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WRC Equipment Proposal Document

worldwheelchair.rugby



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Sample Wheelchair Rugby Equipment Request

The purpose of this document is to provide a sample wheelchair rugby equipment request package that can be modified to your needs. It is written so it can be provided to a sponsor or funding agency as a complete package or where sections can be copied and adapted to fit typical questions asked in grant applications. Areas that either provide a general description on the section or require the user to input information based on their specific request can be found in italicized red font.

NOTE: As there are a wide range of organizations that may be using this resource guide, from large scale organizations with robust financials and paid employees to a group of volunteers looking to start a program, there may be sections of this request package that are not applicable to the structure of your organization and/or your request. You can delete any areas listed below and/or add in information that is relevant to you. Remember – this is just a guide to help prompt the type of information that funders typically look for and tips on how you can answer these various questions.

General Tips When Submitting a Request

- Don't just copy/paste all information from this document - ensure you tailor this generic template to the organization you are requesting support from. Look at the "About Us" section on the organization and make note of their mission, vision, values, and what areas they want to focus on with their philanthropic work. Ensure your request aligns with these areas and/or highlight how your request will support the funding organization in meeting their philanthropic goals.
- If it is a formal application process, review any funding guideline or Frequently Asked Questions' document. Make note of the following aspects:
 - What is the purpose of the funding/granting program? Highlight those key words/themes in the description of your project and ensure you use them within your application where applicable.
 - Does your organization meet the eligibility requirements?
 - Are there any restrictions on what they fund (ie. Only certain % for certain expenses, capital asks only, etc.). Ensure your ask does not contradict any restrictions in how the funding must be utilized.
 - What are the grant timeframes: when is the application due, when is it reviewed, when will funding announcements occur, and when must the funding be spent. Ensure your timelines of the project align with this.
 - Do they describe how they will evaluate your application? If yes, ensure your answers address the areas they are evaluating and pay attention to what questions are weighted more heavily in their selection process.
- If the application is an online form, look for a document outlining what the application questions are or begin the application to gain access to the questions. Transfer these questions to a word document and complete your application in this document, making note of any word count or character restrictions. Then copy/paste your answers into the online application to submit. This ensures that any glitches with the online application form do not require you to re-write your answers from scratch.

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(Cover Page)

Insert Organization Logo Here

Insert photo of wheelchair rugby, ideally an action shot to capture the funders eye right away of local players (photo below for placeholder)



Name of Granting Program/Foundation/Organization:

Wheelchair Rugby Equipment Expansion

Name of Your Organization

Date of Request Submission

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Summary of Request for Support

The remainder of this document is written from the perspective that the organization requires a fleet of wheelchair rugby sport chairs in order to start an introductory level wheelchair rugby program for people with physical disabilities. Tips on what information to include for different programming scenarios (ie. replacing current equipment or expanding a program to another region) can be found at the end of the document.

The purpose of the "Summary of Request for Support" page is to provide a snapshot overview of what you are requesting to catch the funders attention – basics of the who, what, where, when, and how much money. If possible, try to make this section fit on one page. The remainder of the document goes into further details to provide more information and justify the need behind your ask.

Name of Applicant: *insert your organization name*

Charitable Registration Number/Society Number (*or equivalent for your country*): *insert information*

Project Name: Wheelchair Rugby Equipment Expansion

Project Description:

Insert organization name has been exploring offering a wheelchair rugby program as there are few team sport programs in the area that are catered to individuals with a disability with lower physical functionality. The main challenge that is preventing this project from moving forward is securing the initial fleet of the specialized wheelchair rugby chairs needed to deliver the program. With the support of *insert funding name*, *insert your organization name* would like to purchase *insert #* wheelchair rugby sports chairs in order to deliver a *insert #* week introductory wheelchair rugby program in *insert location* for individuals with a disability.

Project Need:

Wheelchair rugby chairs are a critical piece of equipment needed to participate in wheelchair rugby programming, particularly as it is a full contact sport. A fleet of various sizes and styles are needed in order to support a wide range of participants of various body types and sizes and to ensure participants are able to safely and successfully participate in the sport. There is a substantial amount of research indicating the various benefits to participating in wheelchair sports for individuals with a disability. Purchasing this equipment will allow the organization to deliver wheelchair rugby programming that will provide physical, mental, and social benefits to individuals with a disability.

Project Goal:

The main goal of this project is to access *insert # here* wheelchair rugby sport chairs to be used in introductory level programming in wheelchair rugby. This level of programming creates a positive initial experience in wheelchair rugby that will lead to continued participation, improved health, and overall enjoyment for participants with a disability.

Project Areas of Focus:

List any "areas" that align with the grantee you are submitting to. Some examples of common focus areas include:

- Inclusivity, Diversity, Equity, and Accessibility
- Children and Youth
- Individuals with a Disability
- Health, Physical Activity, and Recreation

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Amount Requested: *insert \$ amount here* for the purchase of *insert # here* wheelchair rugby sport chairs

Who Will Benefit: The primary target audience of this project are individuals with a physical disability.

Timeframe: Our goal is to purchase a fleet of wheelchairs to be utilized by *insert specific date or general timeframe here (ex. within 12 months of placing the chair order)*. However, the impact of this funding will expand well beyond this timeframe as well-maintained wheelchair rugby chairs can be utilized for 10+ years.

Please find enclosed a full application with detailed information on this funding request. Any additional questions regarding this request can be directed to *insert name of contact and their contact information*.

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Organization Name

Provide a general overview of who you are as an organization. This should be anywhere from 4-6 sentences long providing a broad overview of who you are and what your focus and values are as an organization. If you are not a formal organization with information below, still provide an overview of who you are as a group, what types of programs you want to provide if you haven't started providing yet, and why you want to provide them. This is your chance to let the granter know who you are at the core of your organization and why it's important to you.

Vision: *insert vision statement if you have one or describe what your vision is as an organization*

Mission: *insert mission statement if you have one or describe what your mission is as an organization*

Programs Overview:

The key programs and services we provide include:

- *This section you can go into greater detail on the key programs you provide as an organization. If there is a staple program or initiative you provide that strongly aligns with the values or funding purpose of the organization, this is a good area to show that linkage.*

Contact Information:

For additional information or questions regarding this application, please contact:

Lead Contact/Staff Name

Contact Info

Website

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Wheelchair Rugby Equipment Expansion

Wheelchair Rugby Overview:

Wheelchair rugby was originally created in Canada in the 1970s by a group of athletes with quadriplegia who were looking for an alternative team sport to wheelchair basketball that would be tailored more to their physical functionality; allowing players with reduced arm and hand function to be able to successfully participate. The sport has since grown to be a recognized Paralympic Sport with more than 40 countries actively participating in wheelchair rugby. Combining game elements from basketball, rugby, and handball, this full contact sport is designed for participants who have an impairment that affects both their arms and legs. Typically, eligible athletes will have a spinal cord trauma, cerebral palsy, muscular dystrophy, amputations, polio, or other neurological conditions with full or partial paralysis of the legs and partial paralysis of one or more of the arms/hands. However, grassroots level programming will typically include participants with a wide range of disabilities, as well as able-bodied friends and peers, to support the development of the sport within that region. Athletes are assigned a sport classification based on their level of impairment; teams must field athletes that have a mix of classification values, allowing players with different functional abilities to compete together.

Wheelchair rugby is a co-ed sport, with both genders practicing and competing within the same team and competitions. Athletes compete in teams of four players with the goal of carrying the ball across the opposing team's try line to score a point. Athletes compete using a manual wheelchair that is specifically designed for the sport – contact is permitted between wheelchairs and athletes will use their chairs to block and hold opponents. There are two types of wheelchair rugby chairs – offensive and defensive – and each are designed to withstand the continuous contact that occurs throughout a wheelchair rugby game.



Offensive Rugby Chair



Defensive Rugby Chair

The rules of wheelchair rugby include detailed specifications on the equipment to ensure fairness amongst competitors, but also for safety reasons. While any manual wheelchair may be used to initially play the sport, wheelchair rugby chairs are necessary for participants to fully experience the sport in a fun and safe environment.

Project Description:

Insert organization name has a long-standing history of delivering successful adaptive sport programming. Some notable projects have included the development of *insert any successful programming examples or projects that share similar processes, goals, etc. to the project you are proposing. If you are a brand new organization/program, you can skip this opening sentence and just go into why you are wanting to start the project.* Over the last *insert timeframe the organization has been considering running a wheelchair rugby program, insert organization name* has been working with community partners to assess the feasibility of delivering a wheelchair rugby program for people with disabilities in *insert name of location (city, region, etc).* List reason(s) why you are wanting to start program and/or any pieces that have already been put in place to be able to implement this project – *some common reasons/pieces follow.* There has been a large increase in interest from clients at the local rehabilitation centre and community members to participate in wheelchair rugby, particularly as

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there are few team sport programs in the area that are catered to individuals with a disability with lower physical functionality. *insert organization name* has been committed to exploring the possibility of offering a weekly wheelchair rugby program and has been able to identify an accessible facility to offer the program, an instructor to facilitate the weekly sessions, and revenue streams to support the general program delivery costs. The main challenge that is preventing this project from moving forward is securing the initial fleet of the specialized wheelchair rugby chairs needed to deliver the program. With the financial support of *insert funding name, insert your organization name* would like to purchase *insert #* wheelchair rugby sports chairs in order to deliver a *insert #* week introductory wheelchair rugby program.

Project Need:

Research shows that individuals with a physical disability experience poorer health outcome compared to their non-disability peers, which includes increased likelihood for cardiovascular disease, obesity, anxiety, depression, and social isolation⁷. However, there is a substantial amount of research linking participation in wheelchair sports to improved physical health, increased socialization and peer connectivity, improved cognitive abilities, and decreased mental health issues for individuals with a physical disability^{3-4,8}. Research has also linked sport participation with increased likelihood of employment and reduced number and severity of hospitalization stays post injury¹⁶. All of these factors contribute to improved health and overall quality of life, making it critical to prioritize offering adaptive sport programming for this population.

However, there can be numerous barriers for individuals with a disability to be able to participate in adaptive sport programming. Particularly within wheelchair rugby, the need for the specialized wheelchair rugby equipment and financial costs with purchasing them can be a large barrier to participation. Currently the cost of a wheelchair rugby chair ranges from \$2000 – \$9000 USD plus shipping per chair; depending on which level of durability is needed for the type of programming being delivered. This cost can be prohibitive for an individual who is wishing to give wheelchair rugby a try before investing in their own equipment and for an organization who needs to purchase a fleet of chairs in varying sizes to be able to initiate a program.

The importance of access to proper equipment for individuals with a disability has been researched, with results indicating that having the right equipment is likely to optimize participants' experiences of challenge and mastery while participating in sport². An example provided was ill-fitting equipment is difficult to use and would make it challenging for the individual to be successful, reducing the participant's feelings of confidence and competence in their sport participation². Research has also found that increased participation will occur not only from being able to access equipment itself, but removing concerns related to safety by utilizing the appropriate equipment for the sport⁵. Given wheelchair rugby is a full contact sport and the participants in this program will be trying the sport for the first time, it is critical that *insert your organization's name* purchase these wheelchair rugby chairs to provide a positive and safe experience.

Who Will Benefit:

The primary target audience of this project are the individuals with a disability who will be participating in the weekly wheelchair rugby program. However, family members and friends will be encouraged to try the sport and possibly participate in the weekly program to ensure that there are enough participants to create a meaningful program. The general community will also benefit from this project, being exposed to the sport of wheelchair rugby and adaptive sport in general through targeted promotions of the program and by delivering the program in a multi-use facility in the community.

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Project Outcomes:

The main goal of this request is to secure wheelchair rugby sport chairs to be used in introductory level programming in wheelchair rugby. The outcomes of achieving this goal include:

- **Short Term Outcomes:**
 - Increase *insert organization's name* wheelchair rugby equipment inventory by *insert #* chairs
 - Provide a new *insert #* week introductory wheelchair rugby program
 - Introduce a minimum of *insert #* participants to the sport of wheelchair rugby
- **Long Term Outcomes:**
 - Increase the number of adaptive sport opportunities available within the community for individuals with a disability
 - Improve the quality of life for participants with a physical disability through the physical, mental, and social benefits from participating in wheelchair rugby

How Will Success Be Measured:

While being able to purchase the necessarily equipment will be a direct measure of success for this project, additional factors will be measured both quantitatively and qualitatively to show the overall impact of the project. This will include:

- # of participants who participate in the introductory wheelchair rugby program (including breakdown of individuals with and without a disability)
- # of individuals reached through targeted promotion of the project (utilizing communication statistics)
- Testimonials from program staff and community partners on the impact of accessing the equipment and delivering the introductory wheelchair rugby program
- Testimonials from program participants on the impact of participating in the wheelchair rugby programming (Note: this metric may or may not be collected depending on the comfort level of the individuals who participate in the program sharing about their disability and experiences. Our number one priority is providing a safe space for participants to explore disability sport and will gather this data where appropriate).

Timeframe of Request: Upon confirmation of funding, equipment will be purchased immediately and is anticipated to arrive within *insert #* months of placing the order. While the initial introductory wheelchair rugby program will be *insert #* weeks long, the use of the equipment will span years beyond this initial funding request. While waiting for the equipment to arrive, staff will confirm staffing, partnerships, facility contracts and begin promoting the program through the community as the program start date approaches.

Budget Overview:

All funds requested from *insert funding organization name* will be utilized towards the purchase of the wheelchair rugby chairs. Our goal is to purchase *insert #* wheelchair rugby chairs with the support of *insert funding organization name*, however we would welcome any financial contribution towards building this inventory of rugby chairs. Below is the overall budget for purchasing this equipment and delivering the *insert #* week introductory wheelchair rugby program.

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Revenue

<i>Name of funding organization/grant</i>	\$ xx,xxx
Other Grants (<i>list names of potential/secured grants</i>)	\$ xx,xxx
Fundraising	\$ xx,xxx
In-Kind Equipment	\$ xx,xxx
In-Kind Staff and Volunteers Hours	\$ xx,xxx
Total Revenue	\$ xxx,xxx

Expenses

Wheelchair Rugby Chairs (<i>insert # of chairs x \$\$/chair</i>)	\$ xx,xxx
Coach/Instructor Salary	\$ xx,xxx
Wheelchair Maintenance & Repairs	\$ xx,xxx
Additional Equipment (rugby balls, tubes, tires, axels, pump, etc)	\$ xx,xxx
Program Activities (Facility rental, transportation, etc)	\$ xx,xxx
Program Administration (IT, comms, storage, phone & rent, etc)	\$ xx,xxx
In-Kind Equipment	\$ xx,xxx
In-Kind Staff and Volunteer Hours	\$ xx,xxx
Total Expenses	\$ xxx,xxx

Couple notes on preparing the budget:

- *Ideally the overall budget will balance (ie. total revenue and total expenses are the same number)*
- *Most funders want to see that they are not the only funding source for a project and that there is investment happening from yourself and other funders. There are several ways in which to show this investment:*
 - *Link the equipment purchased to a program being delivered like the application above to show the financial investment in delivering that portion of the overall project. This will help the funder understand that they are funding the equipment costs while you are funding the programming costs related to how that equipment will be used*
 - *Include any in-kind value being brought to the overall project – donated equipment, equipment being provided by other partners, waved facility costs, estimated staff time from partner organizations, volunteer time, etc. This is an easy way to increase your overall budget*
 - *Include a portion of expenses that your organization will already be incurring in context to this specific project. For example, if you estimate 10% of a program manager's time will be spent overseeing this project, calculate what that dollar amount would be and include within the budget. Same with general administration expenses (email, phone, rent, communications costs, etc.).*
- *If you have no programming plans in place and are just at a stage of submitting a solely equipment only ask, you don't need to show a full budget as listed above. You can instead list the dollar amount you are requesting from the funder, how many chairs that will purchase, and what your plans are to access additional funding in order to utilize the chairs in the program you plan to deliver in the future.*

Recognition of Funding Support:

Insert organization name would happily provide recognition to *name of funding organization* for their financial contribution to this project and is open to discussing recognition opportunities as requested. This could include public acknowledgement on our social media and communications channels (*include any stats on reach through these channels*), recognition within our annual report and on our website, and logo placement on the equipment through stickers or patches (in accordance with any logo placement guidelines enforced by the wheelchair rugby governing body). *Insert organization's name* appreciates the time that has been taken to review this funding request and we look forward to hearing from you.

References

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4. Martin Ginis KA, van der Ploeg HP, Foster C, Lai B, McBride CB, Ng K, et al. Participation of people living with disabilities in physical activity: a global perspective. *Lancet*. 2021; 398, 443-455.
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6. Slater, D., & Meade, M. (2004). Participation in recreation and sports for persons with spinal cord injury: Review and recommendations. *NeuroRehabilitation*, 19, 121-129.
7. World Health Organization. (2022, December 2). *Global report on health equity for persons with disabilities*. <https://www.who.int/publications/i/item/9789240063600>
8. Yazicioglu, K., Yavuz, F., Goktepe, A. S., & Tan, A. K. (2012). Influence of adapted sports on quality of life and life satisfaction in sport participants and non-sport participants with physical disabilities. *Disability and Health Journal*, 5, 249-253.

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Tips on Modifying the Above Request for Different Scenarios

Scenario 1: Purchasing equipment to add to or replace current equipment being used

- Within the project need section highlight why it is critical that the equipment be replaced/added to what you currently have. Is the equipment currently being used becoming unsafe? Are you missing different sizes, making it challenging to grow the program and to provide programming to a wide range of individuals with different body types/sizes? Have you had an increase of interest in your program and need to purchase more equipment to meet that demand? Whatever the main reasons are, ensure you highlight what that need is and why it is critical that you purchase additional equipment right away.
- Ensure that project outcomes are updated to reflect how you are going to measure the impact as it relates to this additional need. Example – if you are needing more equipment because you have increased interest in your program then measure how many brand-new participants are engaged in the program in addition to the total number of participants involved. Wherever possible indicate you will compare to previous year's results to show growth in your program as a direct result of having this additional equipment.
- You can include current equipment in your budget template to show the investment you've already made to the program through that old equipment purchase.

Scenario 2: Expanding current programming to another region

- Within the project description ensure you highlight the success of the current program and how the framework of delivering a quality sport program for people with disabilities has been developed and will be adapted to this new region. Include any information on other aspects of delivering the program have either already been secured or are in the process of being secured (ie. facility, coaching, partnerships, etc.). In essence you are trying to emphasize that you have experience in delivering a project like this and you are replicating what has already been shown to be successful.