



GENERAL GRANT PROGRAMS FAQS

WHAT ARE YOUR DIFFERENT GRANT PROGRAMS?

CAF has several grant programs, each with different criteria and/or eligibility requirements. Here is some information about each:

CAF Annual Grant Program: CAF's flagship grant program. Applicants can request grants for either equipment or sport expenses. Individuals worldwide with permanent physical disabilities are eligible to apply for the CAF Annual grant. In order to apply for a CAF grant, an individual must have a permanent physical disability that impairs mobility, affects the neuromuscular system, or impairs balance or motor control. Chronic pain, hearing impairments, cognitive and developmental disabilities do not qualify for support through CAF's grant programs. Teams, Organizations, and non-disabled individuals are not eligible to apply for grant support.

CAF Össur Grant Program: The CAF Össur Grant Program is Challenged Athletes Foundation's partnership program with global partner, Össur, that exists to support athletes with lower limb amputations or differences through grants for athletic prosthetics (feet and knees) offered through [Össur's Sport Solutions catalog](#).

CAF Idaho Grant Program: The CAF Idaho Grant Program exists to support Idaho residents with permanent physical disabilities through meaningful grants for sports equipment and training/competition expenses.

Operation Rebound Grant Program: CAF Operation Rebound provides grants year-round to active-duty service members, honorably discharged veterans, and first responders with permanent physical injuries for sports equipment, competition, and training expenses in the sport or recreational activity of their own choosing.

San Diego County YMCA Grant Program: Provides free YMCA memberships to challenged athletes located in San Diego County. For the application link, please email cafgrants@challengedathletes.org

EoS Fitness Grant Program: Provides free EoS Fitness memberships to challenged athletes who live near EoS Fitness locations.

HOW DO I KNOW WHICH GRANT PROGRAM I SHOULD APPLY FOR?

Navigate [here](#) to learn more about each grant program. Please read the eligibility requirement for each grant program.'

I HAVE APPLIED FOR A GRANT BEFORE. DO I NEED TO SET UP A NEW ACCOUNT?

Once you create an account in the grant portal, you will use that account for all applications. If you have applied for a CAF grant in the last 3 years, you already have an account in our system. You can use the same login for all applications. If you do not remember your login information, you can click on the Forgot your Password link to reset.

I CANNOT REMEMBER MY ZENGINE LOGIN TO ACCESS MY GRANT PORTAL. HOW DO I RESET MY PASSWORD?

Go to the Grant Portal login and click on "Forgot Your Password?" located on the login page. Please reach out to admin@challengedathletes.org if you have trouble logging in.

HOW DO I UPDATE MY PROFILE INFORMATION (EMAIL ADDRESS, ADDRESS, PHONE NUMBER, ETC)?

Log into the Grant Portal. On the Home page, you always have access to your Profile. Click the EDIT button to update any of your profile information.

HOW TO ACCEPT AND REDEEM YOUR AWARD (ANNUAL GRANT PROGRAM)

HOW WILL I KNOW IF I WAS AWARDED A GRANT?

ALL applicants will be notified of the status of their 2024 annual grant request via an email that will be sent on March 28th, to the address listed in their profile. If you applied for an annual grant and did not receive an email, first ensure you are looking in the correct email inbox, and be sure to check your junk/spam folders. If you do not see an email, please reach out to cafgrants@challengedathletes.org with the full name of the grant recipient and the email address you believe it should have been sent to.

I HAVE BEEN AWARDED A GRANT, WHAT ARE MY NEXT STEPS?

There are two steps you must take during the grant distribution process:

1. Accept & Redeem Grant
2. Upload Receipts

STEP 1: Accept & Redeem Grant (Deadline: May 31st, 2024)

Once you've received notification that you have been awarded a grant, log in to your grant portal, click on the tile at the bottom of the homepage, and click on "Step 1: Accept & Redeem Grant". In this step, you will:

1. Review your grant award details
2. Read your grant terms and conditions
3. Accept (or decline) your grant
4. Receive instructions on how to receive your grant

You must accept your grant and submit Step 1 by May 31st, 2024. Failure to accept your grant by this date will result in the forfeit of your 202 grant.

STEP 2: Upload Receipts (Deadline: January 31st, 2025)

Receipts must be uploaded into Step 2 in your grant portal by January 31st, 2025. Receipts must be dated between the March distribution date and January 31st, 2025. You may upload and save receipts in your grant portal throughout the year, or upload them all at once. When all of your receipts have been uploaded, you will submit Step 2. Upon submission of Step 2, you will have completed the requirements for your 2024 grant.

GRANT CATEGORY QUESTIONS – SPORT EXPENSE GRANT, EQUIPMENT GRANT, FUNDING TOWARDS EQUIPMENT GRANT

SPORT EXPENSE GRANT FAQs

WHAT IS A SPORT EXPENSE GRANT?

A Sport Expense Grant aims to cover any expenses associated with an athlete's training, competitions, or equipment purchases and maintenance. If awarded this grant, CAF will send you monetary funding that can be used for any/all of the following sports-related expenses:

- Minor/Small equipment purchases (expenses related to maintain, refurbish, or upgrade your adaptive equipment like handcycles, sport wheelchairs, bicycles, etc. or to purchase smaller equipment items that help you train or compete in sport.
**Sports Expense Grants for minor equipment items will NOT count toward your future eligibility for large adaptive equipment items such as sports wheelchairs, handcycles, etc.*
- Coaching/Training Expenses (expenses related to specialized coaching, personal trainer, coach, gym fees, adaptive sports clinics, classes or lessons, etc.)
- Travel/Competition Expenses (expenses related to sport/athletic competitions, training camps, or clinics. These expenses may include entry fees and/or travel-related expenses to competitions for the athlete. If the athlete is under 18 or requires a guide, funds can be used towards expenses for one parent/guardian or guide. Travel related expenses can include transportation (fuel, rental car, flight, ride share, etc.), accommodations (hotel fees), and food.

I WAS AWARDED A SPORT EXPENSE GRANT. HOW DO I RECEIVE MY FUNDS FROM CAF?

If you received a Sport Expense Grant, CAF will send your grant funds directly to you. Once you accept your grant in Step 1, you will be given instructions for how to receive your grant funds

and will be given payment options to select from. You must submit Step 1 in order for CAF to process your funds and send them to you. Step 1 must be submitted by May 31st, 2024.

WHAT CANNOT BE COVERED BY THIS GRANT?

The purpose of this grant is to remove the financial barriers that will prohibit the athlete from playing their sport. Examples of inappropriate use of these funds would include:

- Travel expenses for coaches or additional family members
- Fuel expenses for personal vehicle outside of competition travel
- Lodging expenses for any additional/extended travel outside of competition dates
- Expensive meals
- Tournament memorabilia
- Medical or rehab services, including any form of physical therapy, occupational therapy, chiropractic care, acupuncture, massage, etc.
- Non-sport equipment
- Personal expenses not related to sport or competition
- Nutrition supplements
- Uniforms or articles of clothing
- Technology with a fitness component (FitBits, Apple Watches, etc.)

When in doubt, ask yourself if the expense is necessary to make the athlete's athletic endeavors possible. The misuse of funds will result in the recipient being ineligible for future grants. If you have questions about use of funds, contact cafgrants@challengedathletes.org.

CAN I USE FUNDS FOR COMPETITIONS, TRAINING, AND SMALL EQUIPMENT MAINTENANCE?

Yes! This grant category gives you flexibility to use the funds for any or all the listed sports expenses. You could use awarded funds all for one competition, or you could use the funds for a competition and a training expense and an equipment expense.

WHAT IS INCLUDED IN "SMALL/MINOR EQUIPMENT"?

Funds can be used for equipment maintenance, upgrades, or refurbishments for your existing adaptive equipment, or to purchase smaller equipment items that help you train or compete in your sport (home weights, training equipment, attachments, etc.)

CAN I USE FUNDS TO REIMBURSE MYSELF FOR PAST EXPENSES?

No. Grant funds must be spent within the grant cycle, which begins on the day of distribution in March and ends on 1/31/2025.

WILL I HAVE TO UPLOAD RECEIPTS?

Yes. You will be required to upload your receipts in your grant portal to show how funds were spent. We encourage you to take photos of all receipts in case a physical receipt is lost or misplaced.

CAN I CHANGE MY GRANT?

We are not able to accept requests for grant changes in the Sport Expense category.

EQUIPMENT GRANT FAQs

WHAT IS AN EQUIPMENT GRANT?

CAF is fortunate to work with some of the top equipment distributors in the world of adaptive sports. These preferred vendors offer CAF generous discounts for adaptive sports equipment. If awarded an Equipment Grant, CAF will provide you instructions on how to order your equipment through our preferred vendor. The vendor will then bill CAF for the amount you were awarded. You must follow the instructions provided in Step 1 to order your equipment. You will not receive monetary funds or reimbursement for your equipment.

I WAS AWARDED AN EQUIPMENT GRANT. HOW DO I ORDER IT?

Once you accept your grant in Step 1, you will see instructions on how to place your order for your equipment through CAF's preferred vendor that you were awarded equipment from. It is important that you follow the ordering instructions exactly and do not order your equipment any other way. CAF will **ONLY** pay our preferred vendor for your equipment. Equipment orders must be placed by September 30th, 2024.

Once your order has been finalized with your vendor, they will provide you a receipt or order confirmation, which you will upload into Step 2 in your grant portal. They will bill CAF for the amount you were awarded. Upon submission of Step 2, you will have completed the 2024 grant redemption process.

WHAT DOES MY EQUIPMENT GRANT COVER? WILL I HAVE ANY OUT OF POCKET EXPENSES?

Your CAF grant covers the baseline version of the equipment you were awarded. It does not cover any upgrades, customizations, and, if applicable, shipping costs. Equipment grant recipients will be responsible for paying for any upgrades, customizations, or additions to your equipment, as well as shipping costs. Before placing your order, please discuss any out-of-pocket costs with your vendor, as they will have record of what you were awarded from CAF and can inform you of any additional expenses.

ARE THERE ANY DEADLINES FOR ORDERING MY EQUIPMENT?

Yes. Equipment grant orders must be placed with CAF's preferred vendor by September 30th, 2024. This gives you 6 months from grant distribution day to contact your vendor and place your order. Recipients who do not place their order with their vendor by September 30th will lose their 2024 grant.

DO I HAVE TO ORDER MY EQUIPMENT THROUGH THE VENDOR I WAS AWARDED, OR CAN I PURCHASE EQUIPMENT FROM ANOTHER DISTRIBUTOR WHO SELLS THE EQUIPMENT?

IMPORTANT: You are **required** to order the equipment you were awarded through the preferred vendor listed in your grant award details, and by following the instructions listed in Step 1. CAF has established partnerships with our vendors, and they offer us discounted pricing that other distributors cannot. **CAF will ONLY pay the vendor you were awarded for your**

equipment. You may not order your equipment through a vendor of your choosing, even if they sell the equipment you applied for or were awarded.

CAN I CHANGE MY GRANT?

As a general rule, CAF does not accept requests to change equipment vendors. In very rare cases, CAF may consider a request to change the equipment vendors only if the athlete's ability to participate in sport is significantly impacted by the equipment they were awarded. If you believe that a change in your equipment vendor is essential for your participation in sport, please contact cafgrants@challengedathletes.org before accepting your grant to inquire about your options.

You may request to change your grant category from "Equipment Grant" to "Sport Expense Grant". To inquire about this change, email cafgrants@challengedathletes.org.

You may also inquire with your vendor about switching to a different piece of equipment sold by your vendor. Ask your Vendor for information about the new equipment and obtain a price from them. CAF will pay the original amount you were granted to the Vendor.

FUNDING TOWARDS EQUIPMENT GRANT FAQs

WHAT IS A FUNDING TOWARDS EQUIPMENT GRANT?

A Funding Towards Equipment Grant provides funding to a recipient for sport equipment that is not on our preferred vendor list. CAF provides the recipient their awarded funds, and the recipient can purchase sport equipment from the vendor of their choosing.

I WAS AWARDED A FUNDING TOWARDS EQUIPMENT GRANT. HOW DO I RECEIVE MY FUNDS FROM CAF?

If you received a Funding Towards Equipment Grant, CAF will send your grant funds directly to you. Once you accept your grant in Step 1, you will be given instructions for how to receive your grant funds and will be given payment options to select from. You must submit Step 1 in order for CAF to process your funds and send them to you. Step 1 must be submitted by May 31st, 202.

CAN I USE FUNDS TO PURCHASE ADAPTIVE EQUIPMENT OTHER THAN WHAT I REQUESTED IN MY APPLICATION?

You are permitted to use these funds to purchase any comparable sport equipment, even if it is not what you listed in your application. Please see below FAQ to see what funds CANNOT be used for.

CAN I USE FUNDS TO REIMBURSE MYSELF FOR PAST EXPENSES?

No. Grant funds must be spent within the grant cycle, which begins on the day of distribution in March and ends on 1/31/2025.

WHAT CANNOT BE COVERED BY THIS GRANT?

The purpose of this grant is to remove the financial barriers that prohibit you from purchasing adaptive equipment. You may not use grant funds to purchase the following:

- Non-sport equipment, including everyday wheelchairs, mobility devices
- Electric/motorized equipment
- Rehabilitation equipment
- Technology with a fitness component (FitBits, Apple Watch, etc.)

If you have a question about equipment eligibility, please contact cafgrants@challengedathletes.org.

RECEIPTS & ORDER CONFIRMATIONS

WHY DO I HAVE TO UPLOAD RECEIPTS?

Uploading receipts is a required part of your grant requirements that you agreed to when you accepted your grant. Failure to upload receipts this year will result in the challenged athlete being ineligible to receive grant funds in the future. CAF is subject to annual financial audits require recipients to upload receipts to show how their grant funds were spent. *Prosthetic recipients are NOT required to upload receipts.

WHERE DO I UPLOAD RECEIPTS?

Receipts will be uploaded in Step 3 in your grant portal. Sport Expense & Funding Towards Equipment recipients must upload receipts to show how your spent your funds. Equipment recipients must upload your order form or confirmation from your vendor. Prosthetic recipients are NOT required to upload receipts. **All receipts or order forms must be uploaded and Step 2 must be submitted by January 31, 2025.**

CAN I UPLOAD RECEIPTS AS I OBTAIN THEM, OR DO I NEED TO UPLOAD THEM ALL AT ONCE?

Yes, you can upload receipts throughout the year. You can login to upload additional receipts as you obtain them or you can save all receipts and upload them all at once.

MY RECEIPT DOESN'T REFLECT THE AMOUNT I PAID FOR MY PORTION OF AN EXPENSE OR MY RECEIPT AMOUNT IS MORE THAN MY AWARDED AMOUNT. IS THIS OK?

If you have shared expenses with other individuals on one receipt (ex: you split a hotel room or rental car with another person and your bill shows the total amount instead of just your portion of the payment), please indicate on the receipt your portion of the payment/how much you paid. You should always have a paper trail of receipts showing how your funds were spent. Any remaining funds should be returned to CAF.

I LOST/MISPLACED MY RECEIPTS. WHAT CAN I DO?

We understand that sometimes receipts can be lost or misplaced, especially during trips, which is why we highly recommend that you take a photo or make a copy of all receipts as you collect them. Get in the habit of immediately taking a photo of your receipt as soon as you receive it so that in case you lose the physical receipt, you have a backup copy. We will also accept bank/credit card statements that show the expense transaction and date. Photos of receipts are acceptable.

WHAT HAPPENS IF I DO NOT SUBMIT RECEIPTS?

Submitting receipt is a part of the grant process, as outlined in the Grant Agreement form signed by all recipients. If you fail to submit your receipts, you will not be eligible for future CAF grant opportunities. Please reach out to the grants team at cafgrants@challengedathletes.org if you have questions.

I RECEIVED AN EQUIPMENT GRANT, WHAT AM I SUPPOSED TO UPLOAD AS A RECEIPT?

Please upload your order confirmation or order form into Step 3. Your vendor may send you a 'receipt' as confirmation of your order which you can upload as well.

OTHER FAQs

WHY WAS MY GRANT APPLICATION DENIED?

An application may have been denied for one or more of the following reasons:

- **Income** – Our grant program aims to serve those with the greatest financial need first. Applicants that did not establish a financial need based on income level may not have been considered for approval.
- **Ineligible Grant Request** – Requests for non-sport related equipment or support (as outlined in the application) were not approved for a grant.
- **Infeasible Grant Request** – Requests that were infeasible based on applicant's location, price of equipment, or listed need for support may not have been considered for a grant.
- **Incomplete Application** – We decline applications that are missing required information or documents. Additionally, applications that included documentation that was illegible or unable to be translated may have been declined.
- **Low Effort** – Our application
- **Ineligible Disability** – Individuals who do not have permanent physical disabilities or individuals with strictly cognitive or intellectual disabilities are not eligible for grant consideration. CAF uses the International Paralympic Committee's eligibility criteria as a guideline.

I NEVER RECEIVED MY FUNDS. WHAT DO I DO?

Make sure you submitted Step 2 in your grant portal. CAF will only send your funds once you submit Step 2. If you have additional questions about your funds, please email our finance team at ap@challengedathletes.org.

I HAVE LEFTOVER GRANT FUNDS/I NEED TO RETURN MY GRANT FUNDS. WHAT SHOULD I DO?

You can send grant funds back to CAF using PayPal or by sending in a check to CAF. To send back funds via PayPal, use the Family and Friends option to avoid paying service charges, and send back to dawn@challengedathletes.org. Be sure to include the grant recipient's name and a note indicating that these are leftover funds in the memo section. If mailing a check, please make payable to Challenged Athletes Foundation and send to CAF Headquarters (Address: 9591 Waples St, San Diego, CA 92121) and indicate the recipient's name on the memo line.