

## COSA GRANTS

The primary purpose of COSA is to carry the message to those who still suffer. The COSA ISO Outreach Committee is grateful to be able to offer financial support to a local or virtual COSA group or intergroup through grants to help offset event costs.



**Who can apply:** Any registered local or virtual COSA group or intergroup that is sponsoring a COSA related event or outreach activity can apply for a grant on their own behalf. Support is also available to assist in the initial expenses of a new group.

**How and when to apply:** Please email this completed form to [outreachcommittee@cosa-recovery.org](mailto:outreachcommittee@cosa-recovery.org) so we can learn more about your upcoming event or outreach activity and the costs associated with it. Once the completed form is received, you will be contacted. A grant request, after approval, may be funded in part or in whole by the Outreach Committee. The completed form must be received no later than three weeks prior to the related event.

**What can a COSA grant be used for:** COSA Events, Outreach Activities, and New Meeting initial costs. Please see the application form for additional specifics.

- **COSA Event** Examples – virtual or in-person retreats, workshops, or a COSA day. A “COSA event” does not include regularly scheduled meetings except in the case of startup money to pay initial costs.
- **Outreach Activity** Examples - rental of a booth at a therapist’s convention, local distribution of informational literature, participation in a civic mental health day. Such outreach activities must be sponsored by a registered local or virtual COSA group, the ISO, or a COSA intergroup.
- **New Meeting Formation** – to offset the initial expense of starting a new meeting such as rent, technology, literature, and chips.

**Amount Available and Terms:** The grant value and terms depend on the grant’s intended purpose.

- **COSA Events** - Grants may be awarded for up to 20% of the event cost with a maximum of \$500.00 per event. A grant cannot be given for the same event in consecutive years.
- **Outreach Activities** – Grants for outreach activities are on a case-by-case basis. Outreach grants for a specific activity can only be requested once per year.
- **New Meeting Formation** – After receiving a new meeting number, a one-time grant for a new in-person, virtual, or hybrid meeting may be awarded for up to \$100 to assist with initial meeting costs. In-person and hybrid meetings are also eligible to receive the New Group Starter Pack consisting of six newcomer packets, six “desire” chips and six copies each of the three most popular pamphlets.

**Fine Print:** Grants are only given to registered COSA groups or intergroups. Grants are not given to individuals. Grants requested for a specific event or outreach activity cannot be used for any other purpose. In the case of a COSA event or activity that is in conjunction with another organization, only the expenses incurred directly by the COSA local or virtual COSA group or COSA intergroup are allowed as part of the grant application. Grants may be shared between more than one local or virtual COSA group or intergroup. Grant money may not be shared with a non-COSA organization or applied to non-COSA expenses.

## OTHER TYPES OF FINANCIAL SUPPORT

COSA in-person, hybrid, or virtual COSA groups or COSA Intergroups may also request scholarships to pass on to individuals in need of support to participate in a COSA event or activity. One time emergency relief funds may also be available. Please see [cosa-recovery.org](http://cosa-recovery.org) or contact [outreachcommittee@cosa-recovery.org](mailto:outreachcommittee@cosa-recovery.org) for more information.

**PLEASE COMPLETE THE APPROPRIATE SECTION OF THE GRANT REQUEST FORM**

**1. COSA GRANT REQUEST FORM (THIS SECTION REQUIRED FOR ALL APPLICANTS)**

- a. Please give the meeting ID number of the COSA group or Intergroup making the grant request. If this is a COSA event committee, please enter the ID of the chair's COSA group.

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- b. Please enter the COSA member's first name, email address and phone number that is completing the form.

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**2. For COSA Events:**

- a. What is the exact title of the COSA event the grant will be applied to?

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- b. Is this event virtual only? (There will be no "in-person", face to face attendance).

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- c. If the event or retreat will have an "in-person" element to it and members will be able to attend face to face, please provide the name and location of the facility where the in-person event will take place.

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- d. What is the purpose(s) of the event? Examples are enrichment of current COSAs' recovery, 12 step work, outreach to potential COSAs, education of professionals, fellowship.

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- e. Is this a recurring event or a new one? \_\_\_\_\_

- f. What is the expected number of attendees? \_\_\_\_\_

- g. What is the total expense for the event? This includes any fixed component, space rental for example, and the cost/person component times the number of expected attendees. Travel and personal costs of the planners, presenters, or participants and the cost of scholarships given to individuals is not covered by the grant.

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- h. What is the breakdown of the event or activity expenses? For values that depend on the number of attendees, please indicate the total expense (cost of individual expense times number of expected attendees).

i. Space rental or location entrance fee for the duration of the event \_\_\_\_\_

ii. Technology that must be purchased or rented (examples are Wi-Fi access, projector or screen rental, Zoom access) \_\_\_\_\_

iii. Materials (examples are notebooks, printing, literature, craft items specific to an activity, chair rentals) \_\_\_\_\_

iv. Food/drinks provided to registrants during the event or activity \_\_\_\_\_

v. Other (please specify) \_\_\_\_\_

- i. How is information of the event or activity being shared? Examples are within a single meeting, through an intergroup contact list, posted on ISO webpage, flyers. \_\_\_\_\_

**3. For COSA Outreach Activities:**

- a. What type of outreach is planned? Examples are a booth at a therapist's convention or printing flyers to be distributed to local councilors.

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b. What is the breakdown of the expected costs associated with the outreach activity? Examples are convention registration, printing, postage, travel.

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c. Who is the intended audience for your outreach? Examples are therapists, college students, clergy, doctors. \_\_\_\_\_

4. **New Meeting Expenses:**

a. Is the new meeting in person, online, hybrid, or phone? \_\_\_\_\_

b. For the specific in-person meeting, what is the breakdown of monthly obligations for the new meeting? Examples are rent, insurance, registration fees, etc.

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c. For the specific online or hybrid meeting, what is the breakdown of the initial technology needs? Examples include microphone, Wi-Fi access, speaker. Zoom expenses will likely not be covered since the COSA Zoom Room offers use of a Zoom account for free.

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Please email this form to [outreachcommittee@cosa-recovery.org](mailto:outreachcommittee@cosa-recovery.org) for review no less than three weeks prior to the event. Thank you for your service and willingness to provide this event or retreat to the COSA fellowship!