

RBC Barrier Buster Grants Program



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Application Process & Form

This document provides an overview on how to successfully complete an application for the RBC Barrier Buster Grants Program presented by the Rick Hansen Foundation.

There are five tasks you must complete for your application:

RBC Barrier Buster Grants Program Application Requirements

Task	Description	Deadline
1. Review Program Information	Read the program overview and eligibility criteria for grant requirements.	December 3, 2025 to March 15, 2026 at 11pm PST
2. Submit Application Form	Complete the application form. Alternative formats available upon request.	March 15, 2026 at 11pm PST
3. Submit Budget	Submit the Budget Form to outline project costs.	March 15, 2026 at 11pm PST
4. Upload Letter of Support	Submit Letter of Support (template letter).	March 15, 2026 at 11pm PST
5. Sign Agreement	If selected, you must sign the grant agreement package within 7 business days of approval. This includes agreeing to order and install the RHF plaque prior to the Community Engagement Event. For more information, see here .	April 2026

Part 1: Organization and Contact Information

Organization Information

1. Organization Legal Name:

2. Select one option that indicates your organization's legal status:

- Registered Charity or Qualified Donee
- Incorporated Non-Profit Organization
- Other – Our organization does not satisfy the criteria outlined above

Can only select one:

If Registered Charity or Qualified Donee:

- CRA Registration Number:
A registration number is 15 digits, issued by the Canada Revenue Agency (for example, 123456789 RR 0001).

If Incorporated Non-Profit Organization:

- Email your organization's certificate of incorporation with you application submission to access@rickhansen.com

3. Organization Address

Street Address:

City:

Province/Territory:

Postal Code:

Website:

Mission & Activities

4. Describe your organization's mission and core activities. (Up to 150 words)

Social Media

5. Provide your organization's active social media accounts below. Enter "N/A" if you do not use the platform.

Twitter/X:

Facebook:

Instagram:

LinkedIn:

YouTube:

Contact Information

6. Primary Contact: Provide the details of the person responsible for the grant application. This person will receive all correspondence.

First Name:

Last Name:

Position Title:

Email Address:

Phone Number:

Preferred Language of Correspondence: English French



7. Secondary Contact: Provide details of a second person that can be contacted if we cannot reach the primary contact.

First Name:

Last Name:

Position Title:

Email Address:

Phone Number:

Preferred Language of Correspondence: English French

Part 2: Accessibility Infrastructure Project

Project Name

8. Provide a short, descriptive name for your RBC Barrier Buster Grants Program Project.

Note: If your application is successful, this name may appear on the RHF's website. Choose a name that reflects the nature your project. Example: "ABC Community Park's Accessible Playspace"

Location

9. Is the location of the Accessibility Infrastructure Project the same as your Organization Address?

Yes No

If No — Where will your Accessibility Infrastructure Project be located?

Location Name (i.e. "ABC Community Park"):

Street Address:

City:

Province/Territory:

Postal Code:



10. Property Ownership. Select one option that indicates your organization’s relationship to the Accessibility Infrastructure Project site:

- Property Owner – We own the property where the proposed project will be implemented.
- Long-Term Leaseholder – We lease the property where the project will be implemented, and our lease has at least five (5) years remaining from March 15, 2026.
- Other – I understand that my application is not eligible.

Timeline

11. Accessibility Infrastructure Project Start Date (YYYY/MM/DD):

12. Accessibility Infrastructure Project End Date (YYYY/MM/DD):

Note: The Accessibility Infrastructure Project must be completed by January 31, 2027.

Project Description

13. Describe your proposed Accessibility Infrastructure Project. (Up to 300 words) Include:

- Specific barriers the project will address
- How the solution will result in permanent, tangible improvements
- Confirmation that the project meets the minimum requirements of CSA/ASC B651:23 Accessible design for the built environment, supporting meaningful access as per the Rick Hansen Foundation Accessibility Certification™ (RHFAC).

Impact

- 14.** How will this project reduce barriers and improve accessibility and inclusion for people with disabilities? (Up to 150 words)

- 15.** What impact will this project have on the broader community? Include relevant statistics where possible. (Up to 150 words)

- 16.** Email a [letter of support](#) from a community organization or member that can address the project and its benefits to access@rickhansen.com

Organizational Capacity & Partnerships

- 17.** Describe the skills, experience, and resources your organization brings to this project. List any partners and their contribution. (Up to 150 words)

- 18.** How have people with disabilities been consulted on shaping this project? (Up to 150 words)

Budget

Please provide budget details for your Accessibility Infrastructure Project.

- 19.** Total Project Cost: \$
- 20.** RBC Barrier Buster Grants Program Amount Requested: \$
(Maximum: \$40,000)
- 21.** Budget Template: Email your completed budget using the [Accessibility Infrastructure Project Budget Template](#) to access@rickhansen.com
- 22.** High-Cost Items: Have you included any budget items over \$10,000?
- Yes No
- If Yes,
- Email a supplier quote for each item over \$10,000 to access@rickhansen.com
- 23.** Professional Consultation Expenses: Do professional consultation expenses exceed 20% of the grant amount requested?
- Yes – I understand that my application is not eligible.
- No

Plaque Requirement

- 24.** Grant recipients must install a plaque provided by RHF to recognize the Accessibility Improvement Project and its impact.
- My organization agrees to install an RHF provided plaque at the project site. My organization is responsible for providing accurate plaque information, installation, and installation related costs.

Part 3: Community Engagement Event

Recipients of an RBC Barrier Buster Grant are required to hold a Community Engagement Event to highlight their completed Accessibility Infrastructure Project and promote access and inclusion. Please provide information in this section.

Location

25. Is the location of the Community Engagement Event the same as your Accessibility Infrastructure Project site?

Yes

No

If No — Where will your Community Engagement Event take place?

- Location Name:
E.g., Name of the park, school, community centre etc.
- Street Address:
- City:
- Province/Territory:
- Postal Code:

Timeline

26. Anticipated Event Date (YYYY/MM/DD):

*The Community Engagement Event must take place **after** the Accessibility Infrastructure Project is completed and no later than June 4, 2027.*

Event Description

- 27.** Describe the proposed Community Engagement Event. Include the event's purpose, format and target audience. Your event may include an accessibility open house, inclusive community fair, panel discussion, storytelling showcase, ribbon-cutting, plaque unveiling etc. (Up to 300 words)

PREVIEW ONLY

Access & Inclusion

- 28.** How will the event promote and celebrate accessibility and inclusion in your community? (Up to 150 words)

PREVIEW ONLY

- 29.** How will you include people with disabilities in the event planning and participation? (Up to 150 words)

PREVIEW ONLY

30. How will you ensure the event is accessible? (Up to 150 words)

Promotion & Engagement

31. Estimated number of attendees:

32. List any notable guests or speakers you plan to invite. (Up to 150 words)

33. How will you involve local representatives of the RBC Barrier Buster Grants Program’s national partners? Examples include delivering remarks, taking part in ceremonial elements, plaque unveiling etc. (Up to 150 words)

34. Describe any photography, videography, or other media support to help capture and share the event. (Up to 150 words)

35. Grant recipients must provide a representative to be interviewed, a photo of their project and agree that RHF may publish and share their project story.

My organization agrees to provide a photo of our project, a representative for an interview and consent to RHF publishing and sharing our project story.

Part 4: Attestation

A successful grant application will result in a legal agreement between the Recipient and RHF. For your application to be eligible, you must confirm all the following:

- I confirm that all the information in this application and any supporting documents is true, accurate, and complete.
- I confirm that I have read and understand the Terms and Conditions, Privacy Policy, and application materials, and have discussed them with the proposed Recipient. These documents contain important legal information.
- I confirm I am authorized to submit this application on behalf of my organization.
- I confirm I am authorized to enter agreements on behalf of my organization.

Full Name:

Position Title:

Date:

Thank you for applying for an RBC Barrier Buster Grant!

We will notify you about your application status by **April 16, 2026**. If your application is approved, please sign and send back the agreement package to RHF by April 23, 2026. See [Key Dates](#).

Thanks to our National Partners

