A detailed guide that covers important information about Soldier On, who is eligible and how to properly apply for short-term financial support through the Soldier On Fund.

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TABLE OF CONTENTS

General Information ............................................. 2
  What is Soldier On? ........................................... 2
  What does Soldier On do? .................................... 2
  What is the Soldier On Fund? ................................. 2
  How is the Fund administered? .............................. 2
  Who can apply? .............................................. 2
  How do I apply for a grant? .................................. 2
  What does the Soldier On Fund cover? ..................... 3
  What does the Soldier On Fund not cover? ............... 4

Definitions ..................................................... 5
  Eligible recipient ........................................... 5
  Support person .............................................. 5
  Grant recipient ............................................. 5
  Grants ....................................................... 5

Contact Information .......................................... 5

Updates ....................................................... 5

How to Complete an Individual Grant Application ............. 6
  Applicant information ....................................... 6
  About your request ......................................... 6
  Funding request ............................................ 6
  Equipment .................................................. 6
  Activity ..................................................... 7
  Declaration .................................................. 7

Forms (Annexes) ............................................... 7
  Personal Verification and Consent Form .................. 7
  Approval and Consent Form ................................ 7
  Registration Form for Electronic Payment (DFT) ....... 8

Submitting an Application ................................... 8

PROCESSING, PAYMENT AND OVERPAYMENT .................. 9
  Processing a Soldier On Fund application .............. 9
  Selection factors .......................................... 9
  Payment .................................................... 9
  Overpayments ............................................. 9
General Information

What is Soldier On? Soldier On is a Canadian Armed Forces program that supports ill and injured serving members and veterans to overcome their physical or mental health illness or injury through sport and physically challenging activities as part of their recovery, rehabilitation and reintegration.

What does Soldier On do? Since its inception in 2007, Soldier On has supported over a thousand ill and injured members to:

- Obtain sporting or recreational equipment that supports their active lifestyle;
- Gain access to high level training from world-class instructors and coaches; and
- Participate in a wide range of structured activities from alpine skiing to fishing to golf and multi-sports camps.

This re-introduction to an active lifestyle provides the member with opportunities to develop new skills, build confidence in their abilities and meet peers with similar challenges.

What is the Soldier On Fund? The Soldier On Fund is an official financial support program of the Canadian Armed Forces for ill and injured members. The Fund is financially supported through donations received from Canadians, members of Canadian Armed Forces, small businesses, corporations and foundations. 100% of donations directly support Soldier On members.

How is the Fund administered? We have a responsibility to make certain that the Fund complies with donor intent. To ensure we meet these expectations, directives signed by the Director General Morale and Welfare Services (DGMWS) clearly explain how the Fund is to be administered. The directives can be found on the Soldier On website at:

Who can apply? Any serving member or veteran of the Canadian Armed Forces who acquired a permanent physical or mental health illness or injury while enrolled as a member of the CAF; whether attributable or not to service.

How do I apply for a grant? Follow these simple steps to properly complete and submit a Soldier On Fund application.

Step 1 > Read this guide carefully to ensure you understand how to submit a complete application. Failure to submit all required information will delay the processing of your application.
**Step 2** > Download the Individual Grant Application form from the Soldier On website or request a copy from Soldier On. See contact information for details.

**Step 3** > Complete the Individual Grant Application form. Here are few tips. For more detailed information, refer to Page 6 of this guide:

- Ensure you provide complete and accurate contact information;
- Provide sufficient detail to fully explain why you are requesting financial support and how the funds will help you achieve your desired goal; and
- Be clear and precise about location and duration of activities, especially if transportation, accommodation, meals and equipment rentals are required.

**Step 4** > Read and sign the declaration form. It is important that you understand the terms and conditions of being awarded a Soldier On Fund grant.

**Step 5** > Complete and return all required forms and supporting documentation, as required:

- Registration Form for Electronic Payment (DFT);
- Soldier On Personal Verification and Consent form;
- Soldier On Approval and Consent form; and
- Quote(s) for equipment.

**Step 6** > Submit your complete application by email, facsimile or mail at the address listed under contact information.

**What does the Soldier On Fund cover?** The following is a list, albeit not exhaustiv[e of the type of financial support that is available:

- Purchase of sporting or recreational equipment such as bicycles, kayaks, golf equipment, fishing gear, and ski/snowboard packages.

- Membership fees. These are supported based on a sliding scale as follows:
  - 1<sup>st</sup> application for up to 180 day membership reimbursed at 100% total costs.
  - 2<sup>nd</sup> application for the same or like membership up to an additional 180 day reimbursed at 80% of the total cost.
  - 3<sup>rd</sup> application for the same or like membership up to an additional 180 day reimbursed at 60% of the total cost.
  - 4<sup>th</sup> application for the same or like membership up to an additional 180 days reimbursed at 50% of total costs.
  - Application for extensions and other circumstances will be evaluated on a case-by-case basis such as 100% membership reimbursement for one year compared to the sliding scale as mentioned above.
• Reasonable and justified expenses to support your participation in regional, national and international activities. These expenses include:

  o Transportation: The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. The grant recipient shall be reimbursed only for the most economical and practical mode of transportation based on a cost-comparison. Out of region transportation expenses such as taxis, shuttles and local transportation services shall be reimbursed actual expenses with submission of receipt. Pre-approved parking expenses shall be reimbursed with submission of receipt. Transportation expenses within geographical region will not be reimbursed.


  o Meals: Meal allowances shall be reimbursed in accordance with the National Joint Council directive (<http://www.njc-cnmc.gc.ca/directive/travel-voyage/s-tdv-a3-eng.php>). A meal allowance shall not be reimbursed to the grant recipient with respect to a meal that is provided.

• Other reasonable expenses in direct support of your efforts to attain an active, healthy lifestyle.

What does the Soldier On Fund not cover? The following is a list, albeit not exhaustive of the type of financial support that is NOT available:

• High-end sporting or recreational equipment;
• Home gyms, treadmills or other similar equipment;
• Clothing, accessories or running shoes;
• Firearms or hunting;
• Replacement parts or service repairs for equipment;
• Motorized equipment;
• Dietary supplements; and
• Long-term support or recurring funding.
Definitions

**Eligible recipient**: Any serving member or veteran of the Canadian Armed Forces (CAF) who acquired a permanent physical or mental health illness or injury while enrolled as a member of the CAF; **whether attributable or not to service**.

**Support person**: Any person that provides direct support to an eligible recipient for activities of daily living.

**Grant recipient**: Any eligible recipient awarded a Soldier On Fund grant.

**Grants**: Short term financial support provided to a grant recipient in support of their efforts to adopt an active and healthy lifestyle through sport or physical activity. **Grants are not an entitlement or a benefit** and offset equipment and/or expenses related to training, lessons fees, travel, registration, or other reasonable expenses that directly contribute to a grant recipient’s plan to adopt an active and health lifestyle.

Contact Information

Soldier On Fund
Joint Personnel Support Unit
Director General Morale and Welfare Services
4210 Labelle Street
Ottawa, On, K1A 0K2

Tel: 1-800-883-6094
Fax: 1-613-995-9175
E-mail: soldieron-sanslimites@forces.gc.ca
Website: www.SoldierOn.ca
Facebook: www.Facebook.com/SoldierOnSanslimites

Updates: This document may be reviewed and updated periodically by Soldier On.
How to Complete an Individual Grant Application

The following provides key information for each section of the Individual Grant Application.

**Applicant information:** This section deals with personal contact information that is required for administrative purposes. It is essential to provide complete and accurate personal information including:

- Your full name and mailing address;
- Rank, which element you served with and your service number;
- Your Veterans Affairs Canada number (if applicable);
- A valid email address; and
- If you would like to receive information, updates and other relevant information directly from Soldier On.

We request information about your illness/injury, which is voluntary, to provide us with pertinent background information to properly review your application to ensure your safety and promote a positive experience (e.g. did you request all the required safety equipment based on your illness/injury). We also use this information for statistical analysis purposes to improve the program.

We also ask that you specify the type of application you are requesting (i.e. Equipment and/or Activity) and if funding is needed for a support person. See definition for Support Person.

**About your request:** In this section, you are requested to clearly describe your goals and the steps you will take to achieve an active and healthy lifestyle. We also require you to explain in detail the outcomes you intend to achieve if you are awarded a Soldier On Grant and clarify the impact on your lifestyle if the application is not approved.

**Funding request:** This section is where you provide detailed financial information about your request.

**Equipment:** For equipment specific applications, you are required to provide information about the equipment and one quote in the form of an official quote from a recognized company/supplier or an internet based quote (e.g. print screen) from a recognized company’s website.
**Activity**: For Activity applications, you are required to provide information about the various expenses such as lesson/registration/membership fees, and/or transportation, accommodation, meals and equipment rental expenses, if applicable.

**Declaration**: This is a signed confirmation that you have read and understood the terms and conditions of being awarded a Soldier On Fund Grant. This includes:

- Making false or misleading statements;
- Acknowledging that all information provided is true and complete; and
- Submitting all required documentation and requirements (e.g. completed Soldier On Questionnaire and high resolution images of you in action) in accordance with the directives.

**Forms (Annexes)**: The following forms are required to be completed in order for a Soldier On Fund application to be accepted for processing.

**Personal Verification and Consent Form**

This form is used to verify that the information provided is true and that you confirm that you are aware that the information collected will be used and disclosed for purposes of assessing your application. It also confirms that the information will not be used or disclosed for any other purpose without your consent.

**Approval and Consent Form**

This form has two purposes: to obtain medical and military chain of command approval (where required), and to obtain your informed consent.

- The first part (Section A1) requires serving members to obtain military chain of command approval and clearance to participate in an activity. This section does not apply to Veterans.
- The second part (Section A2) requires all eligible recipients to obtain medical clearance from authorized medical personnel for both equipment and active for life grant applications. This applies to both serving members and Veterans. Only serving members are required to obtain military chain of command approval for participation in events or activities. NOTE: Military chain of command approval is not required for equipment requests.
- The third part (Section B) is your consent, acknowledging the potential risks associated with exercising and your obligation to adhering to safe practices and relevant rules. This applies to both serving members and Veterans.
Registration Form for Electronic Payment (DFT)

This form contains all the required information to set-up your account so we can process a direct deposit. NOTE: a void cheque must be attached to the form.

Submitting an Application: Once all of the following documents and forms are properly completed and signed, you can submit your application at any time throughout the year:

- Soldier On Fund Grant Application;
- Quote(s) for equipment requests;
- Annex C: Personal Verification and Consent Form;
- Annex D: Approval and Consent Form; and
- Registration Form for Electronic Payment.

Soldier On Fund applications can be submitted by email, facsimile or mail.

Email: SoldierOn-Sanslimites@forces.gc.ca

Facsimile: 1-613-995-9175

Mail:
Soldier On Fund
Joint Personnel Support Unit
Director General Morale and Welfare Services
4210 Labelle Street
Ottawa, On, K1A 0K2
PROCESSING, PAYMENT AND OVERPAYMENT

Processing a Soldier On Fund application

A Soldier On Fund application will generally be processed within 10 to 15 business days from date of receipt by the Soldier On staff. The eligible recipient will receive written correspondence of the decision once it is rendered by the proper approval authority. If the application is approved, the eligible recipient should receive the funds within 2 to 3 weeks. These timelines may be extended for a number of reasons such as number of applications received, incomplete forms or missing supporting documentation.

In the case where an application is incomplete and the eligible recipient fails to provide the required documentation within the prescribed timelines indicated in the written correspondence, the application will be closed.

Selection factors: Each Soldier On Fund application is evaluated on a case by case basis by the Soldier On staff, taking into consideration the following factors:

Eligibility criteria:
- Likelihood of short term financial support directly contributing to the eligible recipient’s plan to adopt an active and healthy lifestyle;
- Whether the eligible recipient has received a Soldier On Fund grant in the past and whether the grant request is for recurring expenses;
- Recommendation and advice from an expert (e.g. Fitness Expert, authorized medical authority, sports advisor etc.);
- Urgency of the need;
- Availability of financial support from other sources;
- Impact of not receiving the funds; and
- Type and quality of the equipment and/or training.

Payment: A Soldier On grant application must be approved prior to any financial commitment made by the eligible recipient. A Soldier On grant application received after a financial transaction has occurred will be evaluated on a case-by-case basis and may not be approved.

Once approved, a payment request will be issued by the Soldier On staff to the Finance Department to release payment. You should see the deposit in your account within 2-3 weeks. These timelines may be extended during busy periods within the Finance Department (e.g. end of fiscal year).

Overpayments: In the case where there is an overpayment, the outstanding balance will be recovered from the grant recipient as a debt owing to the Non-Public Property.