



# **APPLICANT GUIDE TO SOLDIER ON GRANT**

Please read this detailed guide that covers important information about Soldier On, who is eligible and how to properly apply for a Soldier On grant.

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# General Information

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**What is Soldier On?** Soldier On is a Canadian Armed Forces program that contributes to the recovery of ill and injured Canadian Armed Forces 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 to:

- Obtain sporting or recreational equipment that supports their active lifestyle;
- 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 grant 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.

Due to the nature of the fund, the grant program can only support a limited number of grants per year. As such the program may have to close temporarily from time to time, depending on available resources.

**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 National Manager – Soldier On clearly explain how the Fund is to be administered. The directives can be found on the Soldier On website.

**Who can apply?** Any registered member of Soldier On (a serving member or veteran 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 first at: <https://www.soldieron.ca/Get-Support>.

**How do I apply for a grant?** Follow these simple steps to properly complete and submit a Soldier On grant 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** > Contact the Soldier On Regional Coordinator in your area with details on the piece of equipment you are looking to acquire and how you plan to incorporate it into your daily life to ensure you are Active for Life.

**Step 3** > Once you have a complete Active for Life plan created with your Regional Coordinator, you will be given the link to your application. Complete the online Grant Application form. Here are few tips. For more detailed information, refer to Page 4 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;
- Upload a sales quotes from an authorized supplier/company.
  - No private sales / Kijiji etc.
- Sign-up for direct deposit.
  - Upload void cheque / Banking information
- Read the declarations. It is important that you understand the terms and conditions of being awarded a Soldier On grant.

**Step 4** > Submit your complete application.

**What does the Soldier On Fund cover?** The following is a list, 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.
- Membership fees such as gym membership, season pass, or golf membership.

**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:

- Personal clothing or accessories (e.g. shirts, shorts, running shoes);
- Sport drinks, supplements, energy bars, or likeness;
- Replacement parts or service repairs for equipment;
- Equipment/Events involving motorized vehicles;
- Equipment/Events 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 (Ref J);
- Accessories for animals.

## Contact Information

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)

**Updates:** This document may be reviewed and updated periodically by Soldier On.

# How to Complete a Grant Application

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The following provides key information for each section of the 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;
- DOB;
- Mailing address;
- Phone Number;
- Email;
- Service Number;
- Serving/Retired; and

- Element;

**Note: To be eligible for a Soldier On grant, you must be registered with Soldier On. Register with Soldier On here:**

<https://form.jotform.com/80352823986263>

**About your request:** In this section, you must specify the type of application you are requesting (i.e. Equipment and/or Membership).

You are also requested to clearly describe how the grant will support your efforts to achieve an active and healthy lifestyle, 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 including information about the equipment/membership 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. **(Equipment cannot be from a private sale, Kijiji, etc.)**

**Payment:** A Soldier On grant application must be approved prior to any financial commitment. If your grant request is approved, the funds will be deposited into your bank account. You will need to upload a void cheque or direct deposit form to your application.

**Submitting an Application:** Once you have completed all of the sections including uploaded the required documents and 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

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### 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 a number of reasons such as number of applications received, incomplete form or missing supporting documentation. You will receive written correspondence of the decision once it is rendered by the proper approval authority.

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 aid 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 respective Soldier On Regional Coordinator (consult SME expert, authorized medical authority, service delivery partner as required, etc);
- Urgency of the need;
- Availability of financial assistance 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 three 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.

## APPLICATION FORM

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Thank you for reading the applicant guide to a Soldier On grant. Please click on the link below to find the contact information for your corresponding Regional Coordinator and contact them today to get your application started!

<https://www.soldieron.ca/Contact-Us/Regional-Reps>

**Important Points to Remember:**

- The maximum standard grant amount is \$1000.00 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 of the item you wish to purchase and a void cheque for direct deposit.

**Not sure what region you are in? Please contact us at the email below!**

Any questions can be sent to:

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