



RECREATIONAL THERAPY  
FOUNDATION

**Research Grant Guidelines**

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## Introduction

Recreational Therapy Foundation was created in 2009 as a 501c3 nonprofit organization. The main purpose of the Foundation is to award annual research grants, totaling up to \$2500. We emphasize the value and importance of research efforts not only by educators, but also practitioners and students, and welcome recreational therapists from all backgrounds to apply.

Recreational Therapy Foundation understands the diverse nature of our field, and is open to funding research projects that aim to benefit all populations, settings, and utilizing a variety of modalities. Qualified projects should focus on at least one of the key tenants of the Foundation's mission statement.

### Mission Statement

The mission of the Recreational Therapy Foundation is to promote professional recreational therapy excellence through sponsorship & support of:

- 1) Evidence-based practice research
- 2) The use of innovative technology
- 3) High quality professional practice
- 4) Exceptional professional education

## Application Period

Applications are released in February of each year and due on May 31<sup>st</sup> of each year. Applications will not be accepted after this deadline.

Applications are reviewed in a blind review process and recipients are alerted to the application decision by September of their application year.

If you have questions about the application, please reach out to us at [rectherapyfounation@gmail.com](mailto:rectherapyfounation@gmail.com). We recommend that you do this early in the application process.

## Funding Amount

- Grants are available between \$500 and \$2,500.
- Grants can support up to 100% of total eligible project costs.
- Applicants must explain the project expenses that will be paid for through the Recreational Therapy Foundation grant, and how other project expenses will be paid.
- Recreational Therapy Foundation grants cannot be used to support costs that are funded by another source.

## Project Requirements

Eligible research projects must:

- meet at least one of the tenants of our mission statement (see introduction).
- be supported by the agency requesting funds (a letter of support is required for practitioners working in agency settings).
- involve recreational therapy and benefit the profession.
- align with the most current public health guidelines, and comply with laws, regulations and research ethics.

## Who Can Apply?

We encourage students, practitioners and educators to apply for this grant. We encourage students and practitioners who are unfamiliar with typical processes involved in research to connect with scholars/researchers at a local university who may help guide and consult on the project.

## Eligible Expenses

All projected costs must be itemized and explained in the project application. During the project, all funds should be tracked and recorded and receipts should be kept and turned in with the final review paperwork at the end of the project.

Project costs that can be included as part of the grant funding request include, but are not limited to:

### **Portable asset purchases:**

- Items directly related to the project.
- An asset is considered portable if it can easily be moved by an individual. Portable assets should support the organization beyond the life of the program for sustainability. Examples include: art supplies, sports equipment, gardening supplies.

### **Technology:**

- The purchase of technology to support virtual program delivery. Costs can include software or hardware (e.g., iPads, video software, projectors, laptops).
- The purchase of statistical analysis software or survey software (e.g., MAXQDA, SurveyMonkey).

### **Program Expenses:**

- Space and equipment rentals.
- Marketing and advertising of the program (e.g., promotional materials development).
- Organization of group training, such as workshops.

- Participant admission costs related to program (e.g., to attend an outside event together as a part of the research project).

#### **Human Resources:**

- Human resource costs cannot exceed 50% of funding requested.
- HR costs can include:
  - Wages of a research assistant, student, or data analyst. Hourly rate and estimated number of hours must be included in the project budget.
  - Honorarium (a lump-sum payment for a service such as a speaking engagement to a person who is not an employee of the organization receiving funds).
  - Incentives or compensation for participants to participate in the program
  - Consultants who are hired should also mentor or share their expertise to increase the capacity of existing staff, if possible.

#### **Travel:**

- Travel related to data-collection activities.

## **Ineligible Expenses**

- Any regular business, programming delivered on a regular basis, direct and indirect operating costs, including regular annual events, and costs not directly related to the project (e.g., office supplies, rent, equipment, insurance, utilities).
- Salary of the primary investigator.
- Project components completed, funded in whole or in part by another organization or grant.
- Dissemination of research: conference travel (e.g., registration, air fare, etc.) and costs related to publishing in an open access journal.
- Events or initiatives to promote religious beliefs or practices.
- Events or initiatives to promote political beliefs or practices.
- Events involving alcohol or cannabis.
- Fundraising, lobbying, sponsorship campaigns.
- Structures and equipment used primarily for non-recreational therapy purposes (e.g., planter irrigation systems, furniture, healthcare equipment).
- Technology that will not directly support the proposed project.
- Feasibility and market studies.

## **Assessment Process & Criteria**

In order to be considered for review, applications must be complete and include all required documentation, and must meet the eligibility criteria for the grant.

Applications are assessed by a team of evaluators based on the specific and consistent criteria outlined below.

Applications will be evaluated on how the application demonstrates the following:

#### **Project quality, relevance (%)**

- The project aligns with the mission of the Foundation
- The project plan meets the requirements of the grant and is eligible
- The plan is clear and provides good details about how it will be implemented
- The project plan outlines all resources required to complete the research project
- The project plan outlines the roles and responsibilities of each of the principal investigators/persons involved in the research project
- The plan is comprehensive and realistic
- The planned research project aligns with current trends or needs in evidence-based recreational therapy practice
- The timeline for the project is achievable and equals one year or less.

#### **Anticipated impact of project (%)**

- The project plan states how the project will benefit the field of recreational therapy or those receiving recreational therapy services
- The number of individuals directly benefiting from participation in the project (if applicable), is identified and aligned with the budget
- Realistic and clear performance measures are identified and the application describes how they will be measured
- Plans for dissemination of research are clearly stated and realistic

#### **Budget, financial feasibility (%)**

- All costs are eligible
- Costs are broken down to show line-by-line expenditures
- Costs are aligned with and rationalized in the project plan
- Quotes are obtained for significant expenditures
- Evidence that the project expenditures are reasonable and demonstrate good value for money

#### **Organizational capacity (%)**

- The organization(s) involved include recreational therapy as a part of their services, or employ a recreational therapist to engage with clients in the therapeutic process
- The organization(s) involved have proper oversight and policies to ensure accountability
- The organizations(s) involved are well positioned to deliver this project as proposed
- The organization(s) involved do not have a history or record of non-compliance related to organizational management, funds, reporting or other concerns

- A letter of support is required from each organization involved in this project, endorsing the project and the capacity to carry it to completion

## Terms & Conditions

Individuals/Organizations receiving the research grant funds must sign a grant agreement indicating an understanding of the terms and conditions of receiving the grant funding.

The Foundation and the recipient, intending to be legally bound in the consideration of the terms and conditions of the grant application, the funding of the grant and this Agreement, agree as follows:

1. The Recipient shall use the grant funds only for the purpose(s) detailed in the grant request, as restricted by an award letter issued by the Foundation.
2. The Recipient shall promptly acknowledge via email that the date grant funds were received. Records of receipts and disbursements must be maintained by the Recipient for at least four years from the date of the grant award being received.
3. The Recipient shall provide a brief Midpoint Report by six months after receiving grant funding, and a full report, prepared in accordance with generally accepted accounting principles, on the use of the funds, by the anniversary of the date funds were received. The report must be signed by the principal investigator.
4. The Recipient shall return all funds constituting this grant that are not used for the purpose of the grant by one month after the final report has been received. In the event the project for which the funds were requested has not been completed by that date, the Recipient shall so inform the Foundation in writing at least three months in advance of their original projected end-date advance and may request an extension of time. In analyzing the use of its funds, the Foundation considers its grant to be the last grant made, so that additional funds remaining will be considered the property of the Foundation. In the event other foundations have made a similar request, the Foundation at a minimum requires that the funds be divided on a *pro rata* basis based upon the financial contributions to the project of other funding sources requesting prioritization. If project is not completed and final report isn't returned within one month after the original projected end-date of the project, or extended due-date, recipient must return all funds to the Foundation within 30 days.
5. The Recipient shall notify the Foundation immediately if there is a change in grant status of the Recipient or if the proposed project is canceled or delayed.



## Checklist

- Review the RTF Grant Application Guidelines.
- Collect contact information from all individuals associated with your project.
- Determine the basics of your research project to develop the summary and description. Check and double check the prompts in each area of the application to ensure that you are answering all questions.
- Determine your project workplan and ensure that all individuals associated with the project are on board.
- Obtain quotes for items requested in the budget.
- Obtain a letter of support from all organizations involved in the completion of this research project
- Submit your completed application at least two days before the deadline to give yourself time to address any technical challenges. **Applications submitted after the deadline will not be accepted.**