CENTRAL COAST PARKINSON ASSOCIATION

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A 501(c)(3)
Organization
Federal Tax ID
#77-0048046

(805) 242-3042
P. O. Box 3812
San Luis Obispo
CA 93403

John and Dianne Conner Parkinson's Exercise Fund

Implementation Plan & Procedures

Introduction

A fund has been created to support central coast exercise-related programs for those challenged with Parkinson's Disease.

The fund will be administered by the Central Coast Parkinson Association Board of Directors. As needed the Board will review grant applications and authorize funding of grant requests. Each grant request is limited to no more than $2,000 and each recipient is limited to one successful application per year from the date of the prior award.

Background

John and Diane Conner are longtime residents and leaders in San Luis Obispo County. When Parkinson's Disease became part of John's life, he learned that regular vigorous exercise made a positive difference in managing his symptoms. He and his wife Diane wanted others to learn from their experience and decided on a monetary gift to support exercise programs and exercise education. They contacted the CCPA to manage and administer these funds for the benefit of the local Parkinson's community. We thank them for their foresight and generosity.

Implementation Plan

Information and details on how to apply are available on the Central Coast Parkinson Association website and by request from the CCPA. A notice will be distributed to providers twice a year sharing the purpose and how to apply.

Funds can be used for the following and other needs as approved by the CCPA Board:

1. Exercise class subsidies for the purpose of encouraging PD-related exercise
   - Free classes for a specific period
   - Underwriting discounted fees
   - Special exercise clinics or programs
   - Individual scholarships
   - Other

2. Equipment purchases

3. Support group expenses related to exercise education

4. Promotion of the therapeutic value of exercise programs to the local Parkinson's community

5. Parkinson-specific exercise certification for teachers or physical therapists

Exercise Grant Implementation Procedure

Grant Application, Review and Funding

1. The applicant submits a grant application form to the CCPA which then passes it on to the Conner Grant Committee for review.

2. The committee assigns an application number (for easier tracking) and reviews the application(s) to see if it falls within the general guidelines.

3. The committee either recommends approval of the application, recommends denial of the application or contacts the applicant for more information sufficient to make a yes/no determination.

4. The committee's action is submitted to the CCPA Board for approval at a regular Board meeting. If a Board member is involved in submitting a grant application, that person should be recused from the review and approval process.

5. If approved by the Board, the applicant is notified by the Grant Committee and makes appropriate arrangements per the application. It is the applicant's responsibility to pay up-front costs which will then be reimbursed after the fact by the CCPA Treasurer.

6. Following the approved function/event/training/etc. the applicant submits a completed Conner Grant Reimbursement Request form to the CCPA for processing.

7. The Treasurer, relying on CCPA Board Minutes as documentation and authorization, then sends the applicant a check for reimbursement within 30 days.

8. Recipients of grants are required to submit a report within 30 days of the conclusion of the funded program to the Central Coast Parkinson Association board of directors. The report must detail how funds were used and what outcomes were achieved.

CCPA Exercise Grant Request for Funds Application

Company Name_____

Mailing Address_____

Contact Person_____

Phone_____

Email _____

Title of Program Requesting Funds

_____

Amount Requested $ _____

What will funds be allocated to or used for?

_____

_____

Program Details

_____

_____

_____

Any Additional Information for Consideration of your request?

_____

_____

Please attach a W9 for tax purposes if your request is over $600. We are required to file a 1099.

Contact CCPA at (805) 242-3042 if you have any additional questions.