



*Support Through Sport
To Our Veteran Community*

APPLICANT'S PRE-SCREENING GUIDE

Gallant Knights Charity Sports Association - NFP

Not-for-Profit Charitable Organization, No. 1049559-0



GENERAL INFORMATION

WHAT IS THE GALLANT KNIGHTS CHARITY SPORTS ASSOCIATION - NFP?

Gallant Knights Charity Sports Association - NFP (hereafter GKCSA (NFP)) is a federally registered Not-for-Profit Charitable Organization, No. 1049559-0 under the Canada Not-for-profit Corporations Act (S.C. 2009, c. 23).

WHAT DO WE DO?

Our motto is: ***Support Through Sport To Our Veteran Community***

Our Mission is to enhance the morale & well being of injured and ill Veterans* by providing financial assistance that supports their return to sporting or recreational activities.

****Veteran - As defined at page 2 below and included in the GKCSA (NFP) Application Form under 'Eligibility Criteria'.***

WHAT DO WE FUND?

GKCSA (NFP) provides financial assistance for the acquisition of:

- Sport and/or recreational equipment, gear, items and accessories that support a healthy and active lifestyle;
- Adaptive sport and/or recreational equipment including, but not limited to: recumbent bicycles, adaptive wheelchairs for tennis, curling, golf, soccer, rugby and basketball, specialized track & field equipment, adaptive sailing skiffs, sledge hockey gear and adaptive equipment for downhill, cross-country skiing and water skiing; and
- Specialized, adaptive exercise equipment.

Where reasonable consideration toward the purchase of sport and/or recreational equipment and gear has been previously given by another charitable organization, applicants will be considered ineligible to receive additional financial assistance.

That said, *GKCSA (NFP)* may consider applications from injured and ill Veterans seeking secondary funding to 'fill in the gaps' in those cases where the initial funding received from another charitable organization proved insufficient at avoiding financial hardship.

HOW IS THE GKCSA (NFP) ADMINISTERED?

We operate as a volunteer Board of Directors and Officers that provide for the effective and efficient governance and management of all operations of the organization.

GKCSA (NFP) raises money through our Annual Veterans' Motorcycle Ride & Classic Car Rally, online fund-raising, individual donations, and sponsorship revenues from business advertising. We also receive financial and/or logistical support from Branches of *The Royal Canadian Legion* as well as attending other community and Veteran based events throughout the year.

WHO CAN APPLY?

A Veteran that sustained a physical injury resulting in permanent impairment may apply, including those Veterans diagnosed with an Occupational Stress Injury (OSI) or other debilitating illness.

Definition: A Veteran is any person who has honourably served or is still serving in the Canadian Armed Forces, or as a Regular Member of the Royal Canadian Mounted Police, or as a Peace Officer in a Special Duty Area or on a Special Duty Operation.

HOW DO I APPLY?

Complete the Applicant's Pre-Screening Guide and email to: bmc.gallantknights@gmail.com

Your application will be reviewed by the *Benevolence Management Committee* (BMC). If the BMC confirms that you are eligible and you meet our criteria you will be contacted for more information. Please ensure that your contact information is clearly provided on the application form.

The *BMC* will review all of the information and may make a recommendation to the BMC Director, along with a list of other eligible candidates, for further consideration. These candidates will then be presented to the *GKCSA (NFP)* Board of Directors, for final approval.

Review of Submissions: This process will occur annually during the last quarter with a submission deadline of **November 15th**. *Applicants may also be considered on an urgent, case-to-case basis throughout the year, if required.*



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APPLICATION FORM

An application must be legibly completed in full and forwarded to the *Gallant Knights Charity Sports Association - NFP* (hereafter *GKCSA (NFP)*) to the attention of: *Benevolence Management Committee (BMC)* to be considered for financial assistance.

Eligibility Criteria:

A Veteran that sustained a physical injury resulting in permanent impairment may apply, including those Veterans diagnosed with an Occupational Stress Injury (OSI) or other debilitating illness.

** A Veteran is any person who has honourably served or is still serving in the Canadian Armed Forces, or as a Regular Member of the Royal Canadian Mounted Police, or as a Peace Officer in a Special Duty Area or on a Special Duty Operation.*

What is Required to Apply:

We require the following documents be submitted, together with your application form:

1. Proof of Service: i.e. Discharge papers, Photo ID card bearing your name and service, badge or VAC Number, CAF or RCMP Record of Service, proof of operational deployment as a civilian peace officer while in support of CAF operations in a Special Duty Area, etc.

2. Written Recommendations:

a. Registered Physician: If you are diagnosed with a permanent disability caused from a physical injury or illness including an OSI, TBI, or other brain condition, we will require a note from a registered physician stating that:

You have a permanent medical condition and are physically able to safely use the requested sports/recreational equipment and/or items.

b. Sports Organization: If applicable, a letter from a representative of a sports organization stating that you are eligible to play on a team.

3. Written Quote: Include a detailed description and breakdown from the supplier of the equipment. Please include other items and accessories you specifically require to safely use and maintain the equipment in good condition (i.e. helmet, travel/storage case, etc.).

4. Other Funding: If you have been previously granted partial funding, please attach the decision letter with the amount that was granted towards the purchase of your equipment or items.

Notes:

- If you have already purchased an item of equipment without physician approval, GKCSA (NFP) will not reimburse you. That said, where equipment or items are purchased with the benefit of approved, partial funding from another organization, GKCSA (NFP) may consider your request for additional financial assistance up to 100% reimbursement of the original purchase price.

- Requests are reviewed in the last quarter of every year with a submission deadline of November 15th. Funding will be provided for the following fiscal year. That said, urgent applications may be reviewed on a case-to-case basis throughout the year.

- The review process will take some time so please ensure that the application is legible and complete. We may contact you for further information, if required. You will be notified in writing, electronic or otherwise, once a decision has been made.

- Any and all fees for supporting documentation are the responsibility of the applicant.

- *If approved, GKCSA (NFP) will make a cheque payable either directly to the provider of the sports equipment and/or items, or to you directly, with supporting documentation.*

Your Personal Information: We respect your right to privacy. All information collected in respect of your application is maintained in accordance with the provisions of *The Personal Information Protection and Electronic Documents Act of Canada* ([PIPEDA](#)).

Full Name & Rank	
Address 1	
City / Province	
Postal Code	
Cell or Landline	
Email	
Service or Badge Number	
CAF or RCMP	
Still Serving or Retired	

What type of equipment are you requesting?

Please provide information about your request including a detailed description of the equipment, gear, items and accessories. Attach an official quote from a recognized company/supplier or an internet-based quote (e.g. print screen) from a recognized company's website. If your application is in respect of secondary funding, please provide a copy of your physician's letter of approval, related invoice for the item(s) in question and funding letter received from the supporting organization.

Note: If approved based on a quotation, GKCSA (NFP) will pay the supplier directly.

What impact would it have in your life to receive the type of funding for the equipment or items you are requesting?

In broad terms explain your condition and how you intend to use the equipment, gear, items or accessories in your daily life. How do you anticipate this equipment to impact or change your current lifestyle, i.e. physical, mental, emotional, social well being? Do you have any interest in playing in a recreational league or on a competitive team? How does this support your goals in terms of transitioning to civilian life and adapting to your 'new normal'?

SUPPORT FROM OTHER ORGANIZATIONS:

1. Did you apply to **any** other organization that has provided you with funding, or is currently reviewing your application for this equipment? If yes, please explain below. (If you have been granted funds please attach the decision letter with the total amount you have been reimbursed).

2. Are you able to pay anything towards the total cost or remaining balance? If yes, how much can you contribute?

Check the following:

- I verify that the information provided is correct.
- I am unable to purchase the equipment or items without financial assistance.

Applicant's Signature:

Signature

Date

For Use by *Benevolence Management Committee*

Eligible: Yes No

Date: _____

BMC Director:

Signature

Date