

## **THE COMMUNITY SERVICE GRANTS PROGRAM OF THE MESSAGE THERAPY FOUNDATION**

### **THE MESSAGE THERAPY FOUNDATION**

The Massage Therapy Foundation advances the knowledge and practice of massage therapy by supporting scientific research, education, and community service.

### **THE COMMUNITY SERVICE GRANTS**

#### **1. Objectives**

Awards are granted to provide therapeutic massage and bodywork to communities or groups who may have little or no access to such services and who are in some way(s) marginalized by society, with the intention of enabling such communities to achieve their health potential. Awards may also be granted to provide therapeutic massage and bodywork in more mainstream contexts where it is not yet available. These awards are designated to promote working partnerships between the therapeutic massage and bodywork professions and community based organizations.

The Massage Therapy Foundation defines massage as “the application of manual techniques, and adjunctive therapies, with the intention of affecting the health and well-being of the client.” Applicants must ensure compliance with state or local regulation of therapeutic massage and bodywork practice.

#### **2. Eligibility**

Community Service Grants are available to organizations or affiliates of organizations which:

- 2.1. Have been in existence for at least one year in the respective State or Province;
- 2.2. Are tax-exempt under schedule 501(c)(3) in the U.S., or a non-profit charitable organization in other countries;
- 2.3. Currently provide some therapeutic or other service programs to the community (the Community Service Grant must be used to provide therapeutic massage and bodywork in conjunction with these programs);
- 2.4. Have designated a qualified staff member (herein known as the Project Leader) and a qualified practitioner (herein known as the Massage Therapy Coordinator) to oversee this program.
- 2.5. Projects should not duplicate services already provided by applicant organization, and should demonstrate sustainability after the grant award period has ended.
- 2.6. Practitioners must provide proof of professional liability insurance coverage. Certificates of insurance should be included in Appendix XYZ

Community Service Grants are not awarded to individuals. Community Service Grants will not be awarded to organizations which employ or otherwise have an ownership or contractual relationship with officers or trustees of the Massage Therapy Foundation, members of the Community Service Proposal Review Committee (“Review Committee”), or any spouses, domestic partners, children, descendants, spouses of

descendants or any other individuals related to any officers or trustees of the Massage Therapy Foundation or to members of the Review Committee.

### 3. Application Procedures

Organizations wishing to apply for a Community Service Grant must complete and submit an application online. To create a profile and start an application go directly to:

<https://www.grantinterface.com/Common/LogOn.aspx?eqs=y0lvNTomAgWOM2coyTHS1erb3tfoG-xx0>

The application form must be completed in its entirety and requested appendixes attached.

### 4. Conditions of Award

- 4.1. The applicant organization must retain adequate accounts and records of all Massage Therapy Foundation Community Service Grant funds received and disbursed. **Records and accounts must be sent to the Massage Therapy Foundation every 90 days until the termination of the award period**, and such records must be retained for two (2) years following the termination of the award period.
- 4.2. Community Service Grant Recipients shall prepare and maintain appropriate records of all community service project activities, duration and extent of services provided, demographics of participants, and the duration and extent of participation. Such records must be sufficient to enable the Massage Therapy Foundation to qualitatively evaluate or measure the community service project's functions and determine whether all project activities have been and will continue to be consistent with the project's objectives and anticipated goals. **The Project Leader is responsible for submitting this information in quarterly reports to the Massage Therapy Foundation. Reports should include photographs and, where appropriate, video material showing use of the Grant funds.**
- 4.3. Procedures for maintaining confidentiality of client records must be specified.
- 4.4. Applicant Organizations must submit documentation showing that all reasonable measures will be taken to assure the safety and health of the participant(s) in the community service project according to guidelines set by the United States Department of Health and Human Services, as well as any other laws, rules or regulations enforced by any state or local government agencies, including but not limited to privacy laws such as the Health Insurance Portability and Accountability Act of 1996. Such records must be sent to the Massage Therapy Foundation every ninety (90) days until the completion of the award period, and retained for two (2) years following the completion of the award period.
- 4.5. Community Service Grant Recipients are required to use Massage Therapy Foundation Grant funds to pursue only that community service project and those project objectives described in the application unless prior approval from the Massage Therapy Foundation has been obtained for a change of the project objectives. In this case, the organization must submit the proposed changes to the Massage Therapy Foundation for consideration and must receive written approval before any such changes or modifications are implemented.
- 4.6. Massage Therapy Foundation officers, or their duly authorized representatives have the right, during regular business hours, to make periodic visits to verify and monitor the status of the community service project, proper administration of the funds, and the appropriateness of all expenditures as established by the Massage Therapy Foundation.

- 4.7. The Massage Therapy Foundation has the right and obligation to withhold or withdraw funding if the stated conditions are not met, the community service project is no longer feasible, the recipient no longer meets eligibility requirements, there is evidence of unethical behavior, or for any other reason determined by the Massage Therapy Foundation to be in the best interests of the Foundation. Grant Recipients must return to the Massage Therapy Foundation all unspent funds and, upon the Foundation's request, all funding disbursed for ineligible items.
- 4.8. Community Service Grant Recipients are required to complete and file all necessary forms with the United States Internal Revenue Service, Revenue Canada and/or the appropriate governmental tax services in the State, Province, or Country in which the organization is registered, if applicable.
- 4.9 The Massage Therapy Foundation retains the right to produce a summary of the preliminary project and/or final reports for publication on the Foundation website and/or in any publication or marketing outlet at the Foundation's discretion.

## **5. Duration and Value of Grants**

Grants will be awarded for a 12-month period; the value of the Community Service Grants will be between \$500 and \$5,000 and must be used in the specific time period for which they have been awarded. Any unspent funds must be returned to the Massage Therapy Foundation. Funding needed to support the continuation or completion of the project beyond either the designated completion date or the budgeted amount of the original grant must be requested in a new application.

## **6. Deadline**

Applications must be received by the deadline of **April 2, 2018**. Decisions will be made no later than 120 days from the application deadline.

## **7. Evaluation Policy and Procedures**

All Grant applications shall be reviewed in an open competition process by the Community Service Proposal Review Committee which shall consist of one (1) member of the Foundation's Board of Trustees and at least three (3) additional members appointed by the Massage Therapy Foundation President. The Foundation will use its best efforts to keep confidential all personal information submitted as part of a community service application or obtained throughout the course of an awarded Grant, and shall use such information only for the review of the application, evaluation, and administration of the Grants; except that the Foundation may publish personal information necessary to promote and publicize the Grant and the results of the project

Applications shall be judged on the following criteria:

- 7.1. The importance of the population to be served, the potential of massage therapy to enhance the well-being of this population and the perceived need for the project in the community-at-large;
- 7.2. The extent to which the project's goals, objectives and procedures are clear, specific, attainable, measurable, and likely to be accomplished within the proposed time span;
- 7.3. The clarity of the outcome of the proposed project. Please include sample evaluation forms for committee review;

- 7.4. The demonstrated link between the practitioner and the applicant organization; including the extent to which the project is integrated with other programs in the organization, the involvement of organization staff in this project; and collaboration with other individuals or organizations involved as applicable.
- 7.5. The qualifications of the Project Leader and Massage Therapy Coordinator in the form of a resume and list of supporting certifications including demonstrated massage therapy, community service expertise, and specialized experience and training with the population to be served by this project;
- 7.6. The availability of the Project Leader and supporting staff and/or facilities required for successful completion of the proposed project;
- 7.7. The clarity and appropriateness of the budget;
- 7.8. The perceived sustainability of the project.

## **8. Eligible Expense Items**

Eligible expense items include: salaries/wages for those involved in the community service project, including partial allowances for a Principal Therapist and co-therapists to cover some release time from other activities necessary for the pursuance of the project; marketing, relevant supplies, e.g., massage oil and case history forms; travel necessary for the community service project and grant writing costs and/or administration expenses. **Please note that although wages are eligible for funding, the Foundation Grant Review Committee looks favorably on total or partial volunteerism as it reflects a good use of resources and supports the Foundation's value of philanthropy through community service.**

## **9. Ineligible Expense Items**

Items ineligible for Community Service Grant Funds include: capital construction of facilities and equipment, staff child care; entertainment. Although indirect costs request for funding are discouraged, the Community Service Grant Review Committee may consider some of the following up to \$500: purchase of standard equipment such as computer, massage tables; costs incurred prior to the awarding of the Grant and contingency allowances.

## **10. Reporting**

The Community Service Grant Recipient must submit interim reports at 3-month intervals from the start of the Grant through the Grant period with a final report at the termination of the Grant period. These reports must contain full financial accounting and a description of the progress of the funded community service project, including any changes to the timeframe, grant personnel, or any challenges arising that may affect the timely completion of the project. Interim and final reports should include photographs and, where appropriate, video material of the project. The Massage Therapy Foundation will own the reports and summaries upon receipt and shall therefore be entitled to use each report and any of its contents in any manner it deems fit.

Upon completion of the service project, the grant recipient must submit the following documents to the Foundation:

- 10.1. A final report describing the rationale, procedures, program evaluation, and any future plans for continuance of the project;
- 10.2. Copies of any manuscripts which have been prepared for submission to professional journals; indicate on the cover sheet the name of the journal to which each was submitted and the date of submission (grantees are required to notify the Massage Therapy Foundation upon acceptance of the report for publication in a

journal);

- 10.3. Adequate accounts and records of all Massage Therapy Foundation Community Service Grant funds received and disbursed.

Grant recipients are required to acknowledge the grant from the Massage Therapy Foundation in all publications and media coverage concerning the community service project. Grant recipients are encouraged to seek media coverage of the project. Any publication or other transmission of information resulting from the project must include a prominent disclosure indicating sponsorship/funding from the Massage Therapy Foundation.

**All applications must be submitted online through [www.massagetherapyfoundation.org](http://www.massagetherapyfoundation.org).**

Please direct all inquiries to:

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For more information about the Massage Therapy Foundation and our programs visit:

**[www.massagetherapyfoundation.org](http://www.massagetherapyfoundation.org).**