

ENVISIONING THE FUTURE



ALLIES IN SELF-ADVOCACY

Request for Applications:

Self-Advocacy Organizational Development

Background

Self-advocacy is central to the Developmental Disabilities Act (to learn more about the DD Act click [here](#)). Many programs in the DD Network have made self-advocacy a priority and partnered with people with intellectual and developmental disabilities to support self-advocacy organizations. Local and state self-advocacy organizations are important. They organize and support people with intellectual and developmental disabilities so that they can learn from each other, help each other, and work to make their voices heard. The self-advocacy movement has grown over the past 40 years. Many of these groups seek to operate independently of the DD Network.

In 2011 and 2012, the Administration on Intellectual and Developmental Disabilities (AIDD) supported 9 regional Self-Advocacy Summits to further strengthen the self-advocacy movement in the states and learn about national priorities. Funding of self-advocacy organizations is one priority that came out of the Self-Advocacy Summits.

AIDD is offering a small number of mini-grants to self-advocacy organizations. The goal of these grants is to provide self-advocacy organizations the opportunity to build their

organizations and show their success. There are two types of grants: the first type is for self-advocacy organizations to grow and become stronger; the second type is for self-advocacy organizations that are ready to provide peer-to-peer support to help other self-advocacy organizations grow and become stronger.

The mini-grant application and process will be managed by the Association of University Centers on Disabilities (AUCD) who facilitated the Self Advocacy Summits and has managed many mini-grants in the past.

Find a confusing word? Look for the “**Explanation of Terms**” at the end of this document

The Bottom Line:

Who: Self-Advocacy Organizations

What: Grants for funding (called “mini-grants”)

Why: To give self-advocacy organizations an opportunity to apply for and manage grants and to help self-advocates build their organizations

How: An AIDD grant opportunity for self-advocacy organizations managed by AUCD



The Grants

There are 8 mini-grants broken into two groups.

A Up to 5 awards of \$5,000 each for self-advocacy organizations to grow and become stronger. Applicants must be self-advocacy organizations that have not yet filed as nonprofits at the state and federal level (501(c)3 status).

B Up to 3 awards of \$30,000 each for self-advocacy organizations to provide technical assistance to other self-advocacy organizations. Applicants must be self-advocacy organizations that have been recognized as nonprofits at the state and federal level (501(c)3 status).

The grant period will be January 1, 2013 through December 31, 2013.

Application

Applicants must use AUCD's online application system at www.aucd.org/app.

Applicants must create a username and password and upload all documents to the online application system. Online applications will be available by October 10, 2012.

All applicants must upload their documents and submit their applications by midnight, Eastern Time on November 26, 2012. Applicants are encouraged to submit applications early to allow time for any technical difficulties, and feel free to contact AUCD staff with questions.

AUCD contact:

Rachel Patterson, Program Specialist, rpatterson@aucd.org; 301-588-8252, ex. 218.

Liz Weintraub, Self-Advocacy Specialist, lweintraub@aucd.org; 301-588-8252, ex. 212.



Informational Webinar

AUCD will hold an informational webinar for all applicants on Tuesday, October 9, 2012 from 3:00-5:00pm Eastern Time. This webinar is designed to answer your questions and help you decide if you would like to apply for this grant. Everyone who is thinking about applying is encouraged to attend. This webinar will be recorded if you cannot make that time. Please read this entire document before attending the webinar. To register, visit http://www.aucd.org/template/event.cfm?event_id=3514.

Important Dates



- RFA Announced – September 21, 2012
- Hold webinar to review RFA and respond to related questions – October 9, 2012
- Online applications available – October 10, 2012
- Applications due – November 26, 2012
- Announce mini-grant awards – December 12, 2012
- Project start date – January 1, 2013
- Invoices due to AUCD – January 1, 2013; May 1, 2013; September 1, 2013
- Progress reports due to AUCD – April 30, 2013; July 30, 2013; October 30, 2013
- Project end date – December 31, 2013
- Final report due – January 30, 2014

Information for Group A Applications

Capacity Building for Self-Advocacy Organizations

Group A – Scope of Work for Capacity Building

A

Many self-advocacy groups do not have formal registration as a non-profit organization, and might have very informal structure in place. The grants offered here are for self-advocacy organizations that want to move to the next step of strengthening their organization and become a non-profit. Just like any nonprofit, self-advocacy groups need to grow their structure and capacity and work within federal, state and local requirements so that they can apply for grants, manage grant money, and continue as a strong organization. This may include the following activities:

- Increasing the number and diversity of members
- Increasing the number and diversity of volunteers
- Writing a “mission statement” (the purpose of your group)
- Setting up a process to choose leadership
- Making a plan to carry out activities
- Making a plan to select advisors
- Finding partners
- Establishing an accounting system (keeping track of your money)
- Writing “by-laws” (the rules for how your organization works and makes decisions)
- Filing for local, state and federal (IRS) tax exemptions

Hey Group A! This list is called the “scope of work”



Pick things from this list to put in your application and promise to do

Organizations who get Grant A must work with a partner that is a 501(c)3 nonprofit (like an ally or another self-advocacy organization) to accept the funds and manage the grants. AUCD cannot give money to organizations that are not yet nonprofits, which is why this partner is needed here.

A Bottom Line:

This grant is for self-advocacy organizations that are not yet 501(c)3 nonprofits to help themselves grow, become stronger, and take steps to be able to apply for and get other grant funding.

Group A - Application Requirements

Application Package:

- Cover page (see Attachment A) including the name and address of contact person and partner. This is the person who will be the main contact for this project, and the address where checks will be sent.
- Narrative including the items below (see Attachment B for sample). This should not be longer than 6 pages, double-spaced, in 12-point font, with one-inch margins. It includes:
 - History of your self-advocacy organization, including date started, area served, number and diversity of members, number of staff & volunteers, and activities.
 - Names of people who will work on this project with description of duties and their personal and professional experience in ID/DD

Hey Group A!
These are
the things
you must
have in your
application



- Explanation of what your organization will do with the money, according to the “scope of work” listed above for Group A
 - The timeline for activities
 - How you plan to continue work when this grant has ended, including getting future funding and continuing self-advocacy activities.
 - Roles and responsibilities of a partner (either an ally or other self-advocacy organization) that can help your organization manage the grant (keeping track of what work was done, sending invoices for payment, and keeping track of the budget). Include details about how the support will be provided.
-
- Short (one or two page) resumes – documents that give a person’s professional and educational history – of people who will work on this project
 - A “budget justification” – a document that explains why your budget costs are reasonable

Budget:

- A budget outlining how your organization will use the funds (see Attachment C for budget worksheet)

Letter of Commitment:

- A letter of commitment from the partner that outlines their understanding of their roles and responsibilities. The letter must be signed by the executive director or CEO of the partner organization.

Information for Group B Applications

Peer-to-Peer Assistance to Help Other Self-Advocacy Organizations

Group B – Scope of Work to Help Others

Many self-advocacy organizations have grown enough to be able to provide peer-to-peer assistance to other self-advocacy groups. These organizations have already become nonprofits (known as 501(c)3 status). The grants offered here are for those self-advocacy organizations that want to help other self-advocacy organizations become stronger. This may include helping other organizations with the following activities:

B

Hey Group B!
This list is called
the “scope of
work”



Pick things
from this list
to put in your
application
and promise
to do

- Writing the “mission statement” (the purpose of the organization)
- Setting up a process to choose leadership
- Writing description of organization
- Writing “by-laws” (the rules for how the organization works and makes decisions)
- Completing paperwork to become a formal non-profit 501(c)3 organization at state and federal level
- Creating and maintaining financial records (writing budgets and keeping track of the money)
- Writing grants and finding funding for self-advocacy
- Managing public and private grants (applying for grants, writing reports, submitting invoices, and doing the work)
- Building partnerships with other organizations
- Using the internet and technology for meetings, trainings, discussions, resource sharing, and community building

- Increasing the number of members and volunteers that represent the diversity of the state
- Learning what people with disabilities in your community need
- Creating a plan for the organization for the future
- Advocating for themselves and others

B Bottom Line:

This grant is for self-advocacy organizations that are 501(c)3 nonprofits and want to help other self-advocacy organizations grow, get stronger, and gain the ability to apply for and receive grant funding.

Group B – Application Requirements

Application Package:

- Cover page (see Attachment A) including the name and address of contact person. This is the person who will be the main contact for this project, and the address where checks will be sent.
- Narrative including the items below (see Attachment B for sample template). This should not be longer than 6 pages, double-spaced, in 12-point font, with one-inch margins. It should include:
 - History of the organization, including how the organization grew and gained 501(c)3 status, the area served, number of members, number of staff & volunteers, and activities.
 - Names of people who will work on this project with description of duties and their personal and professional experience in ID/DD



Hey Group B!
These are the
things you must
have in your
application



- Explanation of what your organization will do with the funds, according to the scope of work outlined above for Group B, including
 - The organizations to whom you plan to provide technical assistance
 - The areas of technical assistance that your organization plans to offer
- The timeline for activities
- A plan to continue work when this grant has ended, including getting future funding and continuing self-advocacy activities.
- Experience assisting other self-advocacy organizations, if any
- Short (one or two page) resumes – documents that give a person’s professional and educational history – of people who will work on this project
- A “budget justification” – a document that explains why your budget costs are reasonable

Budget:

- A detailed budget outlining how your organization will use the funds (see Attachment C for budget worksheet)

Letters of Commitment and Documentation of Nonprofit Status:

- Documentation of federal 501(c)3 status
- Letters from the organizations that you plan to provide technical assistance to

Information for both

Group A and Group B

Attachments

A – Cover page template – this is the basic information about you and your organization

B – Narrative template – this is where you write the details of your application, like your history as an organization and what you propose to do with the money

C – Budget template – this is the breakdown of how you will use the money

D – Scoring rubric – this gives the points for how your application will be scored

E – Explanation of Terms – this explains some terms that are important for this application and other grant applications

Self-Advocacy Organizational Development

Cover Page Template

Name of Organization

Address

City

State

ZIP

Name of Contact Person

Title

Telephone

Email

Group A Only:

Name of Partner Organization

Address

City

State

ZIP

Name of Contact Person

Title

Telephone

Email

Self-Advocacy Organizational Development

Narrative Template

Use the spaces below to complete your narrative. This template is meant only as a guide. You are encouraged to use as much space as you need up to 6 pages and to provide any other information that you think is important.

History of the Self-Advocacy Organization (tell us about yourselves)

Names of People who will work on this project with description of duties. Also provide their personal and professional experience with intellectual and developmental disabilities.

Explain what your organization will do with the money, according to the “scope of work” (what you said you would do) for your group

Attachment B

Timeline

How do you plan to continue this work when this grant is finished?

Group A Only:

Please give the name of your partner and explain your partner's roles and responsibilities

Group B Only:

Please explain your experience assisting other self-advocacy organizations, if any

Attachment C

Self-Advocacy Organizational Development

Budget Template

This is just an example. You might not use every line here, and you might add more budget lines.

<u>Self-Advocacy Mini-grant Budget</u>	
<u>People Costs</u> (if any)	Amount (\$)
Job Title	
Salary or contract amount per hour	
hours per week	
Fringe Benefits (if any)	
Total cost for this person	
Job Title	
Salary or contract amount of \$	
hours per week	
Fringe benefits (if any)	
Total cost for this person	
Total people costs	
<u>Non-People Costs</u>	
Space where you work	
Travel	
Supplies	
Events / Meetings	
Phone / Internet	
Printing	
Mailing / Shipping	
Other*	
Total non-people costs	
Total Direct Costs (people costs + non-people costs)	
Total other funds that will contribute to this project	
Indirect Costs** (10% of your overall budget or your federal rate)	
TOTAL PROJECT COSTS (direct + indirect costs)	

*Federal grant funds may not pay for food except during travel

**Only those organizations with a federally approved rate can take indirect costs. Indirect costs are capped at 10% of the total project budget or your federal rate, whichever is lower.

Attachment E

Self-Advocacy Organizational Development

Scoring Rubric

Section	Points Available	Points Awarded
Cover page	5	
Narrative	-	-
History / Experience	10	
Names and description of duties and experience with ID/DD	5	
What will this project do	20	
Timeline	10	
Plan to continue when this grant ends	10	
Explanation of Partner Role (for Group A) OR Experience assisting other organizations (for Group B)	10	
Resumes of lead staff	10	
Budget and justification	20	
Letter from Partner (for Group A) OR documentation of 501(c)3 and letters from groups that will receive TA (for Group B)	Necessary for eligibility, no points awarded	
Total	100	

Self-Advocacy Organizational Development

Explanation of Terms

This section is designed to explain some terms used in this RFA and in other grants.

Administration on Intellectual and Developmental Disabilities (AIDD): The Administration on Intellectual and Developmental Disabilities (ADD) is the U.S. Government organization responsible for implementation of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, known as the DD Act.

Budget and Budget Justification: The budget in your application explains in numbers what you plan to do with the money. This is usually on a spreadsheet. The budget justification explains in words why your plan for how to spend the money makes sense.

Capacity Building: Capacity-building means working to build up an organization to make it stronger, long lasting, and more effective. Examples of capacity building include:

- Increasing the number of volunteers
- Learning about IRS and state tax and financial rules, and putting them to use
- Improving communication with partners and members
- Developing collaborations with partners
- Improving program budgeting, accounting and reporting (this means keeping track of your money and reporting to your funder about what you did with the money)
- Developing a plan for what will happen when a leader leaves

For more examples of the kind of capacity building this grant asks for, see the “Scope of Work”

Attachment E

Developmental Disability: We use the definition of Developmental Disability as included in the DD Act, the federal legislation that guides our programs. Developmental Disability is defined in the DD Act as “a severe, chronic disability of an individual that is attributable to a mental or physical impairment or combination of mental and physical impairments; is manifested before age 22; is likely to continue indefinitely; results in substantial function limitations in 3 or more ... areas of major life activity... and reflects an individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are lifelong or extended duration and are individually planned and coordinated.”

Grants: Grants are money that an organization gives to another organization to complete work. The timeline of a grant is this: 1) a Request for Applications (this document), 2) applications submitted by organizations, 3) applications are reviewed by experts in the field, 4) winners are notified, 5) organizations receiving grants sign contracts with the organization giving the grant (the funder), 6) organizations receive money, begin work, and submit regular reports to the funder, 7) at the end of the grant period all of the money has been spent and the goals have been achieved; organizations must submit final reports to the funder.

Nonprofit Status: Organizations recognized as nonprofits have filed the proper paperwork with the state and federal governments. They are officially recognized by the state like businesses, but unlike businesses they do not collect profit. Instead, they use their money toward charitable or social goals, like self-advocacy. They do not have to pay taxes on the money they collect in donations.

Attachment E

Scope of Work: Most grant applications will include a “scope of work”. This is the list of things that the funder wants the organizations to do. Applicants should pick things from this list to say what they will do with the money.

Self-Advocacy Organization: Self-advocacy organizations are organizations run by and for people with intellectual and developmental disabilities. They raise awareness of and campaign for the civil rights, equality, and opportunities of people with intellectual and developmental disabilities.

Technical Assistance: Technical assistance is a problem-solving effort that seeks to help organizations do what they do better. This includes:

- Learning what TA recipients need and want
- Learning what experts and national organizations have to say and giving that information to recipients
- Assisting recipients to figure out their mission and goals
- Offering connections to resources; and
- Providing resources to recipients and hosting these resources somewhere for recipients to use, like in a website or blog.

For more examples of the kind of technical assistance that this grant asks for, see the “Scope of Work” for Group B.