

# Ontario Health (TGLN) Advocate Event Support

Ontario Health (Trillium Gift of Life Network [TGLN])  
Advocate Event Support  
Application Process

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## Advocate Event Support Application Process

Funding in support of organ and tissue donation awareness activities is available to Ontario Health (Trillium Gift of Life Network [TGLN]) advocates whose events meet the criteria in this document. A *TGLN advocate* is defined as any volunteer group or individual working on behalf of organ and tissue donation awareness in Ontario. Available support, application details, event criteria, and follow-up requirements are outlined below.

### Available Support

- New advocates are eligible to request funds under \$500
- Established advocates are eligible to request funds over \$500, up to a maximum of \$5,000
- Minimum time required to process for application:
  - 2 weeks for applications under \$500
  - 4 weeks for applications above \$500

### Application Details

- Applications will be accepted on an ongoing basis. However, advocates are encouraged to apply as early as possible as applications will be reviewed and reimbursed (subject to approval) on a first-come, first-serve basis
- TGLN Advocates are required to submit a funding application, including:
  1. Formal quotes reflecting anticipated costs for the following expense categories:
    - o Venue/registration/information booth fees
      - o Acceptable quoting formats include formal documentation on company letterhead, online screenshots of current pricing or an email correspondence between you and the vendor/venue/service provider, etc.
    - o Mileage and travel
      - o Anticipated mileage should be included and attached as a supporting document to the application. No receipt is required for mileage reimbursement
  2. A brief description of the proposed event, how they will reach new audiences, and drive people to register to be donors
- Ontario Health (TGLN) pre-approval for reimbursement is required
- Any payment to the TGLN advocate can be processed only after approval of submitted application
- Ontario Health (TGLN) will not pay any amount to the TGLN advocate in advance

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- Ontario Health (TGLN) will supply some materials, if available, including t-shirts, signage, brochures
  - Once the amount is approved, the TGLN advocate will need to sign a Service Agreement with Ontario Health (TGLN)
  - Ontario Health (TGLN) will reimburse approved fees after the actual events and within 45 days of receiving receipts from the TGLN advocate
  - The TGLN advocate works as volunteer and Ontario Health (TGLN) will not reimburse any amount for the time spent the advocate or anyone else participating in the event(s)

### **Activity/Event Criteria:**

1. The activity/event for which support is being requested must fall under one of the following categories:
  - a. Venue/registration/information booth fees
  - b. Mileage and travel
2. The activity/event connected to the application meet the following conditions:
  - Is not for the purpose of fundraising
  - Aims to increase registration rates amongst new audiences
  - Does not include incentivization (the action or process of making an event or activity attractive by offering an incentive for participation; the provision of [usually financial] incentives)
3. TGLN advocate has a website, campaign page, or active social media accounts, and commits to sharing Ontario Health (TGLN) content for the purposes of promotion and registration.
4. Applicant agrees to comply with all follow-up requirements, and acknowledges that failure to provide follow-up documentation may impact future support opportunities
5. **[For applicants who are requesting more than \$500 only]** Applicant has organized at least two (2) public organ and tissue donation awareness events in Ontario prior to the pandemic, and can provide dates and short descriptions of these activities

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## Follow-Up Reporting Requirements:

All successful applicants must commit to providing the following information after the event (or by the end of the month in which the event occurred, at the latest):

- Proof of social media activity
- A final report, including a financial overview and submission of receipts. A link to this document will be included in the decision letter if your application is approved
- At least one photo of the activity/event and a short summary of your initiative that could include:
  - o Key observations
  - o Number of people engaged/clicked to register
  - o Or other notable aspects

This summary may be featured in the monthly Advocate Bulletin or other Ontario Health media. You may be contacted for additional details about the event.

***Note: Failure to provide the follow-up documentation and receipts within the allotted timeframe may impact access to future Ontario Health (TGLN) support opportunities.***

***Access the [application](#). Thank you for your submission!***