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**SMALL COMMUNITY GRANTS PROGRAM  
APPLICATION AND GUIDELINES**

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- **For questions contact:**

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- The enclosed forms can be completed online or can be downloaded at [www.in.gov/gpcpd](http://www.in.gov/gpcpd).
- Proposal deadlines are on-going, but must be submitted a minimum of 12-14 weeks prior to the projected start of the program.
- **Preferred start dates are:**
  - January 1
  - April 1
  - July 1
  - October 1
- **Submit applications, to:**

SCG Program  
Governors Council for People with Disabilities  
402 W. Washington St. Rm E145  
Indianapolis, In 46204

**Additional formats available upon request.**

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# GENERAL GUIDELINES

## Overview

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The Council's **Small Community Grant (SCG)** program is designed to engage organizations in projects that will have a positive impact for people with disabilities of all ages. We believe that small grants are an effective and efficient way to use a limited amount of funding to make a big difference.

## Proposed Projects

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- Must be aligned with the Council's mission: *To advance the independence, productivity and inclusion for people with disabilities in all aspects of society.*
- Must clearly address **at least one** of the Council's Five Year State Plan targeted objectives on page 9.
- Must be designed to achieve measurable outcomes as described on page 10.
- Projects that can be replicated in other communities are encouraged.
- Projects should be designed to show real impact and specific changes.
- Projects are encouraged to include at least one (preferably more) "community collaborator organization" who makes a commitment to participate in the project and is willing to sign the SCG Collaboration Agreement.
- Project grants range from \$5,000 to \$20,000; are of eighteen months or less duration

## Proposal Instructions

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Complete an electronic copy of all required documents comprising this package. You may attach appendices if necessary. Submit your application by email to **kbarrow@gcpd.in.gov**.

## **Project Content Checklist**

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The Proposal Planning Guidelines provides applicants with the Council's priorities and proposal options regarding state plan objectives, activity types, and measurable outcomes that proposed projects must address. A properly submitted proposal will consist of the following completed documents:

1. **Project Letter of Intent**

The Project Letter Intent includes the purpose of the application, short summary of the project, a list of enclosures, and any collaborators.

2. **Project Cover Page**

The Project Cover Page provides information on the Lead Applicant/Organization, summary information about the proposed project, the proposed cost, and the project duration. The Lead Applicant/Organization is the one that will assume fiscal and performance responsibility for the project.

3. **Project Narrative Section**

The Project Narrative Section provides information about what you will achieve and how you will achieve it, including a specific evaluation plan. This section includes:

- a. Project Need Statement
- b. Project Goals and Objectives
- c. Specific Project Design
  - i. Includes People First Language, the benefit to people with disabilities and their families, and inclusion of people with disabilities when applicable
- d. Implementation Plan
  - i. Summary of activities
  - ii. Action Steps
  - iii. Timeline
  - iv. Projected outcomes
- e. Priority Area
  - i. Area of the Council's State Plan will be identified and addressed
- f. Capability of Organization & Staff
- g. Collaborating Organization Information (if applicable)

4. **Project Budget**

The Project Budget provides details on how you plan to use the funds, and your matching contribution. This should be submitted in a standard budget format with an attached budget narrative.

5. **Project Impact Evaluation**

This section of the proposal will provide the method(s) of evaluation used to determine the impact of the project. Throughout the duration of the project, the

Lead Applicant/Organization will provide quarterly progress reports and a final evaluation showing the overall impact.

## **Eligibility**

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501(c)3 nonprofit organizations such as: community organizations, schools, institutions of higher education, advocacy organizations; and regional organizations, businesses, and local government entities are eligible to apply for funding. Non-profit organizations that do not have a 501(c)3 status must partner with another non-profit, for-profit, or a local government or public agency to serve as fiscal agent in order to receive funding.

Agencies out of state are eligible to apply if a partnership exists with an Indiana community group that works directly with or partners with groups that work with people with disabilities.

## **Project Budget**

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1. The budget should include all resources that will be applied to the project. This includes in-kind and cash contributions by other organizations.
2. SCG funds cannot be used for **buildings, equipment, capital campaigns, endowment funds, fundraising activities, and current program capacity building, out of state travel, staff time (current employee), rent, and indirect costs.** Indirect costs typically include facility and administrative costs that are shared across multiple programs and are necessary operational expenses, such as office rent, internet fees, phone fees- excluding long distance charges, and office machine leases
3. Applicants must provide a minimum of 25% in matching contribution which can be cash. Examples of potential match dollars include: registration fees, in-kind, or both. In-kind contributions include such things as donations of space, volunteer time, and reductions in contractor fees (including fair market value and fringe benefits). In-kind contributions must be specified, verifiable, and based on fair market value. General volunteer time can be reported \$22.34 per hour.
4. Funds will be distributed on a cost-reimbursement basis only, and only to the submitting organization.

## **Award Process and Reporting**

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1. The Proposal Review Criteria will be used to evaluate proposals and make recommendations. Applicants will receive notification of their award within four weeks of the proposal submission. Modifications to the original proposal or further review may be requested.
2. Grant proposals will be considered for funding if the evaluation score is 75 points or higher, and funds are available.
3. If approved, a grant agreement/contract will be developed and signed by the Council and the grantee(s).
4. Additional forms and instructions including progress and final report forms, consumer satisfaction forms, and vouchers, will be provided to grantee(s).
5. Grantee(s) will complete quarterly reports on project progress, outcomes, and expenditure of funds.
6. Grantees will receive instructions on the payment process. Final payment will not be made until after the project's final report is submitted and approved by the Council.
7. Final reports will include:
  - a. A narrative of the project summarizing what was done, what was accomplished and address any additional reporting requirements (if applicable) that might be conducted post grant period
  - b. Evaluation data that demonstrates specific changes that occurred because of the project (e.g., outcomes and impact)
  - c. Data collected from the required Consumer Satisfaction Evaluation instrument
  - d. A finalized financial report
  - e. Copies of all materials that were developed
  - f. Electronic pictures of project activities, participants, etc., as appropriate

## Other Guidelines

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1. "People First Language" must be used in all proposals, publications, reports, and presentations to emphasize positive images of people with disabilities. For more information, refer to the Council's [\*Power of Words\*](#) publication.
2. Materials and activities should be developed with cultural diversity in mind.
3. Materials must be provided in accessible formats when requested.
4. All advertisements, news releases, reports, and materials created as a result of the project must indicate that funding was provided by the Indiana Governor's Council for People with Disabilities.
5. All project activities and venues used in implementing the grant must be in compliance with the Americans with Disabilities Act.

# PROPOSAL PLANNING GUIDELINES

All projects funded by the Council must align with the mission, address one or more of the State Plan objectives, and must result in the achievement of measurable outcomes.

## Council Mission

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To advance independence, productivity, and inclusion of people with disabilities in all aspect of society.

## Targeted State Plan Objectives

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**Objective 1** People with disabilities and their families are advocates and organizational leaders throughout the state.

**Objective 2** Adults with disabilities and the families of children with disabilities have choice and control over the services they receive.

**Objective 3** People with disabilities, their contributions and rights are valued and respected by all aspects of society.

## Acceptable Project Activities

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Acceptable primary activities projects may undertake include, but are not necessarily limited to, the following:

1. Outreach
2. Technical assistance
3. Interagency collaboration and coordination
4. Coalition development and citizen participation
5. Demonstration of new approaches to services and supports
6. Programs barrier elimination, systems design or redesign
7. Training
8. Supporting and educating communities
9. Informing policymakers

## Proposal Restrictions

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The general topic area(s) addressed by a proposal is not restricted except for the following:

1. **American with Disabilities Act (ADA)**  
A similar program already exists for funding ADA projects. For information visit [www.adaindiana.org](http://www.adaindiana.org).
2. **Housing**  
The Council has already made an investment in a project to address housing issues.

## Measurable Outcomes

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Desired Outcomes project will achieve:

All Council projects must address at least two, preferably more, of the following ten outcomes related to what will happen as a result of the project. Proposals must include projected numbers for each outcome goal. Please include this information on the Cover Sheet.

1. Number of people **benefiting** from the efforts of the project
2. **Dollars leveraged** for programs
3. Number of policies, programs, or practices created or improved
4. Number of people **facilitated** in the project's topic area
5. Number of people **trained** in the project topic. From the total number, specify the number of participants who are people with disabilities and the number of participants who are family members of people with disabilities
6. Number who are **active in** systems advocacy. From the total number, specify the number of participants who are people with disabilities and the number of participants who are family members of people with disabilities.
7. Number of people who attained membership on public and private bodies and other leadership coalitions
8. Number of policymakers **educated** about the project's topic
9. Number of entities or other organizations participating in partnerships or coalitions as a result of the project's efforts
10. Other outcomes such as: materials disseminated to policymakers; number attending a conference; hits to a website; number of people receiving information who are people with disabilities, family members, policymakers and others.

## Outcome Definitions

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- **Trained** as in “People trained in person centered planning.” When used as an outcome measure it should be able to document an event or activity where people receive specific training in a specific area. This would not include hits to a website or information brochures disseminated. In addition, because attending a conference does not ensure training, the number of individuals attending a conference should be reported as an “other” measure.
- **Facilitated** as in “People facilitated inclusive child care.” Facilitate means to make easier or less difficult. People included in this measure would be individuals in various occupations and professions targeted by the project in order to make it easier for people with disabilities to attain employment, housing, education, etc. An example project would be one that worked within day care agencies to help children with disabilities be included with typical peers. In this situation, people who were “facilitated” would be day care teachers, administrators, etc.
- **Active** in as in “People active in systems advocacy.” As this outcome implies, there is a level of active involvement required. Projects should have some means to measure “people active” in activities intended to change systems. For instance, activities might include talking with legislators, legislative testimony, involvement on public policy committees, participation in public policy activities, and budget testimony.
- **Benefiting** as in “People benefiting from quality assurance efforts.” The project would be able to identify that an actual direct benefit has occurred to a specific number of individuals. For example, a project helps to develop a state policy that allows state services funding to follow the person. The intent is to improve the quality of services. While the potential is for all people receiving services to benefit, the project would need to report a number that can be officially verified. It would not be appropriate for the project to simply enumerate all people receiving services as having benefited.
- **Educated** as in “Public policymakers educated by project about issues related to Council objectives.” Numbers recorded would be the result of specific “education” events. For example, perhaps the project conducts an annual policymaker training – an event to provide information about disability issues to local policymakers. The number of policymakers who attend could be counted in this outcome measure. In another example, the project develops and disseminates materials to state legislators. It would not be appropriate to put this number in ‘policymakers educated’ because there is no way to know that the policymakers actually read it. In this outcome measure it should also be understood that policymakers are not limited to legislators. Policymakers could also include state and local people who are in positions to develop policy relative to disability issues.
- **Dollars leveraged** refers to the results of an initial investment of Council funds to gain a dollar return from other sources. Funds can be either public or private.

# PROPOSAL REVIEW CRITERIA

All proposals will be reviewed and evaluated according to the following criteria. A grant proposal will be considered for funding if the evaluation is 75 or higher and if funds are available.

Project Proposal Components	Points
Letter of Intent	4
Cover Page	1
Narrative	40
Budget	25
Impact Evaluation	30

## 1. Project Narrative Section

The Project Narrative Section provides information about what you will achieve and how you will achieve it, including a specific evaluation plan. This section includes:

- a. Project Need Statement
  - i. The needs statement introduces the case for the project
  - ii. The geographic area and/or targeted audience is described
- b. Project Goals and Objectives
  - i. The project goals and objectives are clearly and concisely described
  - ii. The project will clearly benefit people with disabilities and their families
- c. Specific Project Design
  - i. Includes People First Language, the benefit to people with disabilities and their families, and inclusion of people with disabilities in planning or conducting activities when applicable
  - ii. Clearly defined and reasonably achievable goals and objectives
  - iii. Projected outcomes are reasonable and feasible
- d. Implementation Plan
  - i. Summary of activities
  - ii. Action Steps
  - iii. Timeline for completion
  - iv. Projected outcomes
- e. Priority Area
  - i. Describes the areas of the Council's State Plan that the project will target
  - ii. Requirements identified in the Proposal Planning Guidelines

- f. Capability of Organization & Staff
  - i. Does the organization and key staff have adequate knowledge and experience to carry out the project?
  - ii. If applicable, includes the SCG Collaborative Agreement(s), which will detail the benefit to the project
- g. Collaborating Organization Information (if applicable)
  - i. Signed Collaboration Agreement Summary

## 2. Project Budget

The Project Budget provides details on how you plan to use the funds, and your matching contribution. This should be submitted in a standard budget format with an attached budget narrative.

- a. The budget is sufficient to support the proposed activities
- b. There are cost saving measures identified
- c. The project includes at least 25% matching funds and/or in-kind support
- d. The budget covers the costs of necessary accommodations

## 3. Project Impact Evaluation

This section of the proposal will provide the method(s) of evaluation used to show the potential impact of the project. Throughout the duration of the project, the Lead Applicant/Organization will provide quarterly reports and a final evaluation showing the overall impact.

- a. There is a specific evaluation plan
- b. Specific changes are identified as a result of the project
- c. Methods of data collection are defined with the specific outcome measurements identified
- d. Plans are included to incorporate follow-up activities to identify specific outcomes
- e. The potential for replication of the project, it's activities, and data collection are described