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| C:\Documents and Settings\apena\Local Settings\Temporary Internet Files\Content.Word\NDSCDD logo.jpg | **Small****Innovative Grants- Overview** |

Innovative Grants are small grants for unique projects that by their very nature spark enthusiasm. The applicant should demonstrate expertise in the project area and creative collaboration and leveraging of other resources. Innovative Grants should respond to a barrier or issue that has not been successfully addressed to any real extent. Innovative Grants may replicate “best practice models” or propose an entirely new project that increases the inclusion of people with developmental disabilities in community life, particularly around the areas of relationships, homes, jobs, learning, supports or transportation.

The ultimate outcome of Innovative Grants is to promote policies, systems change, and capacities building that improve the quality of life for North Dakotans with developmental disabilities.

The State Plan goal areas that will consider when the Council receives and reviews applications for the small innovative grants would include:

* Community Inclusion
* Employment
* Health
* Staff Recruitment

The Council’s State Plan can be accessed on line at <https://www.nd.gov/scdd/>

Examples of small grants include, but not limited to:

* Self-advocacy and other advocacy activities
* Co-sponsoring of conference and trainings
* Projects that increase positive and valued images of people with developmental disabilities.
* Projects that decrease barriers for individuals to live work and participate within their communities.
* Other projects that advance the empowerment, self-determination and inclusion of people with developmental disabilities and their families.

**Grant Applicant and/or their Proposed Project should:**

* Respond to the Council’s mission, State plan goals on transition, employment, health and leadership
* Positively impact the inclusion and/or integration of persons with developmental disabilities in the mainstream activities of their communities.
* Clearly articulate and justify the need to conduct the proposed activity based on research.
* Demonstrate a thorough and sound methodology that is appropriate to the project.
* Have real and measurable outcomes with a data-based evaluation plan.
* Actively collaborate with one or more other entities to implement the project.
* Demonstrate their particular expertise to carry out the project.
* Demonstrate that Council is not the only funding source.
* Have developed a reasonable budget that is supported with sufficient narrative.
* Demonstrate either a plan for continuation (as appropriate) and/or a plan for encouraging replication.
* Provide detailed letters of collaboration from project partners. Each collaboration letter should state plainly what their role in the project would be if funded, not simply that they support the project.
* Contribute a 30% in-kind or cash match for the project.
* Enclose a detailed budget in the proposal.
* Enclose a project work plan.
* Submit the narrative, budget and work plan to the Council.

**Proposals may NOT be considered used:**

* To support fundraising efforts
* Projects only benefit one person or family
* Are for ongoing, administrative, or operational expenses of existing programs
* Are for direct services, equipment purchase, capital campaigns, fundraisers or construction

**Who should apply:**

Individuals with disabilities, family members, non-profit and profit entities, public organizations, and advocacy groups may apply for the grants. Preference will be given to people with disabilities/families that join together to collaboratively work on system changes that will result in positive impact on the lives of people with disabilities. These funds are not intended to supplement operational funds by an organization, to purchase equipment or to pay staff.

**Funding**

Maximum funding per year is up to $9,999; grants may be renewed for **a second year at the mutual agreement** of Council and Grantee, if satisfactory progress is being made toward the project goals. Funding will be dependent upon availability of dollars.

The grants require a minimum of a **30% match (cash or in-kind**). Match is considered funds or in-kind contributions to the project that come from any non-federal source. Examples of in-kind match include: donated office space or equipment, volunteer times, donated staff time, etc.

Grant funding is for reimbursable expenses only—no payment can be made in advance.

**How will grants be chosen:**

Upon receipt of the application, the Executive Director shall review the application to determine whether the application is responsive to all material requirements of this solicitation.

Applications will be evaluated by the Council’s Executive Committee, using evaluation criteria identified in the Evaluation Tool attached. The Evaluation Tool document is the scoring tool used to score an application. The total number of points used to score an application is 100 points.

The purpose of the Executive Committee is to select and recommend for funding those proposals that best meet the Council's request to conduct a certain project and to ensure it fits within the Council’s goals outlined in the 2017-2021 State Plan. An evaluation meeting will typically be held a few weeks after the proposal due date. The Executive Committee is comprised of members of the Council.

The maximum possible score for any proposal is 100 points. Proposals that score less than 75 points are ineligible for award, and will not be reviewed by the Council. Each member of the Executive Committee will read and score each proposal independently, discuss each proposal jointly, and then submit final results for tabulation. The quantitative score from each member will be averaged for each section and a final score will be assigned to the proposal. The original proposals and the comprised evaluation tool, with the Executive Committee’s recommendations, will be sent to all Council members to review prior to the December meeting. The Council makes the final determination as to whether an application is funded under the provisions and policies of the Council.

Continuation grants: Council projects may be eligible for additional funding after the first year. Continuation funding is not automatic. Consideration for additional funding will include: a review of the grant project’s accomplishments; progress toward state goals and objectives; financial management of grant funds; compliance with reporting requirements; and a grant proposal with the supporting documents required by all grant proposals. The grantee will submit the required documentation for additional funding during the grant cycle.

**Questions grantee should ask if they intend to submit a request for continuation funding**:

1. For which year of the project is the applicant requesting funding?

2. Did we accomplish the goals from the prior year of funding? If all the goals were not met, state what was not accomplished and why?

3. Has the organization been put on probation or suspension by the Council in the past? If yes, explain why and how the probation or suspension has been resolved?

4. How is the current year of funding going to help you accomplish the original goals and objectives of the project?

5. Explain the impact the additional funding will have on the project.

6. What has been done to secure long-term funding for the project after the Council’s funding ends?

7. Have there been changes in the administration of the project over the last year? If yes, have you kept the Council informed of these changes?

8. Have there been changes in the direction of the project over the last year? If yes, have you kept the Council informed of these changes?

9. Have there been problems implementing the project and has the Council been informed of these concerns? If so, please explain.

10. What would be the effect on the project if the Council reduced the level of funding awarded?

**What are the expectations if I receive a grant:**

* Meet with Council staff to review, the Council’s goal, the project work plan, performance measures, evaluation methods, and deliverables before the grant begins.
* Submit a quarterly report on work plan progress, what milestones have been achieved and performance measures met.
* Provide a final written report.
* Provide the Council with at least one success story.
* Distribute and collect a consumer satisfaction survey for the Council.
* Request reimbursement for costs.

**Council acknowledgement:**

1. All written materials, conference flyers, publications and audio-visual materials (including website postings) must state the following:

***Funded by The North Dakota State Council on Developmental Disabilities under the Developmental Disabilities Assistance and Bill Of Rights Act***.

2. This acknowledgement is also necessary on products published with other funds if those funds will be claimed as match for a Council project.

3. In addition to the required statement, if the grantee’s logo appears on the product, the Council logo shall appear in the same size and be given the same prominence.

1. If this statement/logo is not included on the product, cost may be disallowed.

**Schedule**

The Council will award small innovative grants throughout 2019 as money is available.

Two copies of the application and supporting documentation should be submitted by mail or emailed to Julianne Horntvedt, Executive Director.

Please send applications to:

North Dakota State Council on Developmental Disabilities

1500 E. Capitol Ave, Bismarck, ND 58501

Fax: (701) 328-8969

Email: jhorntvedt@nd.gov