

## Ontario Health (TGLN) Advocate Event 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.

- 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.
- 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 for application:
  - 2 weeks for applications under \$500
  - 4 weeks for applications above \$500

### Salient features of the new application process:

- The Service Provider (Advocate) is required to submit an application with quotes reflecting anticipated costs for expenses mentioned below, brief description of the proposed event and how they will reach new audiences and drive people to register to be donors.
- Ontario Health pre-approval for reimbursement is required.
- Ontario Health will reimburse expenses for:
  - Venue/registration/information booth fees
  - Travel and mileage (no receipt required for mileage reimbursement)
- Any payment to Service Provider (Advocate) can be processed only after approval of submitted application.
- Ontario Health will not pay any amount to Service Provider (Advocate) in advance.
- OH (TGLN) will supply some materials, if available, including t-shirts, signage, brochures. OH will not pay any extra fee to the Service Provider for the materials supplied by OH.
- Once the amount is approved the Service Provider (Advocate) will need to sign a Service Agreement with Ontario Health.
- The maximum aggregate amount of Fees payable to the Service Provider in connection to this Agreement will be indicated as (the "Agreement Ceiling"). The Agreement Ceiling is set by Ontario Health as a financial control and Ontario Health shall have no liability for payment of any Fees exceeding the Agreement Ceiling.



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- Ontario Health shall pay all undisputed Fees after the actual events and within 45 days of receipt of invoice/receipts from the Service Provider (Advocate).
  - Service Provider works as volunteer and OH will not reimburse any amount for the time spent by Service Provider or any person who participates in providing the services.

## Criteria:

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

- Venue/Registration/Information booth Fees
- Mileage & Travel

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

*Please note: Applications must include the submission of formal quotes for all applicable categories. Anticipated mileage should be included in the Proposed Budget Spreadsheet, attached as a supporting document to the application. No receipt required for mileage reimbursement.*

3. 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*\*\*.

4. Advocate has a website or campaign page or an active Facebook and/or Twitter account and commits to linking to site/page for the purposes of promotion and registration.

5. Applicant agrees to comply with all follow-up requirements, and acknowledges that failure to provide follow-up documentation may impact future support opportunities.

6. **[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.

*\* 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.*

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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.

- At least one 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/clicked to registry, 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.*

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

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