



Ontario Neurotrauma Foundation
Fondation ontarienne de neurotraumatologie

CALL FOR LETTERS OF INTENT

Issued September 1, 2010

“Putting into action recommendations arising from the ABI Systems Analysis for Ontario”

Deadline for submissions: 5:00 p.m. on Wednesday, October 13, 2010

Invitation

The Ontario Neurotrauma Foundation (ONF) invites project teams to submit Letters of Intent (LOIs) for “Putting into action recommendations arising from the ABI Systems Analysis for Ontario”.

This is a two-stage process. Successful Letters of Intent will be invited for submission of a full proposal to ONF.

Purpose

The purpose of this funding initiative is to fund three or four projects that will put into action in Ontario some of the ABI System Analysis findings and associated recommendations.

The *Systems Analysis of Health and Community Services for Acquired Brain Injury in Ontario* was conducted over a fourteen-month period and was completed in May 2010. The goal was to describe the scope and nature of health and community services for children, youth and adults with ABI, as well as the linkages and coordination between organizations, access and utilization of services at various points of the continuum. The analysis was conducted within and across LHINs, and within and across stakeholder organizations in the province.

The Systems Analysis has provided information on a range of issues, gaps and opportunities. In some cases the information has confirmed what has been known anecdotally. In other cases new information has come to light. The Systems Analysis team have not only provided findings of the project, but also obtained recommendations from a range of stakeholders to address some of these findings.

Based on the findings and recommendations from the Systems Analysis, ONF has decided to issue a Call for Letters of Intent addressing some of the key areas of results and associated recommendations from the analysis. While all the findings from the Systems Analysis are important, at this time ONF is interested in receiving Letters of Intent for the action-oriented projects addressing results and recommendations in the following areas:

- Children and youth
- Behavioural supports
- Mental health and ABI
- ALC
- Housing

The Executive Summary of the Systems Analysis and four topic specific synopses can be found on the ONF website at www.onf.org by clicking on 'ABI', then 'Program in Action', and then 'Health and Community Systems'.

Length and Amount of Funding

Total funding of up to \$50,000 may be requested for each proposed project. The length of the project will be dependent on nature of individual project and will be up to applicants to identify.

Eligible Projects

- Eligible projects are those that propose to put into action any of the results and recommendations for the following areas of concern, within a LHIN, across LHINs or on a provincial level:
 - Children and youth
 - Behavioural supports
 - Mental health and ABI
 - ALC
 - Housing
- Only projects based in, and focused on Ontario settings will be accepted.
- Only one Letter of Intent may be submitted by a Sponsoring Organization. This does not limit an organization from being involved in other LOIs, but they can be Sponsoring Organization on only one proposal.
- This funding initiative is not intended to augment or supplement existing projects and is not to be viewed as a source of program or service delivery funding.

Letters of Intent are required to:

1. Demonstrate interest, support or engagement from the LHIN(s) or other policy-making bodies in addressing the issue of concern. Engagement must be meaningful and should begin early.
2. Have program or service delivery supported through the organization(s) proposing the project. ONF is action oriented and fosters the application of research, however, ONF does not provide funds for program or service delivery. ONF funds are to be used for coordination of the project, evaluation, stakeholder engagement and collaboration, communications and knowledge mobilization.
3. Include outcome measurements of the approach taken
4. Describe how the project could have broader relevance and impact for the ABI field, beyond the proposed geographic or organizational setting(s).

Note: For projects that proceed to full proposal stage, sustainability and transferability of the project will be key components that will need to be addressed in the full proposal. While this needs to be briefly addressed in the Letter of Intent, ONF will be looking in the Full Proposal for the potential for impact on a broader scale, including longer-term impact (sustainability of the project) and impact beyond the geographic or organizational setting (transferability of the project).

Process and Timelines

Deadline for Submission of Letters of Intent	5:00 p.m. on Wednesday October 13, 2010
Notification of status of Letter of Intent <i>(Successful applicants will be invited to submit a full proposal).</i>	Wednesday, November 3, 2010
Deadline for Submission of Full Proposals	5:00 p.m. on Wednesday, December 22, 2010
Notification of status of Full Proposal	Wednesday January 26, 2011
Start of Projects (for those awarded funding)	March 2011

Instructions for Submission of Letters of Intent

Letters of Intent are to be submitted by email by 5:00 p.m. on Wednesday October 13, 2010

Submit to Corinne Kagan at corinne@onf.org (*notice spelling*)

Letters of Intent must be submitted electronically in their entirety. Late, incomplete or misdirected submissions will not be accepted. Do not submit paper copies of the Letter of Intent. No part of any submission will be accepted by fax, in person, or by courier, unless requested by ONF.

Letter of Intent Requirements

In total the LOI must not be more than 4 pages. Do not exceed page limits. The LOI should be provided as a single 4-page document attached to the email. If necessary, it is acceptable to include the letter of support as a second attachment, but it must be submitted within the same email as the rest of the LOI.

Summary information (1 page)

1. Name and full contact information for the Project Lead, plus a short description of expertise.
2. Name of the Sponsoring Organization
3. Project title
4. Amount requested and length of the project.
5. List other individuals that will be involved on the project and *briefly* outline their expertise. Identify whether they have already committed (C) to the project or you are still awaiting a response (AR).
6. List the organizations you have committed support or engagement from (C) or still awaiting a response (AR) and how they will be involved.

Project Information (2 pages) Be clear and concise so that the reviewers can understand the project.

1. Which recommendation(s) from the Systems Analysis does the project address?
2. What is the project and its objectives?
3. Describe the approach (what will be done, where it will take place and what steps might be undertaken to put the project into place).
4. Outline how you would evaluate the project, including outcome measures to be used.
5. Explain how the project might have broader impact beyond the proposed setting, or organizational and regional boundaries.

Letter of Support from Sponsoring Organization (1 page)

Provide a signed electronic letter from an Officer of the Sponsoring Organization acknowledging the organization's willingness to support the project and administer the project's funds, if awarded funding.

Budget Expenditures

Eligible budget items and expenses that can be requested from ONF are as follows:

- Project Coordination salary on a part-time basis, only for the time devoted to the proposed project)
- Professional or consulting services used for the purposes of the project, i.e. external evaluation expertise.

- Materials and supplies essential for the proposed project (excluding office supplies, computers and technical equipment).
- Costs to hold stakeholder meetings and travel for project purposes as needed
- Conference presentations, communications for stakeholder engagement and other types of knowledge mobilization activity

Non-Eligible - The following budget items may not be requested from ONF

- Salaries for members of the Project Team (note that a Project Coordinator is considered staff on the project and is not a member of the Project team)
- Program or service delivery costs
- Sponsoring Organization overhead, including rent, utilities and administrative charges such as secretarial, administrative and accounting support or services. This also includes use of facilities normally and readily provided through the organization where the project will take place.
- Equipment and materials cannot be eligible if normally and readily available through the organization(s) involved in delivering and overseeing the project.
- Legal, patent or consultant fees normally incurred by the organizations
- Membership or subscription fees of any kind
- Retroactive payments of any kind
- Funds for undetermined extras and contingencies, *or* any costs for activity that is not a component of the project

Matching Funds

The above eligible and non-eligible budget items reflect ONF policies. We understand that projects often require additional expenditures that are not eligible from ONF, and the Project Team and Sponsoring Organization will need to cover these or find additional sources of funding for those expenditures. This often helps to sustain a project beyond the term of ONF funding. ONF encourages and welcomes matching funds for the project from other sources.

Adjudication of Letters of Intent

Letters of Intent will be reviewed by experts on behalf of ONF. Letters of Intent will be considered on the strength and potential of the proposed project, the degree to which it addresses the System Analysis findings and recommendation(s), the project's potential for improving services and systems of care in the province, and the strength of the project team.

All applicants will be notified of the status of their Letter of Intent. Only applicants with a successful LOI will be invited to prepare a full proposal.

The adjudication process will adhere to ONF Policies of Confidentiality and Conflict of Interest for Adjudication. Any communication by a potential applicant with the reviewers of the LOI, pertaining to the submission of a proposal to this competition or regarding the adjudication, other than at the request of ONF, is strictly prohibited and may lead to disqualification of that proposal.

ONF Contact Person

All requests for information regarding this funding initiative must be directed to Corinne Kagan, Senior Program Director, ABI by e-mail to corinne@onf.org or by phone to (416) 422-2228, ext 204.

IMPORTANT: During the application period, any revisions to the content or process of the funding initiative will be issued on the ONF website. Applicants are advised to check the site regularly during the application period to ensure that they are up to date on revisions or clarifications. ONF not be responsible for applicants' failure to keep up to date with this information.

Additional information

Sponsoring Organization and Project Lead

An organization is eligible to be named as the Sponsoring Organization, provided that the organization possesses charitable registration or tax exempt status, and has a secure financial infrastructure to administer the funds. At times proof of charitable status and operating budget may be required by ONF.

If a proposal is awarded funding, an Officer of the Sponsoring Organization will sign the ONF funding agreement.

The Project Lead must be employed by or affiliated with the Sponsoring Organization. The Project Lead is responsible to the Sponsoring Organization and to ONF for overseeing the undertaking and completion of the project.

Information for Public Purposes

By applying for funds from ONF, the applicant(s) accept that if awarded funding, information regarding the research will be made publicly available. This information includes the names of the project team members, the organization where the project will be conducted and the names of partner organizations, the title of the project and a summary appropriate for general audiences, the amount and length of funding.

Note: In accordance with ONF's Policy on Confidentiality, the names of applicants that apply for funding but are not awarded are never made public.