

2018 Access for Athletes Grant Step By Step Guide



New and Improved!

We have made some great improvements to our Access for Athletes Grant Application that we are confident will make the application process easier for YOU.

We know that with any change comes questions, so we have developed this step-by-step guide to help you navigate the new application. It includes FAQs, reminders & tips, and an application walkthrough. We hope this will be a great tool for you.

If your question is not answered within this PowerPoint, please EMAIL cafgrants@challengedathletes.org

Remember, your grant **must be submitted by 5PM Pacific Standard Time on December 1st, 2017** to be considered for funding. No exceptions will be made (So don't wait until the last minute!).

Best of luck!

Grant Checklist: What You'll Need

- **Here are some things you will need to complete your grant:**
 - **Financial Information:**
 - You must verify your income, and submit a copy of ONE of the following documents:
 - W-2, 2016 Tax Return, Social Security Income (SSI), Social Security Disability Insurance (SSDI), or two pay stubs
 - For any financial information questions, please click [HERE](#) and click on the “Finances” tab
 - **Medical Reference Letter:**
 - You must provide a letter from a medical professional verifying your qualifying physical challenge.
 - If you are a repeat applicant, this letter can be the same one you used in previous years, but it must be uploaded again.
 - **Personal Reference Letter:**
 - You must provide a reference letter from a coach, a teammate, teacher, or any person who can recommend you for a grant. This reference letter will ideally explain how you'd benefit from a CAF grant.
 - **A photo of you**
 - Preferably one of you participating in your sport!

FAQ: How do I know if I qualify for a CAF Grant?

- To apply for a CAF grant, **you must have a qualifying permanent physical disability**. We use the International Paralympic Committee's qualifying disabilities as a guideline. For a list of qualifying disabilities, visit the FAQ page on our website, [HERE](#)
- While income level alone will not disqualify an individual from receiving a grant, **our goal is to help those with the greatest financial need first**.
- If you are a 2017 grantee, **you must have submitted all receipts from last year's grant** before you can apply again, no exceptions.

FAQ: When will I know the status of my grant?

- We take great pride in thoroughly reading each application to ensure fair and accurate consideration for a CAF grant.
- You will be notified in **EARLY APRIL 2018** of the status of your grant—whether your application was approved or declined (you'll find out either way!)

CAF grants are highly competitive, and each year we take new consideration with each application. **BE THOROUGH and DETAILED in your application.** We want to know about you and how a CAF grant will benefit you. Please note that we take into consideration the effort each grantee has put into the CAF grant application when making our final decisions.

Let's Get Started...

- Our 2018 application is **brand new**—ALL applicants must register—no information from the previous year(s) has been carried over
- The new application will look different than in past years. It will now be completed in sections. You'll be able to see your progress via the task bar on the left hand side of the page.
- The application is user friendly and will prompt you through the process—you won't be able to submit the application until every section is complete
- You can save your application and come back to it at a later time.

Application Link— On CAF Website

The 2018 Access for Athletes Grant link can be found on the CAF website, www.challengedathletes.org/grants

CAF website:

CAF has a new grant website this year – Survey Monkey Apply. **ALL 2018 APPLICANTS must register for a new account to start an application.**

- Please select “Register”, then enter your email and password to start your new Survey Money Apply account.
- After you have registered, you can choose “Log-In” to access your account and make changes or additions to your application.
- Be sure to write down your email address and password. CAF cannot change your password.

For eligibility, application process, and other ‘F...’ visit the FAQ section below.

APPLY FOR A GRANT

APPLY FOR A GRANT (for visually impaired applicants)

**APPLICATIONS: 11AM PST SEPTEMBER 1 – 5PM PST
DECEMBER 1 2017**

ANNOUNCEMENTS OF GRANT RECIPIENTS: APRIL 2018

Click “Apply For A Grant”

Click green “Register” button to sign up and start the application

Log In

Register



Challenged Athletes Foundation

Welcome to the Challenged Athletes Foundation Grant Programs.

It is the mission of the Challenged Athletes Foundation to provide opportunities and support to people with physical challenges, so they can pursue active lifestyles through physical fitness and competitive athletics. CAF believes that involvement in sports at any level increases self-esteem, encourages independence and enhances

Home Page

Once you register, you'll see this page. Click "APPLY" to get started!



Access for Athletes

Welcome to the 2018 Access for Athletes Grant Application.

The Access for Athletes program is an annual grant program offered by Challenged Athletes Foundation to provide opportunities and support to people with physical challenges, so they can pursue active lifestyles through physical fitness and competitive athletics. The Challenged Athletes Foundation believes that involvement in sports at any level increases self-esteem, encourages independence and enhances quality of life.

APPLY

Opens
Sep 1 2017 11:00 AM (PDT)

Deadline
Dec 1 2017 05:00 AM (PST)

Name your application

e.g. Please title application by First Name, Last Name

CANCEL CREATE APPLICATION

Use your first and last name on your application!



Application Portal

→
Progress Bar

The screenshot shows the application portal for a CAF Grant. At the top left, it indicates '0 of 8 required tasks complete' with a progress bar. Below this, it shows the last edited date as 'Aug 31 2017 03:18 PM (PDT)' and a 'REVIEW & SUBMIT' button. The deadline is 'Dec 1 2017 05:00 AM (PST)'. The main header includes 'Access for Athletes' with a link icon, a 'Preview' button, and a menu icon. The title is 'CAF Grant' with ID '0000000018'. There are two tabs: 'APPLICATION' (selected) and 'ACTIVITY'. Below the tabs is a section titled 'Your tasks' containing a list of eight tasks, each with a circular progress indicator, a document icon, the task name, and 'No deadline'. The first task is 'Access to Athletes Application Form'. A blue arrow points to the first task from the right.

0 of 8 required tasks complete

Last edited: Aug 31 2017 03:18 PM (PDT)

REVIEW & SUBMIT

Deadline: Dec 1 2017 05:00 AM (PST)

Access for Athletes [↗](#) Preview ⋮

CAF Grant

ID: 0000000018

APPLICATION ACTIVITY

Your tasks

- Access to Athletes Application Form
No deadline
- CAF Grant Application Financial Statement...
- Upload Proof of Income Statement(s)
- Upload Photo
- Medical Reference Information
- Upload Medical Reference Letter
- Reference #2: Coach, Teammate, etc Infor...
- Upload Coach/Teammate Reference Letter
- Press coverage, clippings, or video(optional)

←
First Task

This is your application portal.

Click on the first task to start the application

Please read the next few pages of the application thoroughly!

Click “Next” when you’re ready to continue on.

Fill out all personal information as application prompts you.

[← Back to application](#)

Access for Athletes
CAF Grant
ID: 0000000018

-   Access to Athletes Applic... >
-   CAF Grant Application Fin...
-   Upload Proof of Income St...
-   Upload Photo
-   Medical Reference Inform...
-   Upload Medical Reference...

0 of 8 required tasks complete

Last edited: Aug 31 2017 03:40 PM (PDT)

REVIEW & SUBMIT

Deadline: Dec 1 2017 05:00 AM (PST)

  Access to Athletes Application Form ...

0%

Access for Athletes Application Form

Dear Prospective Grant Recipient:

It is the mission of CAF to provide you with opportunities and support to help you reach your goals, large or small. It is our goal to distribute meaningful grants that will make a difference in your pursuit of physical fitness and sport.

CAF offers three different grant categories for which you can apply. Each person may submit a request in only one category:

- Competition/Travel Expenses
- Coaching/Training Expenses
- Equipment/Running Prosthetic Expenses

CAF only offers grants to INDIVIDUAL APPLICANTS WITH A PHYSICAL DISABILITY. Programs, teams, organizations, coaches, volunteers, and supporters of Challenged Athletes are not eligible to apply for a CAF Access for Athletes grant.

Your application must be completed by 5 pm PST on Friday, December 1, 2017 in order to be considered for a 2018 grant. The application will be closed at that point and you will be invited to reapply in September 2018.

For additional information, please access our Frequently Asked Question page by clicking here.

If you are a past grant recipient, you must complete the requirements from your previous grants to be eligible for a 2018 CAF grant.

You must have submitted all receipts from purchases made with your previous grant funds. You must have signed grant agreements from your previous CAF grants.

SAVE & CONTINUE EDITING **NEXT**

Access to Athletes Application Form

48%

Access for Athletes Application Form

BIOGRAPHY

Your UPDATED biography or story (1-3 paragraphs about yourself):

If you have participated in your sport before, please provide information on your history and results

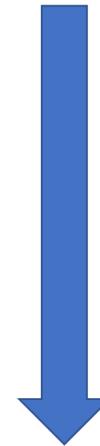
Progress Bar



Tell us about yourself!

Remember to be thorough—
we take into consideration
the effort a grantee puts in to
their application.

Include your social media
information if you'd like —
it's optional!



Social Media

Twitter:

Instagram:

Facebook athlete "like" page:

Blog:

Any other forms of social media, please comment here (ex. Youtube, etc.)

PREVIOUS SAVE & CONTINUE EDITING NEXT

Fill out all sports information



Access to Athletes Application Form

53%

Access for Athletes Application Form

Sports Information

What is your primary sport?

Do you participate in sports with an adaptive sport club/Paralympic sport club in your community?

Yes

No

How long have you been participating in your sport?

Since your physical disability, what level of athlete are you in your primary sport*?

Beginner

Intermediate

Advanced

Elite

Have you competed in the Paralympic games*?

Yes

No

Are you currently a member of your country's Paralympic National Team*?

Yes

No

Supplemental Information

What is your short-term athletic goal*?

What is your long-term athletic goal*?

How will this grant help you to reach your goal*?

What is your personal motto*?

Please list any volunteer, mentoring or community service work you do.*

Please list any other cash sponsorships or grants you have received in the last year or expect to receive in 2018.*



Tell us more about you- Be detailed!

Here's The Good Stuff

Choose ONE of the following grant options:

- **Competition/Travel Expenses**
- **Coaching/Training Expenses**
- **Equipment Expenses**
- **Prosthetic Expenses**

****The next slides will go through each option, so feel free to skip ahead to your grant choice!****

Access to Athletes Application Form

67%

Access for Athletes Application Form

What is the sport or physical activity for which you are requesting a grant**?

Grant Selection

Please choose one of the following four grant requests:

****Note: you are only allowed to choose ONE of the following four options.:**

- Competition/ Travel Expenses
- Coaching/Training Expenses
- Equipment Expenses
- Prosthetic Expenses

PREVIOUS SAVE & CONTINUE EDITING NEXT

Competition/Travel Grant

All fields in row 1 are required. If you do not know hotel name, put N/A. Cost fields require a numerical value.

Access to Athletes Application Form

Access for Athletes Application Form

TRAVEL/COMPETITION EXPENSES

Please be specific. You are allowed to apply for up to two events.

Example: Accommodation: 3 nights Endeavor Games, 3 nights NJDC Accomodation Cost: \$600

Transportation: Flights to Endeavor Games, gas to NJDC Transportation Cost: \$400

Entry Fees: Entry fees for Endeavor Games and NJDC Entry Fee Cost: \$250

Remember: If you receive a CAF grant, you MUST submit receipts to prove the grant money was used for the approved item.

*Total grant award range for travel/competition expenses can be between \$750 - \$1500 depending on the location of the event(s). Please consider this when making your grant request.

Scroll left/right to view all required fields.

	Event Name:	Location of Event:	Name Hotel(if known)	Hotel/Lodging Cost:	Transportation:	Transport Cost:
1				\$		\$
2				\$		\$

Note: If you haven't made reservations/don't require a hotel stay, put N/A in the "Hotel" field

Note: Transportation = Rental car, plane ride, etc.

- If you're applying for a Competition/Travel grant, we require information about your event, travel plan, and accommodations.

Note: You don't need to have your trip details finalized, but please have a good estimate of the cost of your travel/competition plans

Example



Scroll left/right to view all required fields.

	Event Name:	Location of Event:	Name Hotel(if known)	Hotel/Lodging Cost:	Transportation:	Transport Cost:
1	SDTC	San Dieg	Best We:	\$ 600	Plane	\$ 800
2				\$		\$

Total Grant Request:
2000

Grant Amount Auto-populates



Coaching/Training Grant

Include specifics—what coaching/training costs do you need covered, and approximately how much will they cost?

Access to Athletes Application Form

Access for Athletes Application Form

COACHING/TRAINING EXPENSES

Please be specific.

Example:

Item 1: Gym Fees Item #1 Cost: \$500

Item 2: Personal Training Item #2 Cost: \$400

CAF cannot fund requests for therapeutic or medical services (PT, OT, chiropractic care, acupuncture, or massage).

*Total coaching/training grant award range can be between \$800 - \$1200. Please consider this when making your grant request.

	Item:	Item Cost:
1	<input type="text"/>	\$ <input type="text"/>
2	<input type="text"/>	\$ <input type="text"/>

Total Grant Request:

PREVIOUS SAVE & CONTINUE EDITING NEXT

Example:



	Item:	Item Cost:
1	<input type="text" value="Personal Trainer"/>	\$ <input type="text" value="900"/>
2	<input type="text"/>	\$ <input type="text"/>

Total Grant Request:

Equipment Grants

Read the text on the Equipment Grant page thoroughly—lots of important information included

- **Some Highlights:**

- You can apply for an equipment grant every 3 years. If under 18, every 2 years.
- Most equipment will be purchased through a CAF selected vendor
- All equipment grants are designed with basic features—any upgrades are the financial responsibility of the grantee.
- Grantee is responsible for any shipping costs for equipment. All arrangements are made with the vendor.
- You must have at least 6 months of experience in your sport to be eligible for an equipment grant.

Select your equipment from the drop down menu. Make sure you've done your research on the cost!

Equipment Item:

- Scott Foil Aero Road Bike
- Scott Addict Road Bike
- Scott Solace Road Bike
- Scott Speedster Road Bike
- Scott Plasma Triathlon Bike
- Scott Aspect Mountain Bike
- Scott Scale Mountain Bike
- Scott Spark Mountain Bike
- Box WCMX Chair
- Box Sports Chair with Removable Bumper
- Box Basketball Chair
- Box Tennis Chair
- Box Beach Bomber
- Colours BC Skate Chair
- Colours Hammer
- Colours Xtreme
- Colours Zephyr
- Colours Spinery Wheels
- Eagle Tornado Tennis (Aluminum Frame)

request.
not included in the above list.

Item Cost:

\$

Prosthetic Grants

Read ALL the text on the Equipment Grant page thoroughly—lots of important information

Choose your prosthetic choice from drop down menu.
Include your prosthetist's information.

READ THIS

New This Year:
Your prosthetist will play an important role in completing your grant application and fulfilling your prosthetic grant.
More information on slide 26.

Single Prosthetic or Bilateral : Single Bilateral

Please choose prosthetic item:

Prosthetist's Name:

Prosthetist's Phone Number:

Prosthetist's Email Address:

Prosthetic Item Cost:
\$

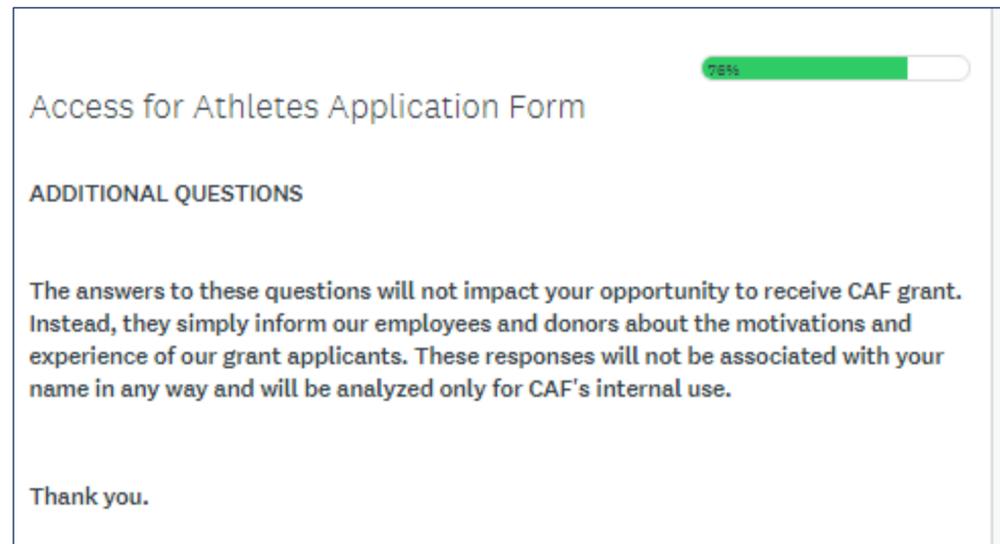
Prosthetic Rationale: Please use this space to include any additional information explaining your request for a prosthetic item. Your prosthetist will be asked to complete a form with his/her input regarding your request and ability to assist in the fulfillment of a grant, if awarded.

PREVIOUS SAVE & CONTINUE EDITING NEXT

Additional Questions/Signing Application

Once you have filled out the grant information, you will be asked to answer some questions to inform CAF staff and donors about the motivations and experience of our grant applicants.

These responses will not be associated with your name in any way, and they will not impact your opportunity to receive a CAF grant.



Access for Athletes Application Form

78%

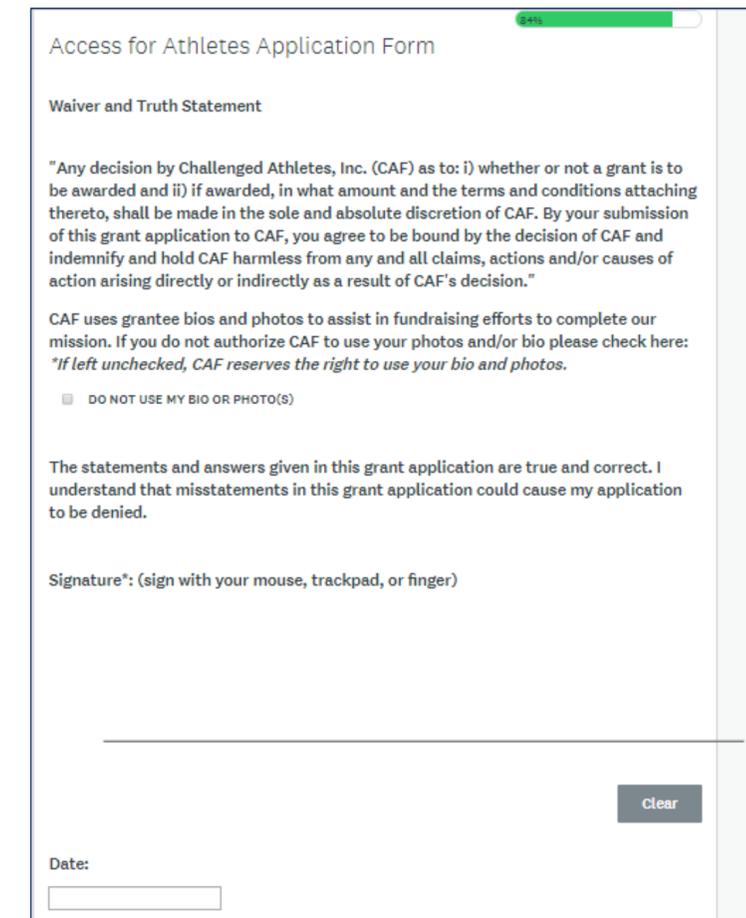
ADDITIONAL QUESTIONS

The answers to these questions will not impact your opportunity to receive CAF grant. Instead, they simply inform our employees and donors about the motivations and experience of our grant applicants. These responses will not be associated with your name in any way and will be analyzed only for CAF's internal use.

Thank you.

← Almost Done!

Sign and Date!



Access for Athletes Application Form

94%

Waiver and Truth Statement

"Any decision by Challenged Athletes, Inc. (CAF) as to: i) whether or not a grant is to be awarded and ii) if awarded, in what amount and the terms and conditions attaching thereto, shall be made in the sole and absolute discretion of CAF. By your submission of this grant application to CAF, you agree to be bound by the decision of CAF and indemnify and hold CAF harmless from any and all claims, actions and/or causes of action arising directly or indirectly as a result of CAF's decision."

CAF uses grantee bios and photos to assist in fundraising efforts to complete our mission. If you do not authorize CAF to use your photos and/or bio please check here: "If left unchecked, CAF reserves the right to use your bio and photos."

DO NOT USE MY BIO OR PHOTO(S)

The statements and answers given in this grant application are true and correct. I understand that misstatements in this grant application could cause my application to be denied.

Signature*: (sign with your mouse, trackpad, or finger)

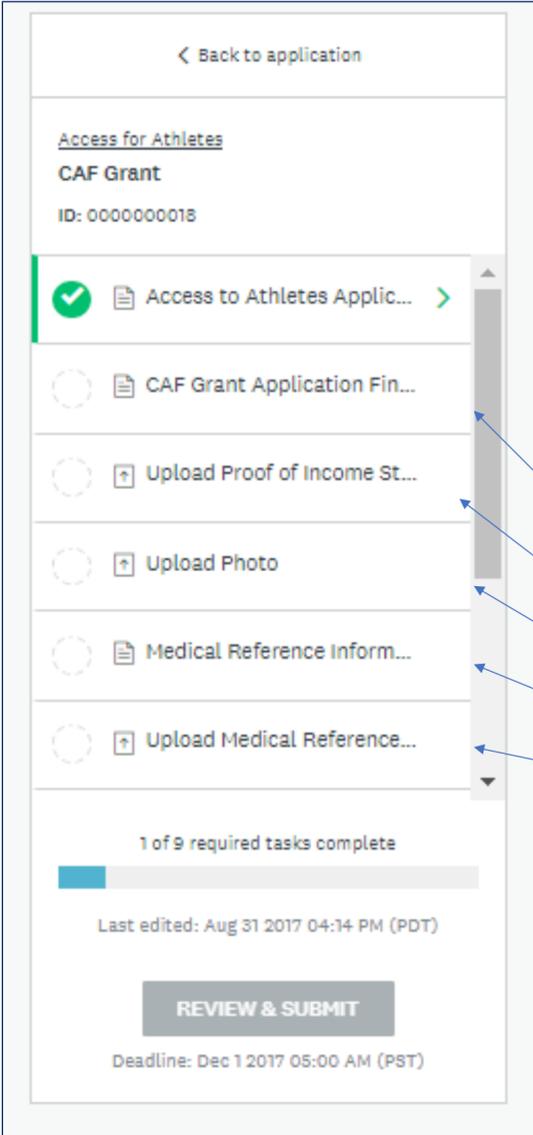
Clear

Date:

After you've answered these few questions, you'll be prompted to sign your grant application! You can do so with your mouse, or your finger if using a tablet/smart device.

Task Bar Update — What's next?

Check!



Remaining tasks

Congratulations- You've completed the application portion of the grant!

The green checkmark indicates that you have filled out every field and can move on to the next task: Financial Information

Financial Information

Read Thoroughly!

Complete household financial information. First Income is required, second and third are only if applicable

Choose your Proof of Income option

Once all questions are answered, click green "Mark as Complete" button

A green checkmark will appear on task bar. Click on the

CAF Grant Application Financial Statement

If under 18, please have a parent or guardian fill out this form, and submit parent/household income.

You MUST provide financial information and proof of income in order to be considered for a grant. Please check which proof of income you are including with this application.

For non-US applicants - Please give your country's equivalent proof of income and/or tax statements. All financial information entered below MUST be given in US Dollars. For currency conversion, please visit this link: <http://www.xe.com/currencyconverter/>

Annual Gross HOUSEHOLD Income (income before taxes)
Source of Income: please include ALL HOUSEHOLD INCOME (parent, step-parent, spouse, domestic partner, etc.)

(NOTE: Income is a major factor in determining eligibility. Only those with the greatest needs will be approved)

As a separate task, you will be prompted to upload your proof of income. Please indicate what you will be uploading:

- W-2
- 2016 Tax Return
- Social Security Disability Insurance
- Two pay stubs
- Social Security Income (SSI)

Annual Income Information *(scroll L/R for all fields)

	Earners Name*	Relationship*	Annual Gross Amount Income (in US Dollars)*:
First Income	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Second Income	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Third Income	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

Total Annual Gross Household Income:

Financials: Upload your Proof of Income Document

Upload financial document of your choice.

Note: for international applicants, upload your country's equivalent proof of income document(s)

Once upload is complete, click green
"Mark as Complete" button

Upload Proof of Income Statement(s)

Task instructions [Hide](#)

Please scan, upload and attach a W-2, a 2016 Tax Return, Social Security Income (SSI), Social Security Disability Insurance (SSDI) letter, or two pay stubs. If you are an international applicant, please provide a similar document to prove your annual income.

 [UPLOAD FILE](#)

 [LINK TO VIDEO](#)

[MARK AS COMPLETE](#)

Next Task: Upload Photo

Upload a photo of you, preferably playing your sport of choice. Photo should be clear/high resolution—we want to see your face!

The screenshot displays a user interface for a task. On the left, a sidebar shows a list of tasks: 'Access to Athletes Applic...', 'CAF Grant Application Fin...', 'Upload Proof of Income St...', 'Upload Photo', 'Medical Reference Inform...', and 'Upload Medical Reference...'. The 'Upload Photo' task is currently selected and highlighted. Below the list, a progress bar indicates '3 of 9 required tasks complete'. The main content area is titled 'Upload Photo' and contains the following text: 'Task instructions Hide', 'Please upload two HIGH RESOLUTION photos of yourself (PDF, jpeg). Preferably in your sport or at play.', and 'Optional: Choice to add more photos if desired.'. Below the text are three buttons: 'UPLOAD FILE' (with an upload icon), 'LINK TO VIDEO' (with a link icon), and 'MARK AS COMPLETE'.

Once upload is complete, click green “Mark as Complete” button



Next Task: Medical Reference Information

Medical Reference Information

Task instructions [Hide](#)

One reference letter must come from a medical professional (ONLY physician, physician's assistant, nurse practitioner, physical therapist, occupational therapist, or prosthetist) verifying your qualifying physical challenge(s).

Form for "Medical Professional Information"

Medical Reference Information

Please indicate the following for reference #1:

Medical Professional Name *

Source (Prosthetist, Doctor, etc.) *

[SAVE & CONTINUE EDITING](#) [MARK AS COMPLETE](#)

Fill in all fields with your medical reference information

Once complete, click green "Mark as Complete" button



Next Task: Upload Medical Reference Letter

The screenshot shows a web application interface. On the left is a sidebar with a 'Back to application' link at the top. Below it is a section titled 'Access for Athletes' with a 'CAF Grant' and ID '0000000018'. A list of tasks follows, each with a green checkmark and a document icon: 'Access to Athletes Applic...', 'CAF Grant Application Fin...', 'Upload Proof of Income St...', 'Upload Photo', and 'Medical Reference Inform...'. The current task, 'Upload Medical Reference...', is highlighted with a green bar and a right-pointing arrow. At the bottom of the sidebar, a progress bar shows '5 of 9 required tasks complete'. The main content area is titled 'Upload Medical Reference Letter' and contains a 'Task instructions' section with a 'Hide' link. The instructions read: 'Please upload your letter of recommendation from a medical professional (ONLY physician, physician's assistant, nurse practitioner, physical therapist, occupational therapist, or prosthetist) verifying your qualifying physical challenges here.' Below the instructions are three buttons: 'UPLOAD FILE' (with an upload icon), 'LINK TO VIDEO' (with a link icon), and 'MARK AS COMPLETE' (with a green checkmark icon).

Upload Medical Reference Letter

Once upload is complete, click green
"Mark as Complete" button



Next Task: Reference #2 Information

(Coach, teammate, teacher, etc.)

← Back to application

Access for Athletes
CAF Grant
ID: 0000000018

- ✓ Access to Athletes Applic...
- ✓ CAF Grant Application Fin...
- ✓ Upload Proof of Income St...
- ✓ Upload Photo
- ✓ Medical Reference Inform...
- ✓ Upload Medical Reference...

6 of 9 required tasks complete

Reference #2: Coach, Teammate, etc Infor...

Task instructions [Hide](#)

One reference letter must come from a fellow athlete, peer, family member, teacher, coach, or employer. Please indicate reference information here.

Form for "Coach, Teammate, etc Reference #2 Information "

Please indicate the following for reference #2:

Reference Name *

Source (Coach, Teammate, etc.) *

SAVE & CONTINUE EDITING MARK AS COMPLETE

The personal reference letter should come from someone close to you, who can explain to us more about who you are, and how you would benefit from a CAF grant.

Fill in all fields with your personal reference information

Once complete, click green "Mark as Complete" button



Next Task: Upload Reference Letter

The screenshot shows a web application interface. On the left is a sidebar with a list of tasks. The current task, 'Upload Coach/Teammate Reference Letter', is highlighted. The main content area shows a header with the task name and a three-dot menu. Below the header are two large buttons: 'UPLOAD FILE' (with an upload icon) and 'LINK TO VIDEO' (with a link icon). At the bottom right of the main area is a 'MARK AS COMPLETE' button. A teal arrow points from this button to the right, towards the explanatory text.

Upload Personal Reference Letter
*Coach, Teammate, Teacher, Family Member, Peer, Etc.

Once upload is complete, click green
“Mark as Complete” button

Prosthetic Grant Application Only:

“Invite Prosthetist to Application”

All other grant applicants skip to next slide

NEW THIS YEAR!

- **Your prosthetist will play an active role in completing your grant. In fact, before you submit your grant application, we must get in contact with them for two reasons:**
 - To make sure they recommend you for a CAF grant for an Ossur prosthetic
 - To confirm they are willing to help with the receiving & fitting of your prosthetic
- **Here’s what you need to do:**
 - On your Task List (towards the bottom) there will be a task that says “Invite Prosthetist to Application”—click on that task
 - Click “Request a Recommendation” (Green Button)
 - In the pop up window, fill out your Prosthetist’s First Name, Last Name, Email Address in the fields provided
 - Write your prosthetist a message about what you are applying for and that you’ll need a recommendation from them
 - Example:
*“Hello _____,
I am applying for a Challenged Athletes Foundation grant for an Ossur _____. In order to complete my application, CAF requires some information from you, including a recommendation for this grant. If you could complete this recommendation for me, it would be greatly appreciated.”*
 - Submit request.
 - Your prosthetist will be emailed instructions as to how to complete the recommendation. You will be notified via email when your prosthetist has submitted their recommendation for you. The green “Submit” button will be disabled until your prosthetist submits their recommendation
 - Once your prosthetist has submitted their recommendation, you will be able to click the green “Submit” button to complete the task

Next Task: Press Coverage (Optional)

- If you have any press coverage, clippings, videos, or other media of yourself that you'd like to share with us, you can upload them by clicking on the last task on the taskbar. **This is not a required task.**

Click Review and Submit

Once ALL tasks have been completed, you will be able to review and submit your entire grant application.

Progress bar confirms all tasks have been completed

Click to review grant application



The screenshot displays a vertical list of tasks, each with a green checkmark icon and a document icon. The tasks are: 'Access to Athletes Applic...', 'CAF Grant Application Fin...', 'Upload Proof of Income St...', 'Upload Photo', 'Medical Reference Inform...', and 'Upload Medical Reference...'. Below the list, a progress bar shows '9 of 9 required tasks complete' with a blue bar that is 100% full. Below the progress bar, it says 'Last edited: Sep 6 2017 11:26 AM (PDT)'. At the bottom, there is a prominent green button labeled 'REVIEW & SUBMIT'. Below the button, it says 'Deadline: Dec 1 2017 05:00 PM (PST)'.

Review Application

Once you click “Review and Submit, you’ll see a screen with your entire grant application. Please read through and make sure there are no errors and that all information is correct.

Once submitted, you will not be able to go back edit your application

See next slide for how to edit application

If application is error free, click the green “Submit Your Application” button

Your tasks

 **Access to Athletes Application Form**
Completed - Last edited: Sep 6 2017 10:32 AM (PDT)

Access for Athletes Application Form

Dear Prospective Grant Recipient:

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If you are a past grant recipient, you must complete the requirements from your previous grants to be eligible for a 2018 CAF grant.

You must have submitted all receipts from purchases made with your previous grant funds. You must have signed grant agreements from your previous CAF grants.

ACCEPTANCE CRITERIA

The CAF Access for Athletes grant program is **HIGHLY COMPETITIVE** and not every applicant will receive a grant. Please be thorough and demonstrate a financial and competitive need for the item or funds for which you are applying.

CAF considers the following criteria when evaluating each grant application:

QUALIFYING DISABILITY: CAF funds those with permanent physical disabilities and uses the International Paralympic Committee's standards as a [guideline](#) for a recognized physical disability. For more information on disability classification please visit our Frequently Asked Questions (FAQ) page by clicking [here](#).

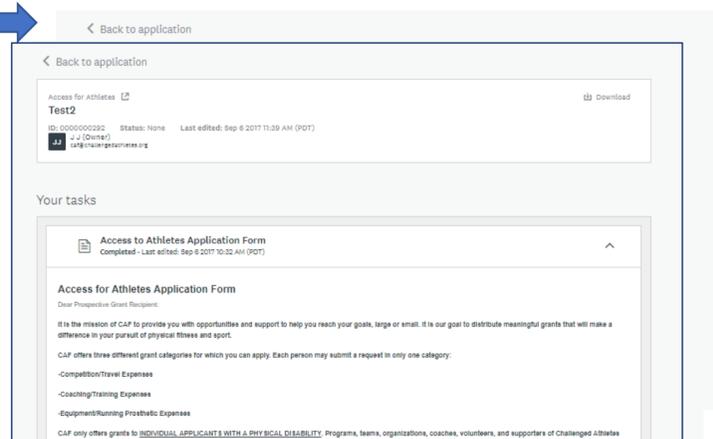
ANNUAL HOUSEHOLD INCOME: Income is considered for families with children. Those with the greatest needs will be awarded first.

 **SUBMIT YOUR APPLICATION**

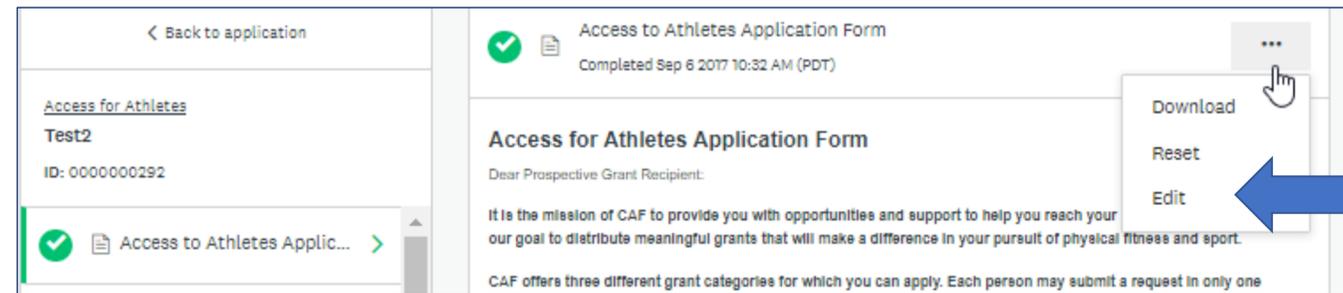
Oops, I Made a Mistake!

If you see a mistake within your application, don't worry! You can go back and edit.

Step 1: Click "Back to Application" at the top of your screen

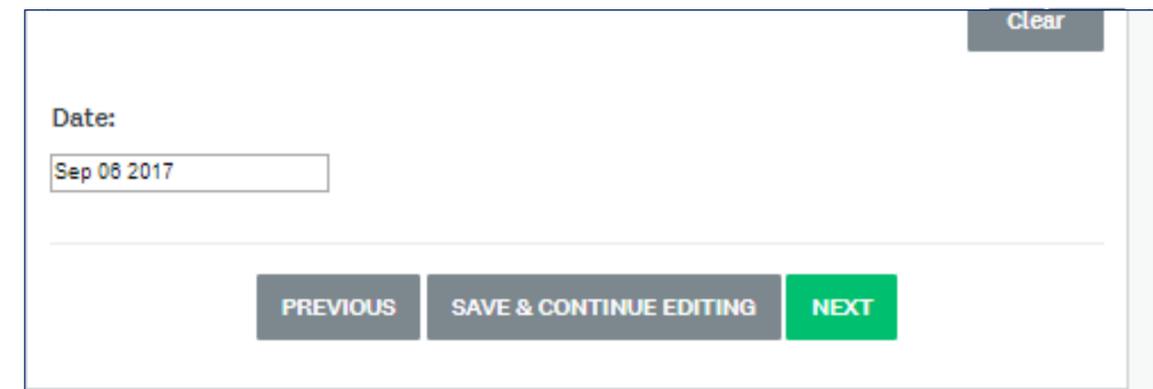
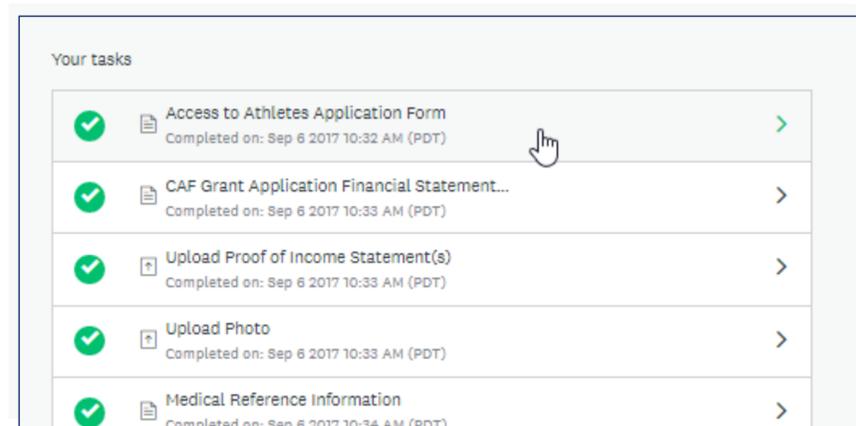


Step 3: Click on the 3 dots in the top right hand corner. Click "Edit" when the menu drops down (see arrows, right)



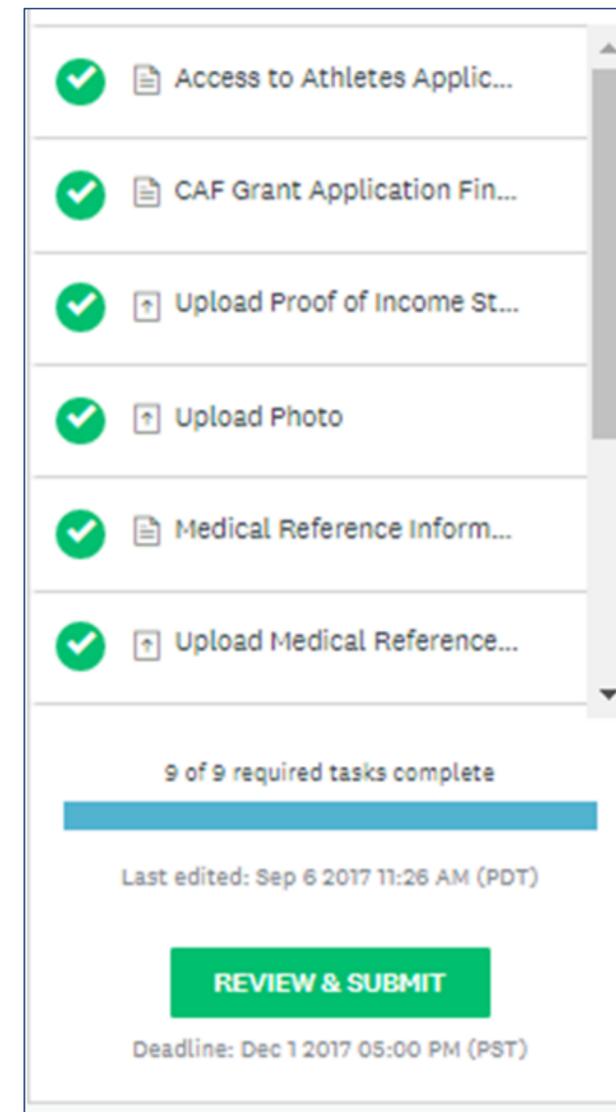
Step 4: You will be taken to the end of the application. To make any edits, click the "Previous" button at the bottom of the screen until you reach the page you need to edit. Unfortunately there isn't a way to jump to the page you need to edit; you'll have to click through until you get to the page you need. Once you make an edit, click "Save & Continue Editing" and then click "Next" until you reach the end of the application form. This will save any changes you made, and will not change/delete any other information you have put in.

Step 2: Click on the task where you need to make an edit (Likely the first task, the application form)



Click Review & Submit

Once you've made & saved any edits, you will be taken back to the main screen, where you will once again click the green "Review & Submit" button.



✓ Access to Athletes Applic...

✓ CAF Grant Application Fin...

✓ Upload Proof of Income St...

✓ Upload Photo

✓ Medical Reference Inform...

✓ Upload Medical Reference...

9 of 9 required tasks complete

Last edited: Sep 6 2017 11:26 AM (PDT)

REVIEW & SUBMIT

Deadline: Dec 1 2017 05:00 PM (PST)

Review Application

Once you click “Review and Submit, you’ll see a screen with your entire grant application. Please read through and make sure there are no errors and that all information is correct.

Once submitted, you will not be able to go back edit your application

If application is error free, click the green “Submit Your Application” button

Your tasks

 **Access to Athletes Application Form**
Completed - Last edited: Sep 6 2017 10:32 AM (PDT)

Access for Athletes Application Form

Dear Prospective Grant Recipient:

It is the mission of CAF to provide you with opportunities and support to help you reach your goals, large or small. It is our goal to distribute meaningful grants that will make a difference in your pursuit of physical fitness and sport.

CAF offers three different grant categories for which you can apply. Each person may submit a request in only one category:

- Competition/Travel Expenses
- Coaching/Training Expenses
- Equipment/Running Prosthetic Expenses

CAF only offers grants to **INDIVIDUAL APPLICANTS WITH A PHYSICAL DISABILITY**. Programs, teams, organizations, coaches, volunteers, and supporters of Challenged Athletes are not eligible to apply for a CAF Access for Athletes grant.

Your application must be completed by 5 pm PST on Friday, December 1, 2017 in order to be considered for a 2018 grant. The application will be closed at that point and you will be invited to reapply in September 2018.

For additional information, please access our Frequently Asked Question page by clicking [here](#).

If you are a past grant recipient, you must complete the requirements from your previous grants to be eligible for a 2018 CAF grant.

You must have submitted all receipts from purchases made with your previous grant funds. You must have signed grant agreements from your previous CAF grants.

ACCEPTANCE CRITERIA

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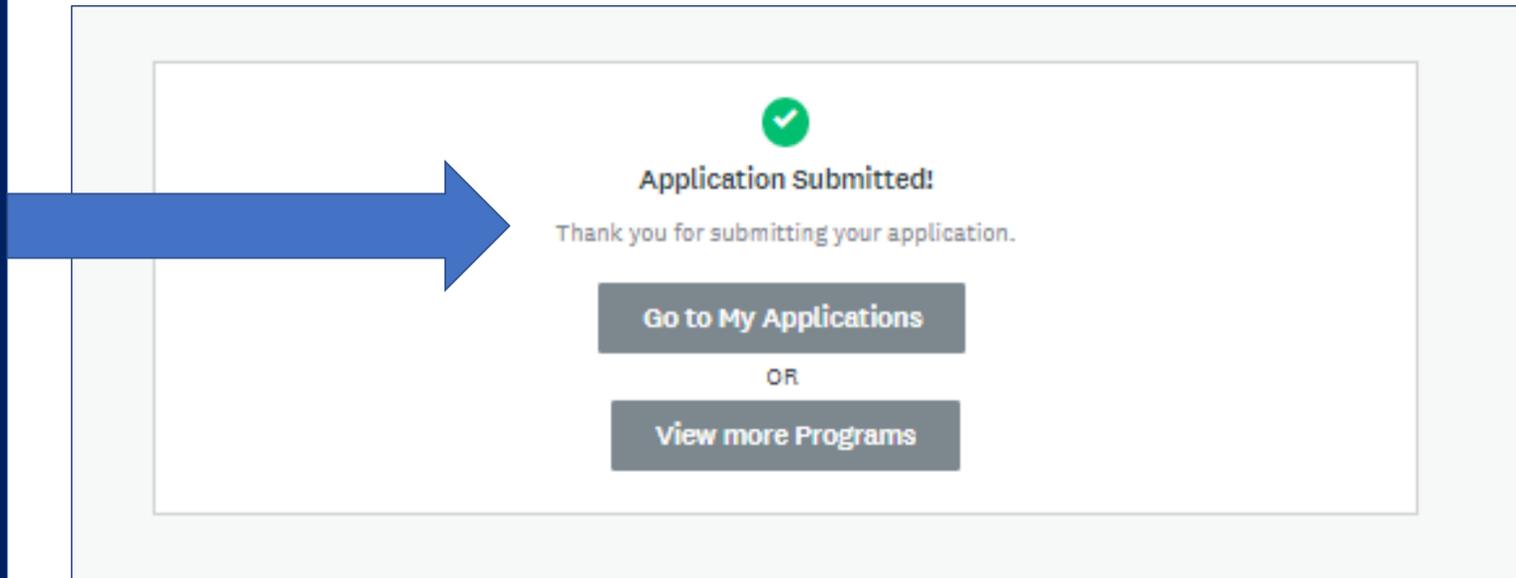
ANNUAL HOUSEHOLD INCOME: Access to athletes grants are available to athletes with an annual household income of less than \$10,000. Those with the greatest need will be awarded first.

 **SUBMIT YOUR APPLICATION**

Submitted!

Congratulations! If you see this screen, you've just submitted your 2018 CAF grant application!

You will also receive a confirmation email once you have successfully submitted your application.



ALL grant applicants will be notified of the status of their grants in **early April 2018**. We will notify those who were approved as well as those who were declined.

We will not share the status of your grant before April 2018.

For any other grant questions, please EMAIL cafgrants@challengedathletes.org.

Best of Luck!