

# **The Recovery Project Foundation**

*The Recovery Project Foundation has the mission of raising awareness for eating disorders and disordered eating while providing those struggling with an opportunity to get the help and resources they need and deserve.*

## **General Information**

Registered Charity Number: 795898105RR0001

Official Launch Date: January 25th, 2022

Fiscal Year: June 1st - May 31st

*Quarter 1 - June 1st - August 31st*

*Quarter 2 - September 1st - November 30th*

*Quarter 3 - December 1st - February 28th/29th*

*Quarter 4 - March 1st - May 31st*

Email: [info@recoveryprojectfoundation.com](mailto:info@recoveryprojectfoundation.com)

Website: <https://www.recoveryprojectfoundation.com/>

Mailing Address: 3 Baby Point Crescent, M6S 2B7, Toronto, ON, Canada

## **Financial**

### **Application Process:**

1. The applicant will download the PDF application from our website, complete, sign, and submit our grant application via email to [info@recoveryprojectfoundation.com](mailto:info@recoveryprojectfoundation.com).
2. Applications are reviewed by the Board of Directors at the end of each quarter.
3. The applicant will be approved, waitlisted, or denied for the grant based on the information provided within the application, the selection process, and based on The Recovery Project Foundation's capacity to fund applicants.  
*See section "Selection Process" for the process.*
4. Applicants will hear from The Recovery Project Foundation regarding the status of their application (approved, waitlisted, or denied) at the end of the quarter they applied in.
5. **Applications will re-open on December 1st for Quarter 3**
6. Dates:
  - a. Quarter 3
    - i. Dec 1st - Feb 1st
      1. Applications open
      2. Applicants will receive an email confirming the receipt of their application as well as the date they will hear back from us about approval, denial, or waitlist (by Feb 20th).
    - ii. Feb 2nd - 20th
      1. Applications closed
      2. Board meeting to review applications
      3. Inform each applicant know about their status (approved, denied, waitlist, include the amount)

- iii. Feb 21st - 28/29th
  - 1. Applications closed
  - 2. Funding sent out
  - 3. Testimonial form sent out
- b. Quarter 4:
  - i. Mar 1st - May 1st
    - 1. Applications open
    - 2. Applicants will receive an email confirming the receipt of their application as well as the date they will hear back from us about approval, denial, or waitlist (By May 20th).
  - ii. May 2nd - 20th
    - 1. Applications closed
    - 2. Board meeting to review applications and let each applicant know about their status (approved, denied, waitlist, include the amount)
  - iii. May 21st - 31st
    - 1. Applications closed
    - 2. Funding sent out
    - 3. Testimonial form sent out
- c. Quarter 1:
  - i. June 1st - Aug 1st
    - 1. Applications open
    - 2. Applicants will receive an email confirming the receipt of their application as well as the date they will hear back from us about approval, denial, or waitlist (By Aug 20th).
  - ii. Aug 2nd - 20th
    - 1. Applications closed
    - 2. Board meeting to review applications and let each applicant know about their status (approved, denied, waitlist, include the amount)
  - iii. Aug 21st - 31st
    - 1. Applications closed
    - 2. Funding sent out
    - 3. Testimonial form sent out
- d. Quarter 2:
  - i. Sept 1st - Nov 1st
    - 1. Applications open
    - 2. Applicants will receive an email confirming the receipt of their application as well as the date they will hear back from us about approval, denial, or waitlist (By Nov 20th).
  - ii. Nov 2nd - 20th
    - 1. Applications closed

2. Board meeting to review applications and let each applicant know about their status (approved, denied, waitlist, include the amount)
- iii. Nov 21st - 30th
  1. Applications closed
  2. Funding sent out between
  3. Testimonial form sent out

**If Approved:**

1. The applicant will be allocated a grant sum according to our grant breakdown.  
*See section "Grant Breakdown" for the breakdown.*
2. The allocated sum will be provided to either the approved applicant directly or to the practitioner or centre as coverage upon receiving confirmation of upcoming treatment.  
*See section "Funding Process" for payment and confirmation details.*

**If Waitlisted:**

1. The applicant has been approved for our grant, but cannot be allocated funds due to the number of grant applicants and/or the capacity of The Recovery Project's funds.
2. The application will be kept and put in the selection process for the next quarter.
3. The applicant may be notified, but should not rely on, if we have a surplus of funds or an applicant who no longer wishes to receive our funding.

**If Denied:**

1. The applicant has not met the level of need corresponding to the other applicants in their application quarter.
2. The applicant may apply for our grant in the next quarter.

**Selection Process:**

Our applicants are selected for approval by the Board of Directors at each quarter's meeting. The selected applicants are chosen based on their submitted application and their level of need corresponding to the other applicants in their application quarter. If there is an excess number of approved applicants that does not allow us to use any of our grant breakdown options, all of the qualified applicants from that quarter will be chosen (names all put in a hat and drawn at random) at the Board of Directors quarter meeting. The remaining approved applicants will be waitlisted.

**Grant Breakdown:**

<b>Fiscal Year (June - May)</b>			
\$20,000			
<b>Quarter Split</b>			
\$5,000 per quarter (ideally, otherwise \$X without going over)			
<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
4 applicants receive \$1,125 (or \$X/4) \$500 for foundation expenses	3 applicants receive \$1,500 (or \$X/3) \$500 for foundation expenses	2 applicants receive \$2,250 (or \$X/2) \$500 for foundation expenses	1 applicant receives \$4,500 (or \$X) \$500 for foundation expenses

\*If there are a surplus in donations and/or we have money left over from the foundation expenses, this will carry over to the next fiscal year or will be allocated as determined by the BOD\*

**Funding Process:**

Our funding process will work as coverage to our applicant directly or to the practitioner or centre. In order to receive this reimbursement...

1. The approved applicant must allow The Recovery Project Foundation to confirm with their centre/practitioner and receive an official invoice for their upcoming eating disorder or disordered eating treatment.
2. The applicant or practitioner or centre must provide either a mailing address or email address for our funding to be sent to.

*Note that if the applicant chooses to have the funding sent in the mail via cheque, we are not responsible for any problems or losses that may arise.*

The Recovery Project Foundation is not responsible for covering any treatment costs above the original allocated amount.