



Trillium  
Gift of Life  
Network

# 2020 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.

## **\*\* What's New \*\***

- Applications will be accepted on an ongoing basis from March 1, 2020- February 1, 2021. However, advocates are encouraged to apply as early as possible as applications will be reviewed and funded (subject to approval) on a first-come first-serve basis.
- New groups/individuals are eligible to request funds under \$500.
- Minimum time required for application:
  - 2 weeks for applications under \$500
  - 4 weeks for applications above \$500

## Criteria:

1. The activity being supported falls under one of the following categories:

- Venue/Registration/ Information booth Fees
- Event Support Materials (Excludes attire: t-shirts, hats, jackets, etc. or any materials that can be provided through TGLN collateral requests)
- Mileage & Travel

2. Applicant receives the monthly Advocate Bulletin.

3. Applicant has ordered TGLN materials or submitted photos to the Advocate Album in the past year.

4. Applicant is able to submit quotes\* to reflect anticipated costs.

*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**
- ✓ does not include incentivization\*\*.

6. Applicant/group/activity has a website or campaign page or an active Facebook and/or Twitter account

7. Applicant agrees to comply with all follow-up requirements, and acknowledges that failure to provide follow-up documentation may impact future support opportunities.
8. **[For applicants who are requesting more than \$500 only]** Applicant 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.

*\* 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.*

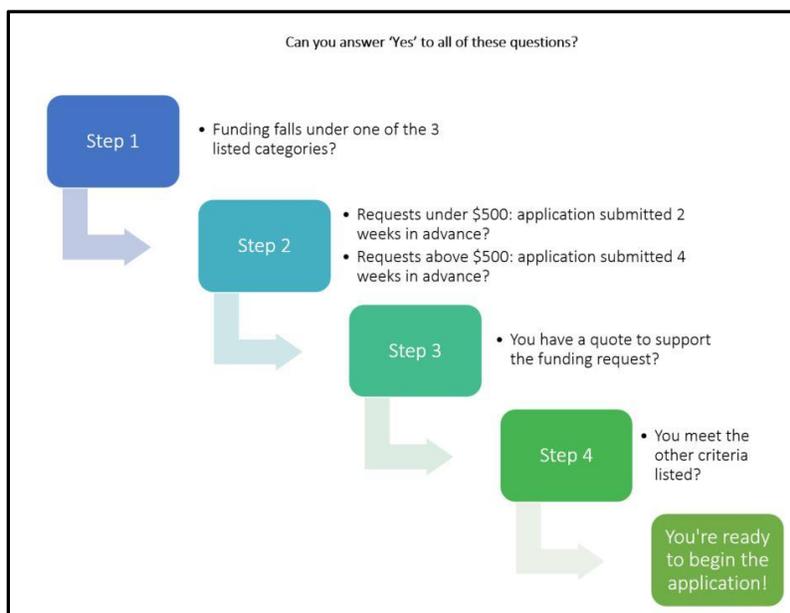
## Follow-Up Reporting Requirements:

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.

- 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.
- A short summary of your initiative that could include key observations, # of people engaged, or other notable aspects. This summary may be featured in the monthly Advocate bulletin.

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

Please see below the funding steps in a chart form, that could serve as a handy guide to refer to, before submission of the funding application.



## 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 2020.

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

**A:** The main categories eligible for funding are event venue and registration/ information booth fees, event support materials, mileage and travel.

**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: 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).

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

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