



Trillium
Gift of Life
Network

2019 TGLN Advocate Support Application Process

Funding in support of organ and tissue donation awareness activities is available to advocates who meet the below requirements.

Definition of an Advocate: Any volunteer group or individual working on behalf of organ and tissue donation awareness in Ontario.

Criteria:

To be eligible for TGLN Advocate Support, applicants must satisfy all of the following requirements:

1. Is a registered recipient of the monthly Advocate Bulletin.
 2. Has organized at least six (6) public organ and tissue donation awareness events in Ontario over the past two (2) years, and can provide dates and short descriptions of these activities.
 3. Has ordered TGLN materials or submitted photos to the Advocate Album in the past year.
 4. Is requesting support for an activity that falls under one of the following categories, and is able to submit accurate quotes* to reflect anticipated costs:
 - Venue/Registration Fees
 - Event Support Materials (Excludes attire: t-shirts, hats, jackets, etc. or any materials that can be provided through TGLN collateral requests)
 - Mileage & Travel (within Ontario)
 - Hotel (this is at the discretion of TGLN based on quote and travel distance)
- Please note: Applications must include the submission of formal quotes for all applicable categories, excluding mileage. Mileage costs estimated over \$100 will require the submission of a separate expense claim along with receipts. Anticipated mileage costs under \$100 will not require back up documentation or receipts.*
5. The activity connected to the application is not for the purpose of fundraising, aims to increase registration rates amongst new audiences and does not include incentivization**.
 6. Has a website or campaign page or an active Facebook and/or Twitter account
 7. Agrees to comply with all follow-up requirements, and acknowledges that failure to provide follow-up documentation may impact future support opportunities.

* Acceptable quoting formats include formal documentation on company letterhead, online screen shots of current pricing or an email correspondence between you and the vendor/venue/service provider, etc.

** The action or process of making an event or activity attractive by offering an incentive for participation; the provision of (usually financial) incentives.

Application Deadlines:

1. **November 30, 2018** - Events must be held between January 1 and March 31, 2019
2. **February 1, 2019** - Events must be held between April 1 and June 30, 2019
3. **May 1, 2019** - Events must be held between July 1 and September 30, 2019
4. **August 1, 2019** - Events must be held between October 1 and December 31, 2019

Submissions for each deadline may include any organ and tissue donation awareness activities that fall within the respective timeframes.

E.g. If applying for the February 1, 2019 deadline, the requested amount should reflect support for any activities planned between April 1 and June 30, as opposed to submitting multiple applications during this period.

Follow-Up Reporting Requirements:

All successful applicants must commit to providing the following information before the end of their respective support periods (March 31, June 30, September 30 and December 31, 2019)*.

- A photo of the activity/event
- 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.

****Important: Failure to provide the follow-up documentation and receipts within the allotted timeframe may impact access to future TGLN support opportunities.***

How to Apply in 3 Easy Steps:

1. Review the criteria and be ready to provide related information.
2. Have the requested dollar amount and a breakdown ready, as you will be asked to fill in and submit a simple budget proposal (the addition will be automatically calculated).
3. Access the [online TGLN Advocate Support Application Form here](#) (starting Oct 1, 2018).

****Important note:*** you will not be able to save this document part way through. It is advised that you prepare all necessary information ahead of time.

Additional information you will be asked to provide:

1. Describe the activities you are planning during this funding period (what, where, when?). How many advocates will be involved?
2. How will you let people know about your activities? How will you reach a new audience?
3. Describe, if any, the types of efforts you have taken or will undertake to raise additional funds, in-kind support or future revenue for this awareness activity.
4. Briefly describe past accomplishments that you consider noteworthy.

Advocate Support FAQs

Q: Does this funding process replace any previous TGLN reimbursement processes?

A: Yes. This program is the current and only process for submitting and receiving advocate claim reimbursements from 2019.

Q: What is eligible to be reimbursed under the advocate support program?

A: The main categories eligible for funding are event venue and registration fees, event support materials, mileage and travel. Coverage for hotel is at the discretion of TGLN, based on quote and travel distance.

Q: What does a formal quote look like?

A: A quote is the estimated price of a job or service. This could be in the form of an official document from a vendor, a screenshot from a web/online payment form or a copy of an email exchange between the applicant and the service provider. This requirement allows TGLN to support advocates, while following the finance rules laid out by the Ontario government.

Q: Why can't I get reimbursement for event venue and registration fees, event support materials, mileage and travel without submitting an application form?

A: With the increase in the number of requests for financial support, it is necessary to make some changes to develop a sustainable, accountable and equitable approach to support requests moving forward.

Q: Why are you asking us to plan so far in advance - this is difficult, as many opportunities present themselves at the last minute?

A: As one of the application requirements is to demonstrate involvement in at least six events over the past two years, eligible applicants have experience organizing events and will be able to forecast at least a portion of their activities. With limited resources, it is necessary to recognize groups or individuals who have put extensive thought into activities that require funding. This process generates new ideas, and encourages advocates to think big and work together.

Q: Are there any exceptions to this?

A: The only exception to this is reimbursement for parking, travel and mileage connected to TGLN initiated advocate requests. (e.g. If TGLN directly requests your involvement in an activity).

Q: What about ongoing activities that an individual or group does? Are those reimbursed?

A: Absolutely! This is a great example of pre-planned events or activities that allow individuals and groups to apply for funding in advance through the application process, provided they meet the designated criteria.