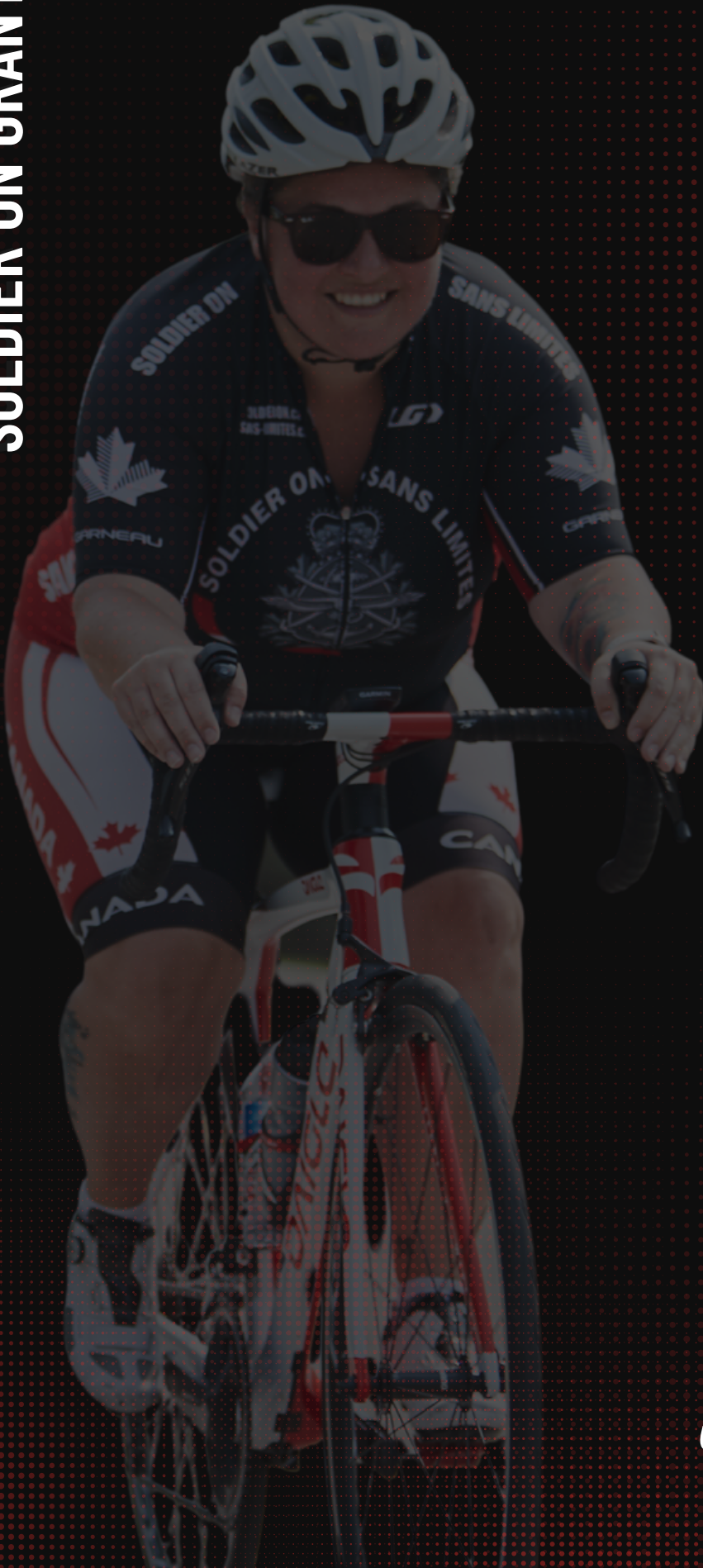


**APPLICANT GUIDE TO
SOLDIER ON GRANT**



SOLDIER ON



APPLICANT GUIDE TO SOLDIER ON GRANT

ADAPT. OVERCOME. SOLDIER ON.

Note: This document and process may be reviewed and updated periodically by Soldier On

Last Update: 30 June 2023

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 for support through the Soldier On Fund?3
THE SOLDIER ON GRANT	4
Application Windows.....	4
What does the Soldier On Fund not cover?	4-5
Soldier On Grant Selection factors.....	5
STEP-BY-STEP: Your Grant Application	6
Section 1: Soldier On membership.....	6
Section 2: Applicant information.....	6
Section 3: Your Grant request.....	7
Section 4: Sales quote.....	7
Section 5: Receipt of Funds.....	8
Section 6: Declaration and submission.....	8
PROCESSING, PAYMENT AND OVERPAYMENT	9
Processing a Soldier On Fund application.....	9
Payment.....	9
OverPayment.....	9
Receipt and proof of purchase.....	10
APPLICATION FORM	11
CONTACT INFORMATION	12

GENERAL INFORMATION

What is Soldier On?

Soldier On is a program of the Canadian Armed Forces (CAF) that contributes to the recovery of ill and injured CAF members and Veterans by providing opportunities and resources through sport, recreational, and creative activities.

What does Soldier On do?

Since its inception in 2007, Soldier On has supported thousands of ill and injured members by:

- Offering financial assistance to members to assist in defraying the cost of sporting or recreational equipment which supports their active lifestyle; and
- Offering opportunities to 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 members 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 the official grant program of the CAF 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.

The Soldier On Grant Program provides financial assistance to eligible members to help defray the cost of sporting and recreational equipment and memberships to empower members to be active for life. The Soldier On Grant is currently disbursed to eligible members on a one-time basis and is limited in funding up to \$750.

GENERAL INFORMATION

How is the Fund administered?

Soldier On has a responsibility to ensure that the Soldier On Fund complies with donor intent. To ensure we meet these expectations, directives signed by the National Manager – Soldier On clearly explain how the Fund is to be administered. The directives are available upon request

Who can apply for support through the Soldier On Fund?

Any registered member of Soldier On (a serving member or retired member of the Canadian Armed Forces who sustained a permanent mental health or physical illness or injury while serving).

If you are not registered with Soldier On, return to the website and register at: <https://www.soldieron.ca/Get-Support>

THE SOLDIER ON GRANT

Application Windows

Due to the level of interest in the Soldier On Grant and nature of the Soldier On Fund, there are four marked opportunities to submit an application throughout the year. Unless otherwise indicated on the Soldier On website, the application windows will occur quarterly.

Due to limited funding approximately 250 applications will be accommodated per window. As a result, the application link may be closed prior to the application window deadline. Valid applications will be treated in the order in which they are received, so it is recommended to apply as soon as the application window opens.

What does the Soldier On Fund cover?

The Soldier On Grant provides financial support up to \$750 per member to help defray the cost of sporting or recreational equipment, or membership fees or costs.

The following is a list of examples, albeit not exhaustive, 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; and**
- **One-time membership fees such as gym memberships, season passes, yoga memberships, or golf memberships.**

If you have any questions about types of equipment or memberships supported, please reach out to us using the contact info on the last page.

THE SOLDIER ON GRANT

What does the Soldier On Fund not cover?

The following is a list, albeit not exhaustive, of the type of equipment/activities/memberships for which financial support is **NOT** available:

- Personal clothing or accessories (e.g. shirts, shorts, running shoes);
- Sport drinks, supplements, energy bars, or likeness;
- Equipment/memberships involving motorized vehicles;
- Equipment/memberships involving firearms outside of recognized air rifle/ pistol competitions;
- Therapy based activities;
- Home gym equipment;
- Not authorized CAF Sports IAW Ch 5-1 of the **PSP Policy Manual**; and
- Accessories for animals.

Soldier On Grant Selection factors

Each Soldier On Fund application is evaluated on a case-by-case basis by Soldier On staff. Soldier On ensures that a variety of perspectives inform the review and approval process. All applications are reviewed taking into consideration the following factors:

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

STEP-BY-STEP: YOUR GRANT APPLICATION

The following provides key information and a step-by-step guide on how to complete each section of the grant application.

Section 1: Soldier On membership

Prior to completing the grant application, please indicate whether you are a registered member of Soldier On.

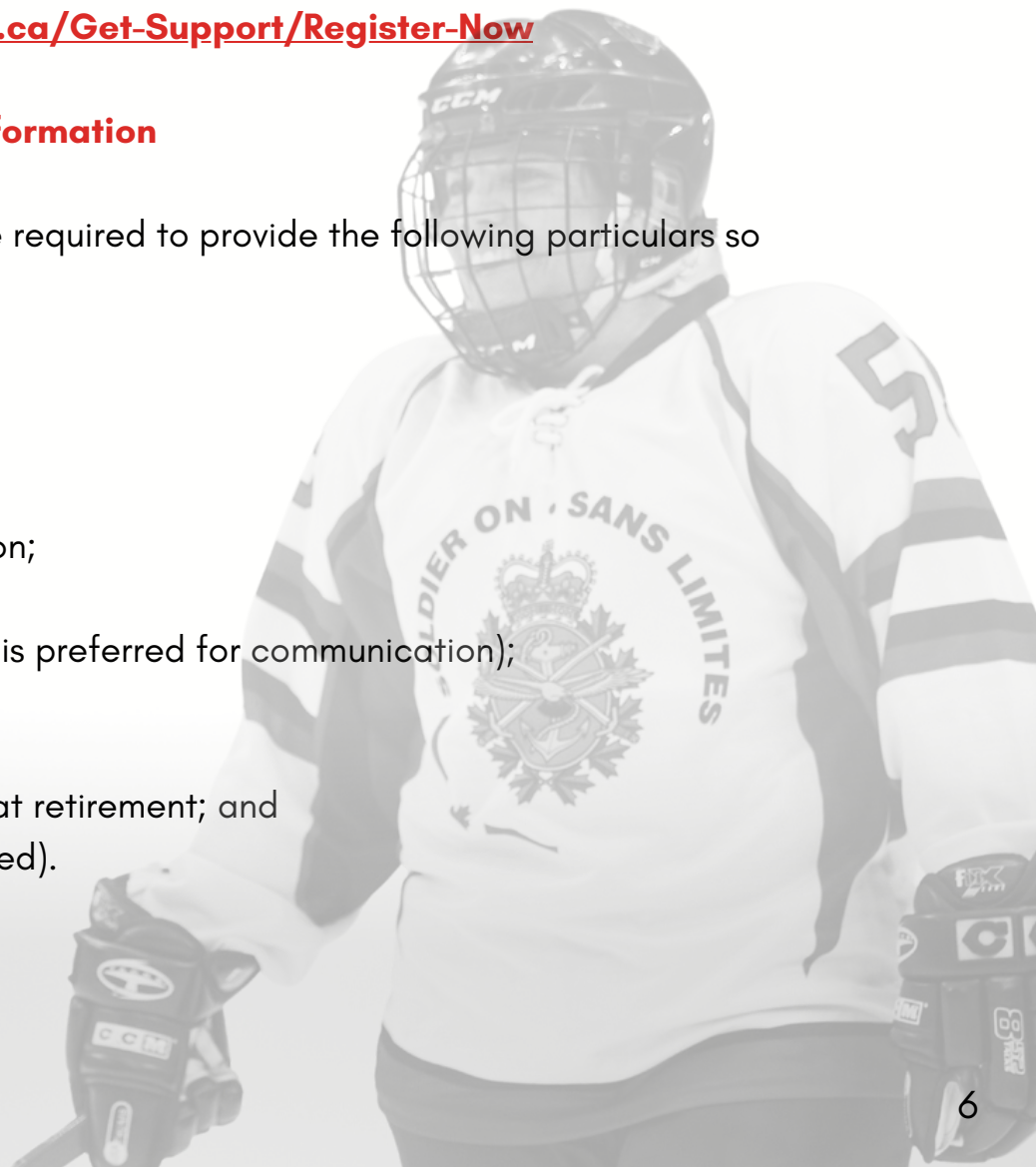
To be eligible for a Soldier On grant, you must be registered with Soldier On. If you are not already, register with Soldier On here:

<https://www.soldieron.ca/Get-Support/Register-Now>

Section 2: Applicant information

In this section, you will be required to provide the following particulars so please have them ready:

- Your full name;
- DOB;
- Mailing address;
- Your Soldier On region;
- Phone Number;
- Email (civilian e-mail is preferred for communication);
- Service Number;
- Element;
- Current rank or rank at retirement; and
- Status (Serving/Retired).



STEP-BY-STEP: YOUR GRANT APPLICATION

Section 3: Your Grant request

In this section, you must specify the type of application you are requesting (e.g., equipment and/or membership) and the expected cost.

You are also requested to clearly describe how receiving a Soldier On Grant will support your efforts to achieve an active and healthy lifestyle.

Finally, you will be required to describe in detail how your recovery plan or your healthy and active lifestyle would be impacted in the event that your application is not approved

Section 4: Sales quote

In this section, you will be required to provide detailed financial information about your request including 1 (one) quote in the form of an official quote from a recognized company/supplier or an internet-based quote (e.g., print screen/screen shot) from a recognized company's website. (Quotes or purchases cannot be from a private sale, Kijiji, Craigslist, Facebook Marketplace, etc.)

A sales quote is required to process your Grant application. We accept both digital sales quotes sourced from a website, and physical sales quotes sourced from a flyer or price listed in-store (item price tag). Both types of quotes must be converted to a digital PDF format prior to being uploaded with your application (e.g., digital scan, PDF, photo of sales quote, etc).

STEP-BY-STEP: YOUR GRANT APPLICATION

Section 5: Receipt of Funds

A Soldier On Grant application must be approved prior to any financial commitment. If your grant request is approved, you will be contacted by our team and the funds based on your provided quote will be deposited into your bank account.

In this section, you will need to upload a void cheque or direct deposit form to your application. Your uploaded file may originate from a scan, photo or a screenshot but must be converted to a PDF format before being uploaded to your application.

Note: The banking information that you provide must be from an account which you are the primary or joint account holder.

Section 6: Declaration and submission

Once you have completed all of the sections including uploading the required documents and have carefully reviewed the declarations, click submit and you're done! Your application form will be sent to Soldier On staff for processing.

PROCESSING, PAYMENT AND OVERPAYMENT

Processing a Soldier On Fund application

A Soldier On Fund application will generally be processed within 15 to 20 business days from the date we receive your grant application. These timelines may be extended for several reasons such as number of applications received, incomplete form or missing supporting documentation.

You will receive written correspondence to the email on file of the decision once it is rendered by the proper approval authority.

Important: A Soldier On grant application **must be approved** prior to any financial commitment made by the eligible recipient (e.g., purchasing your equipment and/or membership). 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**.

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.

Payment

Once a grant application has been approved, a payment request will be issued by the Soldier On staff to the Finance Department to release payment.

Please note that the **maximum** allowable amount for a grant is **\$750** and that Soldier On does not cover taxes, shipping, or handling. An approved grant application **shall only be disbursed up to amount indicated on the uploaded sales quote, or to a maximum of \$750**, whichever is lesser (e.g., you submit a quote for a piece of equipment that is \$300 before taxes, you will only be disbursed \$300; you submit a quote for a \$900 piece of equipment before taxes, you will only be disbursed \$750).

PROCESSING, PAYMENT AND OVERPAYMENT

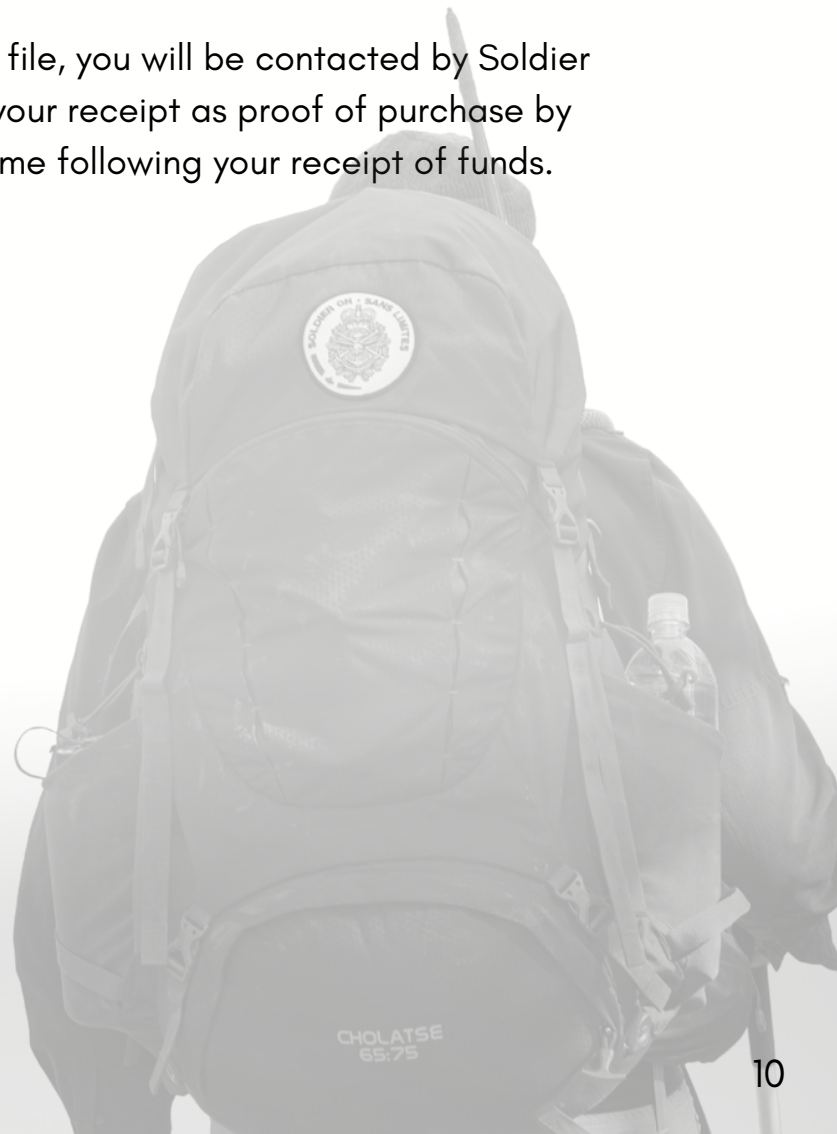
You should see the deposit in your account within three weeks. These timelines may be extended during busy periods within the Finance Department (e.g., end of fiscal year).

Overpayment

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.

Receipt and proof of purchase

In order to finalize an approved grant file, you will be contacted by Soldier On and required to submit a copy of your receipt as proof of purchase by email within a designated period of time following your receipt of funds.



APPLICATION FORM

Thank you for reading the applicant guide to a Soldier On grant.

READY TO SUBMIT YOUR APPLICATION TO THE SOLDIER ON FUND?

Please click on the link below to complete the form and submit:



<https://form.jotform.com/231016117230034>

(This link will only be active during the respective application windows)

IMPORTANT POINTS TO REMEMBER

- **The maximum standard grant amount is \$750.00 before taxes. Soldier On cannot cover taxes, shipping or handling.**
- **This is a one-time, non-recurring grant.**
- **Do not purchase the equipment before being approved (equipment is not reimbursed in arrears).**
- **You will be required to upload a quote for the item you wish to purchase and a void cheque for direct deposit.**
- **Please note that the maximum allowable amount for a grant is \$750 and that Soldier On does not cover taxes, shipping, or handling.**
- **An approved grant application shall only be disbursed up to amount indicated on the uploaded sales quote, or to a maximum of \$750, whichever is lesser (e.g., you submit a quote for a piece of equipment that is \$300 before taxes, you will only be disbursed \$300; you submit a quote for a \$900 piece of equipment before taxes, you will only be disbursed \$750).**

CONTACT INFORMATION

**Not sure what region you are in or have any questions?
Please contact us!**

Soldier On Fund 295 Coventry Rd.
Ottawa, ON, K1K 4M7 Tel: 1-800-883-6094

E-mail: [**SoldierOnFund.FondsSansLimites@forces.gc.ca**](mailto:SoldierOnFund.FondsSansLimites@forces.gc.ca)

Website: [**www.SoldierOn.ca**](http://www.SoldierOn.ca)

