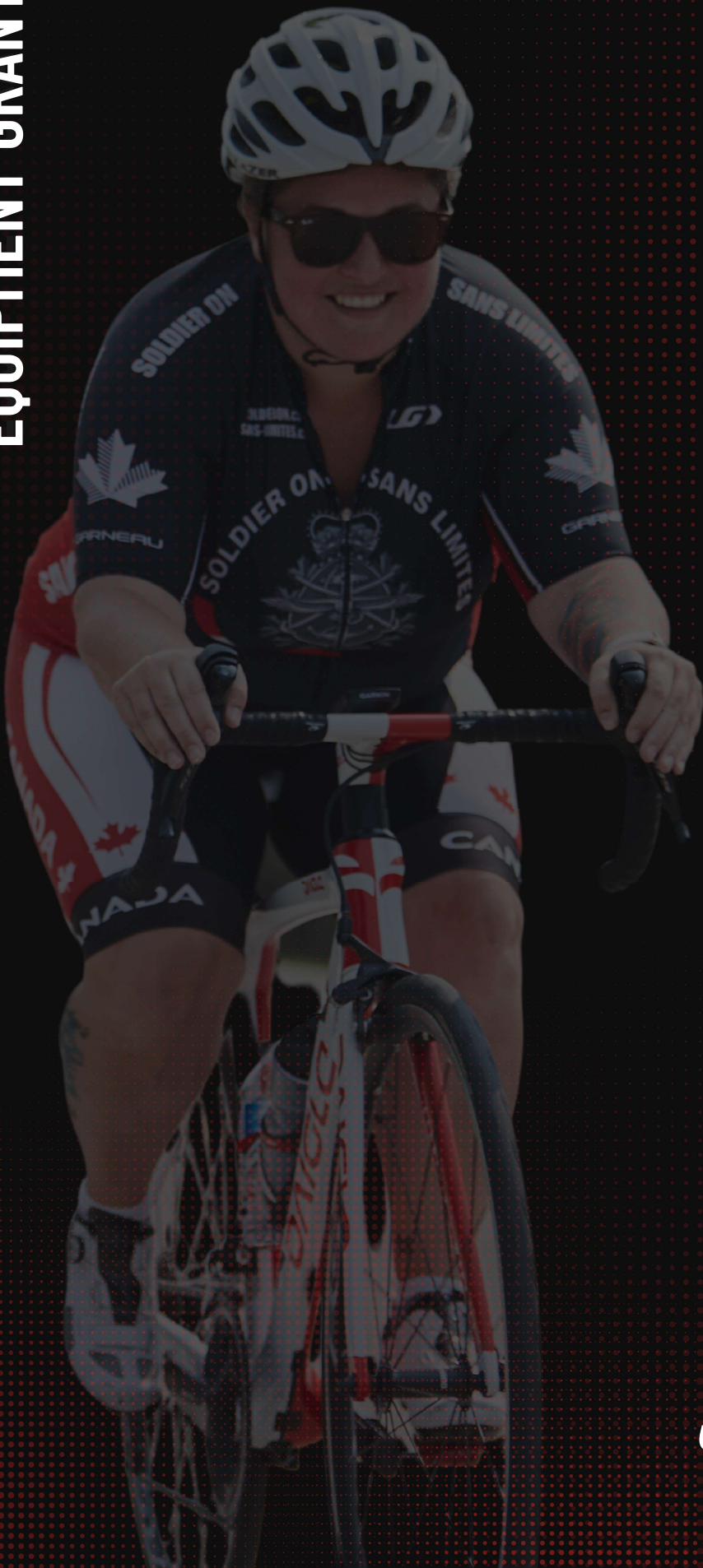


APPLICANT GUIDE TO SOLDIER ON EQUIPMENT GRANT



SOLDIER ON



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ADAPT. OVERCOME. SOLDIER ON.

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

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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 an official charitable cause of the Canadian Armed Forces and is managed by Canadian Forces Morale and Welfare Services under the Canadian Armed Forces Charitable Funds. As a qualified donee, the Soldier On Fund offers Canadians the opportunity to support ill and injured members.

The Soldier On Equipment 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 Equipment Grant is currently disbursed to eligible members on a **one-time basis** and is limited in funding up to \$750.

GENERAL INFORMATION

Due to the nature of the Soldier On Fund, the grant program can only support a limited number of grants per year. As a result, the program may have to close temporarily from time to time pending the availability of resources.

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 EQUIPMENT GRANT

Application Windows

Due to the level of interest in the Soldier On Equipment Grant and the 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.

To remain in alignment with our budget planning, approximately 250 applicants 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 Equipment 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 EQUIPMENT 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 Equipment Grant Evaluation 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 Equipment 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 EQUIPMENT GRANT APPLICATION

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

Section 1: Soldier On membership

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

To be eligible for a Soldier On Equipment 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 EQUIPMENT GRANT APPLICATION

Section 3: Your Equipment Grant Request

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

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

Additionally, you will need to explain in detail how your recovery plan or your healthy and active lifestyle would be impacted if your application is not approved.

Section 4: Quote and Purchase Process

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/screenshot) from a recognized company's website. Quotes or purchases cannot be from a private sale, Kijiji, Craigslist, Facebook Marketplace, etc.

STEP-BY-STEP: YOUR GRANT APPLICATION

Section 5: Fund Transfer

Should your equipment grant application be approved, you will receive the funds via direct deposit. In this section, you will need to upload a void cheque or direct deposit form to your application. The file can originate from a scan, photo, or screenshot but must be converted to a PDF format before being uploaded.

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

Section 6: Declaration and Submission

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

ARPROVAL PROCESS

A Soldier On Equipment Grant application must be approved prior to any purchase.

Upon approval of your equipment grant application, you will receive a confirmation email from our team. At that point, you will be required to purchase the equipment upfront. After completing the purchase, you will need to submit the official receipt to Soldier On **within 30 business days of approval**. Please submit the receipt to our team via email to **soldieronfund.fondssanslimites@forces.gc.ca** for reimbursement. **Please clearly indicate your Grant File #, your name and Service Number.**

Once your receipt is received and verified, the reimbursed funds will be deposited into your bank account.

We accept both digital receipts from online purchases and physical receipts from in-store purchases, which must be converted to a digital PDF format (e.g., digital scan, PDF, or clear photo of the receipt) before uploading with your application.

Should you encounter any financial challenges in purchasing your equipment or membership upfront, please contact us using the email above. Exceptions may be considered on a case-by-case basis.

PROCESSING AND PAYMENT

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 application. These timelines may be extended for several reasons, such as a high volume of applications, incomplete forms, or missing supporting documentation.

You will receive written correspondence via the email on file once a decision has been made by the appropriate approval authority.

Important: A Soldier On Equipment grant application **must be approved** prior to making any purchases. Once approved, you must complete the purchase and submit the receipt. Equipment grant applications received **after** a financial transaction has occurred will be evaluated on a case-by-case basis and **may not be approved**.

If your application is incomplete and you fail to provide the required documentation within the prescribed timeline indicated in the written correspondence, your application will be closed.

Payment

To finalize an approved equipment grant, you will be required to **submit a copy of your official receipt as proof of purchase**. Failure to provide the receipt within the designated timeframe will result in forfeiture of the grant reimbursement. Once the equipment grant application is approved and your receipt is submitted and verified, a payment request will be issued by Soldier On staff to the Finance Department to release the reimbursement directly to your bank account within three weeks. These timelines may be extended during busy periods within the Finance Department (e.g., end of the fiscal year).

PROCESSING AND PAYMENT

Please note that the **maximum allowable amount for an equipment grant is \$750**, and Soldier On does not cover taxes, shipping, or handling.

Reimbursement will only cover the amount listed on the submitted receipt up to \$750, whichever is lower (e.g., if you submit a receipt for a \$300 item, you will be reimbursed \$300; if you submit a receipt for a \$900 item, you will be reimbursed \$750).

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



APPLICATION FORM

Thank you for reading the applicant guide for the Soldier On Equipment Grant program.

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

- Please note that the maximum allowable equipment grant amount is \$750, and Soldier On will not cover taxes, shipping, or handling. Reimbursement will only cover the amount indicated on your uploaded sales receipt, or \$750, whichever is less.
- This is a one-time, non-recurring grant.
- Important: Do not purchase the equipment before your application is approved, as equipment is not reimbursed in arrears.
- Receipts and questions should be emailed to soldieronfund.fondssanslimites@forces.gc.ca
- You will be required to upload a quote for the item you wish to purchase and a void cheque for direct deposit.

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**

Website: **www.SoldierOn.ca**

