ENVISIONING THE FUTURE

ALLIES IN SELF-ADVOCACY

Grant Writing and Grant Management Toolkit

For Self-Advocates

Published July, 2014

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Purpose of this Toolkit

In 2011 the **Association of University Centers on Disabilities (AUCD)** received funding from the **Administration on Intellectual and Developmental Disabilities (AIDD)** to administer the Self-Advocacy Organizational Development Grants, which served as **pilot projects** for federal funding of self-advocacy organizations. The goal was to help self-advocacy organizations become more independent and achieve **501c3** status which is also known as becoming a tax-exempt **non-profit** organization. AUCD created this toolkit based on feedback from **self-advocates** who participated in these Self-Advocacy Organizational Development Grants, who expressed interest in writing **grant** applications. This toolkit is designed to help more self-advocacy organizations apply for grant in the future.

This toolkit is organized to help you answer questions that you might have when you are applying for a grant. A checklist is provided for easy reference (see Appendix A). **Words** that are **bolded** will be in the glossary at the end of the toolkit (see Appendix B). Examples (see Appendix B-D) are also provided for grant announcements and applications. Resources for additional grantwriting information are in Appendix F. Think of this as a road map. The beginning is always a good place to start.

Acknowledgements

We would like to acknowledge the following organizations that have been so helpful in reviewing this toolkit. We couldn't have finished this toolkit, without their expertise:

- Autistic Self Advocacy Network, National Office

- National Youth Leadership Network

- AUCD Council on Community Advocacy

- Self-Advocacy Organizational Development Grantees

    o Arkansas People First - North Little Rock, AR

    o Self-Advocates United as 1 - Greenville, PA

    o Voices of Virginia - Richmond, VA

    o Autistic Self-Advocacy Network - Portland, OR

    o New Mexico Allies for Advocacy - Albuquerque, NM

    o Self-Advocates Becoming Empowered - USA

    o Colorado Cross-Disability Coalition - Denver, CO

    o Peer Action Disability Support - Iowa City, IA

How are grants created by Funders?

- **Funders** offer grant opportunities to organizations to complete a goal. Most grants are created to pay for a specific project that is a priority for the funding organization.
- Once a project is defined the funder sends out a **Request for Applications (RFA), Notice of Funding Availability (NOFA), Request for Proposals (RFP)** or **Funding Opportunity Announcement (FOA)**, which are different types of funding announcements. This means the funder is announcing that grant funding is available and is allowing organizations to submit an application for how the funding could be used. (When we use "RFA" throughout the rest of this guide, we mean any of these types of funding announcements. We use "RFA" just to save space.)
- The RFA will usually outline who is eligible to apply for the grants, what the expectations are (rules and reporting), how applications are to be submitted and how the applications will be reviewed.
- See Appendix B for an example of what an RFA could look like.

How do Self-advocates find grants?

- Assess the needs and goals of your organization.
- Network with like-minded organizations and groups to discuss shared priorities, goals, and opportunities.
- Subscribe to appropriate **listservs** where you can find information about grant opportunities.
- Explore websites (Federal, State, Local, Private, etc.) where funding opportunities are announced.
- Examples of websites, listservs and organizations that are helpful when looking for funding opportunities include: Grants.gov, Developmental Disabilities (DD) Councils, Chambers of Commerce, and the Foundation Center
- See Appendix F for examples of websites to search for funding opportunities.

What are the steps to take to submit a grant application?

- Read and explore all relevant RFAs. These are RFAs that are closely connected with your organization's goals.
- Decide which RFA is appropriate for your organization, based on your priorities, goals, and resources.
- Some RFAs may have difficult language. Ask for a **companion document** that has more accessible language. If a companion document isn't available, ask for help, if needed.
- Review the list of **Frequently Asked Questions (FAQ)**, if provided.
- Identify like-minded organizations, groups, **partners** and **allies** who are interested in supporting the project and can help develop and write the application. Be sure to confirm partnership in a formal letter; this is called a letter of support and is submitted with the grant.
- Attend a **webinar** or conference call (if offered by the funder) to learn more about the RFA and to ask questions.
- Write a **workplan** and **timeline** to plan out what goals you are going to accomplish and to stay organized. These should be developed with your partner to meet the **grant** goals.
- Confirm how your application needs to be submitted (by mail, online, etc.).
  - If applications are submitted online, find out if you must be registered on the application website. Get registered early so you can submit your application on time.
  - Understand your application guidelines.
  - Some RFAs may have **templates** for each part of the application. This is to assist applicants in completing all of the necessary information.
  - If your RFA does not include templates, make sure you know what each part of the application is asking for, and be sure to complete all of the necessary information. **Incomplete** applications do not get reviewed, so you have to complete every part!

- o Give yourself plenty of time to write your application. It is a lot of work, and it all has to get done before the deadline. Don't wait until the last days to get started.
- Fill out all of the required information using the application templates on the online application system (if there is one), or by filling out the application forms.
- Submit the application <u>before</u> the deadline. Late and incomplete applications <u>will not</u> be considered. Make sure to submit everything on time. This applies to everyone there will be <u>no</u> <u>exceptions</u>.
- See Appendix C for an example of a grant application.

How are the applications reviewed?

- All completed applications go through a **Panel Review** process. A Panel Review is a group of experienced individuals that will review the applications and score them fairly to make recommendations for funding.
- Funders **recruit** and train **peer reviewers** who serve as **panelists** (also called reviewers).
  - o For example, a panel of 3 reviewers will include people who have experience with the topic of the grant. These people should not be **affiliated** with the applicant, to reduce **conflict of interest**.
- Reviewers read and score each application on their own. Applications are rated using a score guide and **rubric.**
- After the individual reviews, a full review is held with each panel. A full review is when all the reviewers meet and go over their scores to make final recommendations for funding.
- Funders award the grants according to which applications have the highest final scores, and how much money is available.
- See Appendix D for an example of a scoring guide for reviewers.

What happens if you get the grant?

- Once the organization is notified that they received the funding they will be given a grant award, and will be considered a **grantee**.
- The language in the **funding agreement** may be difficult to understand, so organizations interested in getting funding should become as familiar as possible with **contract language.**
- If you do not understand the language used in the funding agreement, be sure to ask questions before you sign it. You may want to ask for a companion document that outlines the **contract** in more accessible language; however this does not necessarily mean that one will be provided. You are responsible to understand what you are signing.

What are grantees expected to do?

- Each grantee is expected to use the funding to complete the work that was proposed in their application, according to the funding agreement.
- Reporting, which is communicating to the funder your accomplishments, has to be done regularly. Reporting timelines and format are usually provided by the funder.
- It is always the grantee's responsibility to make sure **invoices**, reports, and any other progress report is submitted correctly and on time.
- Invoicing to the funder has to be done regularly. If invoices are not submitted you will not receive your funding.
- If funded, you must stay in communication with your funder. If there are changes to your workplan, staffing, or **budget**, your funder must be aware and may be able to help you problem-solve.
- The funder may help to address issues such as key staff changes, **budget modifications**, and timeline delays.
  - If a grantee wants to change the key staff in charge of the project, they often must get approval from the funder

- If a grantee wants to make a major budget modification, they must inform their funder for approval before making any significant changes.
- The funder reviews and approves invoices, reviews reports, and possibly provides extra **technical assistance** or problem-solving to grantees as needed.

## Lessons learned from the Self -Advocacy Pilot Project Grantees

These are lessons learned by self-advocates who received grant funding for their organizations, who wanted to share what they learned with others.

- Collaboration with state partners was very important to make sure that everyone was on the same page in regards to the grant.
- Face to face meetings with partners were the most valuable. Assign funding in the project budget to pay for travel for face to face meetings, if this is allowed.
- Having a workplan and timeline helped the team stay on target.
- Communication with staff from the funding agency was very helpful.
- Learning about applying for grants and becoming a 501c3 was a very rewarding experience.
- The biggest challenges were working together in a group, and relying on people who have grant experience, however, it was positive experience.
- The team complemented each other's skills and worked around each other's weakness.
- Having confidence in the organization's partner made the experience easy.
- Collaborations were strong because of open communication with the team. Conference calls were held once a month.
- Members of the board who were experienced in writing grants assisted the team.

- Health issues prevented some individuals from completing their tasks but with a strong team and good communications, the project to moved forward.
- Don't be afraid to ask questions.

Appendix A
Self-Advocate Toolkit Checklist

Self-Advocate Toolkit Checklist
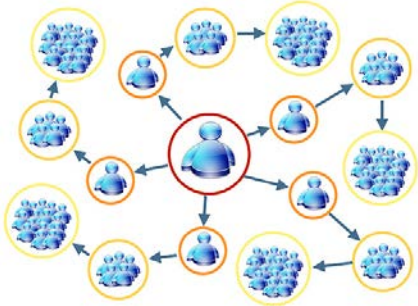
☐ Look for funders posting a Request for Applications (RFA), Notice of Funding Availability (NOFA), Request for Proposals (RFP) and Funding Opportunity Announcements (FOA)

☐ Join networks, listservs, and other groups where grant opportunities are announced. (Federal, State, Local, etc.)
   Ex.– grants.gov, DD councils, Chambers of Commerce, Foundation Center and others

☐ Also consider funding that is not supported by the government such as Foundations, Corporations, Individuals and Family Foundations.

☐ Research each opportunity.

☐ Consider the grant. Does it match your organization's goals and resources?

☐ Do you want to expand existing areas of priority in your organization? Do you want to add new priorities in your organization?

☐ Know when to say NO - Be honest. Is it a good fit? Do you have in-house expertise or logical partners to apply for that grant?

☐ Do you have any partners with similar goals that you could work with on the project?

☐ Consider asking partners for a Letter of Support from the organizations they represent. The letter should be on letterhead if available. This can help strengthen your application (or it may even be a requirement!).

☐ Check the "Frequently Asked Questions" (FAQ) document for basic questions and answers about the grant application process (if available).

☐ Attend webinars and conference calls about the opportunity (if available), or ask for assistance if you still have questions BEFORE the deadline. It's is IMPORTANT to attend LIVE webinars or conference calls so you can ask your questions.

☐ Use the templates or forms provided by the funder, if they are available.
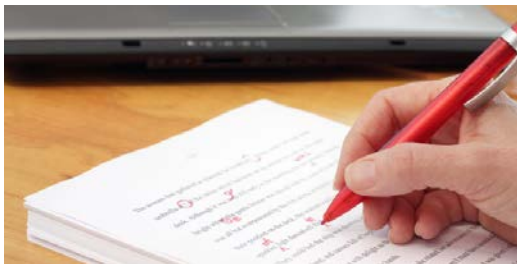
☐ The application should be written in such a way that it's easy for reviewers to find everything in their scoring rubric. Be sure that your application matches the rubric or score guide (if available).

☐ Make sure your application has all the information in the format and order that is requested from the RFA

☐ Late and incomplete applications <u>will not</u> be considered. Make sure to submit ALL of your application materials ON TIME. It is best to submit early in case you experience any technical difficulties. If you have any questions about submitting applications, call the organization that is funding the grant before submitting the application.

☐ Wait for the funder to contact you about your organization's application.

☐ If you are selected, you will receive a funding agreement. This process may take a long time, but might also happen quickly, depending on the Funder.

☐ If there are any changes in the contract contact the funder.

☐ Be sure you fully understand the funding agreement <u>BEFORE</u> signing it.

☐ Before you sign the funding agreement, check to make sure it includes the following:
   ✓ Scope of work
   ✓ Budget
   ✓ Timeline
   ✓ Reporting requirements

☐ Request to have a companion document (if needed) to help explain the funding agreement language.

Reminders:

☐ It is important to remember that you must submit reports and invoices on time
☐ It is important to also notify the funder of major changes in key staff, budget and timelines

☐ SIGN the funding agreement and get started!

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Appendix B
Glossary

Glossary

- **Affiliated**: Having a connection to an organization
- **Administration on Intellectual and Developmental Disabilities** (**AIDD)**: AIDD is dedicated to ensuring that individuals with developmental disabilities and their families are able to fully participate in and contribute to all aspects of community life in the United States and its territories.
- **Allies:** Supporters or advisors to a group
- **Association of University Centers on Disabilities (AUCD**) The organization that took the lead on the self-advocacy summits and also helped manage the organizational mini grants
- **Budget:** A budget is the financial plan for a project, and defines how the funded amount of money will be spent
- **Budget Justification:** The budget justification is a written explanation that describes why the budget was developed, and why it is reasonable
- **Budget Modification**: Changes in spending plans that occurs after a budget is approved
- **Companion Document**: A document that is connected with the standard document but has language that is easier to understand
- **Conflict of Interest:** A situation where a person or organization has interest in different things that might cause decisions to be made unfairly. For example, someone writing a grant application has an interest in getting funded, and if that same person was part of a review panel to make a recommendation for who gets funded, he or she might not be able to make a fair decision.
- **Contract:** A written legal agreement, in this case between the funder and the organization that is going to receive the money
- **Contract Language**: A way that contract and other funding agreements are written. Since these are legal documents, specific language is often used and may be difficult to understand

- **Funding Opportunity Announcement (FOA)**: a notice of a grant funding opportunity; the FOA outlines the project to be funded and gives information about how to apply
- **Frequently Asked Questions (FAQ)**: Questions that are being asked often, so the answers to those questions are written and available
- **Funders**: Organizations or individuals that give you money to work on a project
- **Funding Agreement**: this is a legal agreement between a funder and the organization receiving money. It might be a contract, a cooperative agreement, or other legal document that describes the responsibilities of giving and receiving money
- **Grant**: Money given by a funder for a specific project or idea
- **Grantee:** Organization that has received and accepted a grant
- **Incomplete**: Not complete or unfinished
- **Invoice**: Is a document that shows a list of goods or services and the prices that should be paid for them
- **Listserv:** Is a program that delivers messages to subscribers on an email list.
- **Non-Profit:** An organization that doesn't have the purpose of making money
- **Notice of Funding Availability (NOFA):** A term some funders use for the announcement of a funding competition or RFP
- **Panelist**: a person who is a part of a group of people who answer questions, give advice or opinions. In this case, a panelist gives advice on whether an application should be funded.
- **Partners:** One of two or more people, businesses, etc., that work together or do business together
- **Peer Reviewers**: People who evaluate the work of others who have similar experience
- **Pilot projects**: a project that is tested out on a small scale, before being tested out in a bigger way
- **Recruit:** To look for new members or volunteers to help on a specific project or a committee

- **Request for Applications (RFA)**: notice of a grant funding opportunity for a specific purpose; the RFA outlines the project to be funded and gives information about how to apply
- **Request for Proposals (RFP) :** Notice of a contract funding opportunity; the RFP outlines the project to be funded
- **Rubric**: Is a guide listing specific reasons for grading or scoring applications, projects, or tests
- **Self-advocates**: People with disabilities standing up for their rights.
- **Technical assistance**: Support provided to complete work more effectively. Examples include advise, assistance, and training.
- **Template**: A sample form or guide
- **Timeline:** A schedule of activities and when they will be done
- **Webinar**: A presentation that is given online
- **Workplan**: A plan on how to accomplish the work required in a project
- **501c3 status**: Part of the tax code to be a non-profit organization that does not have to pay federal taxes

Appendix C
Request for Applications (RFA) - EXAMPLE

Request for Application (RFA) - EXAMPLE
Self-Advocacy Organizational Development
Used with permission of Association of University Centers on Disabilities (AUCD)

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.

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 <u>have not yet</u> 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 <u>have</u> 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.

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

Information for Group A Applications
Capacity Building for Self-Advocacy Organizations

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:

Hey Group A! This list is called the "**scope of work**"

- 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

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.

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:
  - o History of your self-advocacy organization, including date started, area served, number and diversity of members, number of staff & volunteers, and activities.
  - o Names of people who will work on this project with description of duties and their personal and professional experience in ID/DD
  - o Explanation of what your organization will do with the money, according to the "scope of work" listed above for Group A
  - o The timeline for activities
  - o How you plan to continue work when this grant has ended, including getting future funding and continuing self-advocacy activities.
  - o 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

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:

- 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

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:
  - o 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.
  - o Names of people who will work on this project with description of duties and their personal and professional experience in ID/DD
  - o 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
  - o The timeline for activities
  - o A plan to continue work when this grant has ended, including getting future funding and continuing self-advocacy activities.
  - o 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

Appendix D
Grant Application - EXAMPLE

Grant Application - EXAMPLE

Used with permission of Self Advocates Becoming Empowered (SABE)
This application was submitted in response to the RFA in Appendix A
[Some names have been removed, for purposes of privacy.]

History of the Organization (tell us about yourselves)

SABE was formed in 1991 at the first national Self-Advocacy Convention held in Nashville Tennessee. At this convention the first chair and board of directors was elected. In 1995 the organization was incorporated as a 501-C3. The organization represents over 1200 state and local self-advocacy organizations across the nation. SABE's paid membership is over 800 members. Eighteen self-advocates serve on the board of directors. The country is divided into nine regions that elect two board members and alternates at the national conference every two years.

The organization's mission statement is the following beliefs:

- People with disabilities should be treated as equals.
- People should be given the same decisions, choices, rights, responsibilities, and chances to speak up and empower themselves.
- People should be able to make new friendships and renew old friendships just like everyone else.
- People should be able to learn from their mistakes like everyone else.

Scope of the grant

Our Community United is a project to build and expand on the existing community of practice and knowledge of self-advocacy organizations across the nation. We will share the lessons learned from our successes and failures to help others strengthen their existing and projected local and statewide structures. We will also teach ourselves and others about how we can use technology to communicate the message of our movement.

SABE will create an Organizational Committee and the National Self-Advocacy Development Committee to share their resources and expertise to accomplish the following:

- Develop an On-line National Resource and Training Center on self-advocacy at www.sabeusa.org

- Provide peer to peer technical assistance to local and state organizations on topics identified in grant RFP as well as other topics identified through a survey of self-advocacy organizations throughout the United States
- Gather and utilize existing state and local resources that have been effective for self-advocacy organizational development to provide technical assistance to local and state self-advocacy organizations
- Host at a minimum of 10 webinars and video conferences on technical assistance topics that strengthen the capacity of new and existing organizations
- Conduct a pre/post survey with participants to measure what they have learned

SABE has identified 10 states that have developed successful technical assistance materials and would like to work with SABE by serving on the National Self-Advocacy Development Committee. These states and their President include:

- Alabama-[President's Name]
- Arkansas -[President's Name]
- Arizona-[President's Name]
- New York-[President's Name]
- Minnesota - [President's Name]
- Missouri-[President's Name]
- Vermont-[President's Name]
- South Carolina-[President's Name]
- Kansas-[President's Name]
- Georgia-[President's Name]

Names of People who will work on this project with description of duties.
[Person's Name] will coordinate the grant by chairing the SABE Self-Advocacy Organizational Committee. Her responsibilities will include working with SABE Self Advocacy Development Committee to review materials, develop schedule and coordinate webinars, and work with the web support staff to assure information is posted to the website. Ms. [Name] is an internationally recognized self-advocacy leader from Arizona. She has worked with SABE on several projects which have required the development and presentation of materials as well as the use of webinars.

These projects were Project Leadership, Everyone Can Serve and Project Vote.

The SABE Self Advocacy Organizational Committee will be responsible for reviewing existing materials from states, selecting self-advocate leaders to present the materials and assign responsibilities for technical assistance with states. Committee members will include [Name], President, [Name], Sergeant At Arms, and [Name], Secretary.

In addition to the coordinator and the committee's role, technical support with materials development and webinar facilitation will be provided by [Name of partnering organization]. Assistance with webinars and website management and integration will be provided by [Name of partnering organization].

Explanation of what we will do with the money
SABE would use the money to contract for Ms. [Name]'s services and for the services of support staff. In addition the funds would be used to support the Self-advocacy Organizational Committee's travel to Board meetings. Other uses of funds would include conference calls, webinar/videoconferencing fees; duplication of materials for final publications; website support for development of materials; video recording, editing materials and close captioning; stipends to state partners and webinar presenters. SABE would also use some funds to pay for financial management of the grant.

Timeline
- January-March 2013: Identification of training materials for use on webinars, committees gathers and review resource materials, identifies presenters, determines how the website will be used, prepares and submits invoice to AUCD.
- April-May 2013: Development of webinar/video conferencing schedule, preparation of materials for the website, committee conference calls, coordination of webinars with other Part B grantees, preparation of progress reports due to AUCD.
- June-October 2013: Host Webinars, conference calls and video conferences with local and state groups, archive resources on website, preparation and submission of invoices to AUCD.

- November-December 2012: Continue to record all materials and resources, dissemination of information to all partners and preparation of final report.
- Month 13: Submission of Final Report to AUCD.

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

When the grant is finished all materials, including webinars, will be included on the SABE website and available for other local and state organizations to utilize. This project provided the money needed to establish a place where the self-advocacy community can bring together the knowledge that we have built; and, continue our journey of supporting and strengthening self-advocacy and our movement.

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

As indicated, SABE has successfully worked on numerous projects with state and local groups which involve the development of training materials and the provision of technical assistance to self-advocacy organizations as well as building leadership capacity of self-advocates. Examples of these projects are: [list projects]. Specific information about these projects are on the SABE website. Through these projects SABE has shown their ability work collaboratively with other groups, utilize technology, write and manager grants, and design training materials successfully replicated by other organizations. All grants, materials developed, and training provided by SABE include on-going feedback and participation from self-advocates.

Sample Budget		
People Costs		**Amount**
Job Title	Coordinator	
Contract per hour	25	
Hours for project	220	
		5500
Job Title	Assistant	
Contract per hour	25	
Hours for project	220	
Total Costs for this person		5500
Job Title	Webinar/Websi	
Contract per hour	25	
Hours for project	200	
Total Costs for this person		5000
Job Title	Self-Advocacy	
Contract per hour	25	
Hours for project	150	
Total Costs for these persons		3750
Total People Cost		19750
Non people Costs		
Webcam	4 @ 60.00	240
Travel for 1 Committee Meeting for 4 people	800 per person	3200
Webinar Fees and conference calls		2010
Final Report and Materials cost		1800
Total Non-People Costs		8250
Total Direct Costs (people costs + Non-		27000
Total Other Funds Contributed to Project	50 hours @	1750
Indirect Costs-Financial Management		3000
Total Project Costs-Direct Plus Indirect		30000

Budget Justification

PEOPLE COSTS

[Name], Project Coordinator
$5,500 (220 hours at $25/hour) to support Ms. [Name] as Project Coordinator to oversee and complete project activities. Her activities will include chairing meetings with the SABE. Review and updates organization website, peer to peer technical assistance, represent the project at meetings and conferences, host ten webinars/video conferences, and completion of all fiscal and program reports. She will report directly to the SABE Board of Directors.

[Name], Assistant Coordinator
$5,500 (220 hours at $25/hour) to support Ms. [Name] as Assistant Project Coordinator will assist the Project Coordinator with all aspects of the project. She will also assist with collecting information from self-advocacy partners, attend and maintain minutes of all meetings, provide technical assistance for webinars and video conferences and assist with the writing of reports.

[Name], Webinar/Website Manager
$5,000 (200 hours at $25/hour) to provide technical assistance to create, maintain and update the www.sabeusa.org to include "Our Community United" recommendations. She will also assist with the webinars to place them on the website, attend project meetings, and assist with the writing of reports.

Self-Advocacy Presenters (experts to be selected)
$3,750 (150 hours at $25/hour) to serve as expert presenters for various webinar/video conferencing topics such as, helping organizations create a plan for the future, becoming a 501c3, membership and volunteer recruitment, writing grants, etc.

NON PEOPLE COSTS
$240 (4@$60 each) for purchase of webcams
$3,200 for committee members to travel for one face to face meeting. Projected cost is $800/person.
$2010 for Webinar Fees and Conference Calls
$1,800 for copying, mailing, and materials

FUNDS CONTRIBUTED TO THE PROJECT
$1,750 contributed to project from 50 hours@$35/hour for SABE Self Advocacy Organizational Committee and Board Time.

INDIRECT COSTS
$3,000 for financial management of the project.

ATTACHMENTS: not all included for you

A.	Cover Sheet	D.	501c3
B.	Narrative	E.	Resumes and Brief Bios
C.	Budget	F.	Letters of Support

Appendix E
Scoring Rubric - EXAMPLE

Scoring Rubric – EXAMPLE

Section	Points Available	Points Awarded
Letter from Partner – *Does the partner agree to support the financial aspect of this grant?*	Necessary for eligibility	☐
Cover page *Does the page have all of the necessary information?*	5	
Narrative	-	-
History – *Is this an established organization? Do they have an active membership? Are they active in addressing issues and concerns facing self-advocates?*	10	
Names and description of duties for people who will work on grant – *Does the description of duties appear to support the purpose of the grant? Does the description of duties seem possible to complete?*	5	
What will this project do – *Are their goals appropriate and in line with the purpose of the grant? Are they measurable and achievable? Will they achieve nonprofit status or get significantly closer?*	20	
Timeline – *Is their timeline detailed? Does it seem appropriate and possible?*	10	
Plan to continue work in the future – *Does their plan to continue work seem possible?*	10	
Explanation of Partner Role – *Does the partner appear to have an organized, planned way to support grant funds, keeping track of funds for the self-advocacy organization and the partner organization separate?*	10	

Resumes of lead staff – *Do lead staff appear to have the expertise and ability to complete the work assigned to them? Are there self-advocates in the lead on the grant?*	10	
Budget and **justification** – *Does their budget amount to $5,000 or less? Do the budget costs appear appropriate for the tasks described in the narrative? Does the* **justification** *support the budget?*	20	
Total	100	

Appendix F
Resources

Resources

- **AUCD Publication: Preparing Fundable Grant Proposals: A Roadmap for Professionals -** http://bit.ly/1qak4Q5

  The purpose of this publication is to enhance the knowledge and skills of professionals and graduate students who compete for federal grants. The material is designed for individuals with no experience or only limited prior experience in seeking competitively-awarded, public funds from federal agencies.

- **Resources from the Grants Office of the City of Richmond.** http://www.richmondgov.com/Grants

  - Some Issues with Terminology
    http://www.richmondgov.com/Grants/documents/Issues_Terminology.pdf

  - Glossary of Grant Related Terms

    http://www.richmondgov.com/Grants/documents/Glossary_Terms.pdf

- **Resources from the Nonprofit Hub** http://www.nonprofithub.org/category/grant-writing/

- **Grants.gov -** http://www.grants.gov/

  Grants.gov is your place to FIND and APPLY for federal grants.

- **Foundation Center -** http://www.foundationcenter.org/

  The Center maintains the most comprehensive database on U.S. and, increasingly, global grantmakers and their grants.

- **Philanthropy News Digest -** http://www.philanthropynewsdigest.org/

  Digest filled with donor-related articles and features