and/or for families with children with health challenges, including but not limited to children with acute illness, chronic illness, and disabilities. Eligible events will have a focus on information sharing between health professionals, community organizations, and families. Academic conferences are not eligible for funding.

There are three deadlines for applications each fiscal year: May 31; September 30; and January 31.

Awards are limited to an annual maximum request of \$5,000. The Foundation will fund a maximum of three consecutive annual events organized by any single organization. Applications for subsequent funding may only be considered by the Foundation after a further 24 month period.

The Grant Review Process

Each conference grant application is assessed in terms of its relevance to the health of Canadian children up to 18 years of age, as well as for its fit with the conference grants program goals. The overall budget and plans for dissemination of any materials resulting from the conference will be reviewed. The review process is a competitive one and funding is limited. The Foundation will only fund projects which most closely meet its conference grant guidelines.

Applicants will be notified of the results of the review process within two months of the grant deadline.

Guidelines and application forms may be obtained from the Foundation website at www.sickkidsfoundation.com (follow the link to Conference Grants) or by contacting the Foundation at national.grants@sickkidsfoundation.com. It is the responsibility of the applicant to ensure that all information contained in the application is complete and accurate. Please contact the Foundation with questions.

Questions should be directed to:

national.grants@sickkidsfoundation.com or by phone at 416-813-8104.

GUIDELINES FOR APPLICANTS CONFERENCES/WORKSHOPS/SYMPOSIA

A maximum of \$5,000 is available for annual conferences, workshops and/or symposia which are organized by and/or for families with children with health challenges, including but not limited to children with acute illness, chronic illness, and disabilities.

Eligible events must

- address issues that are relevant to child health in Canada
- support the parent-child-professional partnership by having a focus on information sharing between families, health professionals, and community organizations
- include knowledgeable and credible presenters
- take place in Canada
- be sponsored by a registered Canadian charitable organization

Preference will be given to events which

- are community-based
- are organized by smaller, community-based organizations
- are multidisciplinary
- address issues which are of high frequency and/or high morbidity/mortality and/or high economic or social cost
- have the potential to make an impact on practice or policy.

Funding may be awarded for the following items

- expenses associated with keynote speakers, i.e. honoraria, economy travel, budget hotel accommodation and meals
- audiovisual equipment rental required for presentations
- write up of conference for wider distribution after the event (in newsletter, on website etc.)
- registration fees for parents, children and community groups
- on-site babysitting
- conference facilities

Exclusion Criteria

The following items are not eligible for Foundation funding through this program:

- salaries
- computer rentals
- registration fees for speakers or conference planners
- planning meetings
- individuals seeking reimbursement for attending or presenting at events. The Foundation will only fund organizations.

Academic conferences will not be considered for funding.

Application forms may be obtained from the offices of SickKids Foundation. **There are three deadlines for applications each fiscal year: May 31; September 30; and January 31.** The Foundation will fund a maximum of three consecutive annual events organized by any single

organization. Applications for subsequent funding may only be considered by the Foundation after a further 24 month period.

One copy of the application should be submitted via e-mail to:

national.grants@sickkidsfoundation.com

And one copy by mail to:

SickKids Foundation

National Grants

525 University Ave, 14th Floor

Toronto, ON M5G 2L3

**COMMUNITY CONFERENCE GRANTS
APPLICATION FORM**

This form should be replicated/copied on computer by the applicant. The numbering and heading system shown herein should be followed. Type size should be no smaller than 12 point.

- A.** Event Title:
- B.** Applicant name:
Title:
Address:
Telephone:
E-mail:
- C.** *Attach a letter of support for this conference from the sponsoring organization.*
Sponsoring Organization Name:
Address:
Registered Charitable Number:
Name of Person Administering Funds (if different from applicant):
Title:
Telephone:
Fax:
- D.** Conference Date(s):
- E.** Conference Location(s) (please note conferences must take place in Canada):
- F.** Targeted Audience(s):
- G.** a) Projected Registration:
b) Registration Fee:
- H.** Please explain how you plan to publicize your event. How far of a geographical reach do you anticipate with regard to attendance?
- I.** Please provide us with background information on the organization and the event (*limit 1 page*).

J. Please respond to the following 10 questions. This part of the application should not exceed four pages, using 12 point type.

- 1) Conference Goal (*limit 2 lines*):
- 2) Conference Objectives (*limit: 8 lines*):
- 3) Issues to Be Addressed (*limit: 10 lines*):
- 4) What are the expected outcomes of the event?
- 5) Who will be speaking at the conference?
- 6) Explain the importance of this conference from an educational point of view.
- 7) Explain the significance of the issue(s) being addressed, providing specific data and statistics.
- 8) How will this conference support parent-child-professional partnerships?
- 9) What other organizations are you partnering with on this event?
- 10) How will you disseminate information from this conference to a wider audience? Please be specific, identifying target audiences, educational vehicles and dissemination systems.

Please include with the application a draft conference agenda and a list of proposed/confirmed speakers.

K. Budget outline: Please include with your budget the most recently available annual report or audited financial statement for your organization. If you are not sure what to send, please contact the Foundation to discuss.

Your overall project budget should include individual expenses for the conference, items requested from HSCF, and total project budget (if funding is being requested from other sources).

Example:

Budget Item	Requested from Foundation	Project total
Conference facilities	\$1,000	\$2,000
Keynote Speakers' Expenses	\$2,000	\$5,000
Presentation Expenses (e.g. equipment, handouts)	\$500	\$500
Onsite babysitting	\$500	\$500
Newsletter reporting on conference	\$200	\$200
Staff time to organize conference		\$2,000
Total requested from HSCF:	\$4,200	Total: \$10,200
Other sources of funding, including registration income, grants from other organizations, etc. (please specify)		\$5,800 (registration fees)

Please note the above is just an example of a suggested layout and the type of information needed by the Foundation.

Ensure that expenses are easily related to the activities described earlier. If necessary, attach a budget justification to the budget, explaining any expenses that would not be clear to reviewers. If this grant request is for partial project support from SickKids Foundation, please provide full details of other funding sources for the project, including date of request to other funding agency (if applicable), registration fee amount and projected registration numbers, in kind support, etc.

Itemize the following, if applicable, in the budget or appended to the budget:

- Presentation Expenses (e.g. A.V. equipment, handouts – quantity, cost per unit, total cost)
- Facility expenses
- Keynote Speakers' Expenses, including accommodation, meals, and honorarium.
- Expenses supporting parent/family collaboration
- Supplies and/or office expenses
- Other expenses (*give details*)

Endorsements

To the best of my knowledge, the information presented in this application for funding is accurate.

Applicant's Name:

Applicant's Professional Title:

Applicant's Signature:

Place and Date:

Executive Head of Sponsoring Organization's Name (if different than applicant):

Executive Head's Professional Title:

Executive Head's Signature: