



Maryland Developmental Disabilities Council

MARYLAND DEVELOPMENTAL DISABILITIES COUNCIL

Announces a New Funding Opportunity

Leadership Development Initiatives

Purpose

The Maryland Developmental Disabilities Council (DD Council) is inviting proposals to design and implement leadership development initiatives that result in more people with developmental disabilities¹ and family members² having meaningful and ongoing leadership roles to effect positive lasting change at local and state levels.

The purpose of this initiative is to develop and support leaders among people with developmental disabilities and their families so that they are empowered to lead the lives they want and impact issues that affect their lives and the lives of others in meaningful ways.

Through this initiative, people with developmental disabilities and family members of individuals with developmental disabilities will receive training, skill building opportunities, and other support to become leaders in activities that will serve to increase independence, self-direction and community integration.

Funds are available to design and implement leadership development initiatives that are replicable and have a sustainable, lasting impact through an ongoing system of support. Initiatives must have a local presence and partnerships to ensure this ongoing support. The DD Council seeks creative approaches and plans to reach a diverse group of emerging leaders by funding up to four grants of up to \$20,000 each.

Background

The federal Developmental Disabilities Assistance and Bill of Rights Act, which established DD Councils, is clear about the expectation that people with developmental disabilities and their families participate in the design of services, supports, and other assistance that promote independence, productivity, integration, and inclusion in the community. In other words, they should play a central and meaningful role in influencing policy, programs, and services that impact them and others. This is a deeply held belief of the Maryland DD Council, woven throughout our work and included in our mission, which states that we work to advance the inclusion of people with developmental disabilities in all facets of community life by eliminating barriers, creating opportunities, empowering people, and promoting innovation. This funding opportunity addresses empowerment.

The DD Council's five-year State Plan, which serves as a roadmap for our work, includes this goal: People with developmental disabilities and their families are empowered to lead the lives they want and

¹ Developmental disabilities are significant, life-long disabilities that occur before age 22; including, but not limited to intellectual disability, autism and cerebral palsy

² For the purposes of this RFP, "family members" refers to parents, siblings and other relatives of individual with developmental disabilities.

transform communities. The DD Council believes that in order for people with developmental disabilities and family members to be effective leaders, they need information, training, opportunities to develop skills, and support.

In support of this goal, the DD Council seeks to fund leadership development initiatives for people with developmental disabilities and family members of people with developmental disabilities, using creative approaches that:

- Are cost-effective and replicable;
- Address local needs and include diverse participation;
- Address the need for ongoing networking and support;
- Result in new advocates and leaders who remain actively involved in local and state issues; and
- Result in a larger pool of people with developmental disabilities and family members prepared to fill leadership roles that have an impact on disability issues.

Scope of Work

Proposals must focus on leadership development and have a specific and reasonable plan for ensuring that the individuals trained have access to ongoing informal and formal support that increases the likelihood they get and remain involved in leadership roles. The intent of this initiative is not to simply train people. To this end, applicants must have a sound plan for how they will select participants that demonstrate that they aspire to leadership roles. Expected outcomes are noted below.

Proposals may either:

- 1) Focus on one specific county to maximize the likelihood that ongoing connections and support will be available. The maximum funding is \$20,000.
or
- 2) Focus on two or three specific counties with strong local connections and partners in each identified area to ensure ongoing support will be available. The maximum is \$20,000 per county.

For consideration, proposals must include people with developmental disabilities and family members of individuals with developmental disabilities in the same trainings (not necessarily from the same family). However, if the proposed leadership initiative will focus specifically on impacting children's issues, the participants may be limited to family members.

Applicants must have current knowledge of and experience with key issues impacting the lives of people with developmental disabilities and their families and the topics that will be covered in the leadership initiative.

The DD Council highly encourages proposals that reach rural areas. For this initiative, rural areas include: Garrett, Allegany and Washington Counties in Western Maryland; Charles, Calvert and St. Mary's in Southern Maryland; and Caroline, Cecil, Dorchester, Kent, Queen Anne's, Talbot, Wicomico, Worcester, and Somerset counties on the Eastern Shore of Maryland.

The leadership initiatives that are funded must actively recruit a diverse pool of applicants, including people from racial and culturally diverse backgrounds.

Applicants do not have to propose designing a new training program. However, if utilizing a leadership development program that has already been implemented in Maryland, the proposal will only be

considered if it is focused on a county where it has not previously been implemented or has not been implemented for at least the past 5 years.

Proposals must include people with developmental disabilities in meaningful roles as trainers.

Proposals must be consistent with the mission of the DD Council.

Expected Outcomes

1. An increased number of individuals with developmental disabilities and family members from diverse backgrounds, prepared and confident to assume leadership roles.
2. An increase in strong leadership by people with developmental disabilities and family members that is localized, supported, and ongoing.
3. An increase in the number of leaders with developmental disabilities and family members actively advocating for positive change at local and/or state levels – influencing policy, programs, and services that impact themselves and others.

What Proposals Must Include

I. General Information

1. Organization's name and Mission Statement.
2. Organization's address and contact person's name, title and contact information.
3. Name of your Leadership Initiative.

II. Organizational Capacity

1. Describe your organization's experience with people with developmental disabilities and their families.
2. Briefly describe your organization's commitment to full community inclusion for individuals with developmental disabilities.
3. Briefly describe past educational/training initiatives your organization completed, lessons learned that apply to this RFP, and any ongoing impact they have had.

III. Plan

1. What geographic areas(s) will you focus on?
2. Describe who you will train and support and how many people.
3. How will you recruit participants? Specifically how will you recruit a diverse pool of people? How will you screen applicants to ensure commitment and potential for ongoing engagement in leadership roles?
4. Describe the leadership development program (training) you propose, including:
 - a) Structure (number and length of sessions)
 - b) Topics
 - c) Knowledge and skills that will be gained
 - d) Trainers you expect to use and their related experience
 - e) How individuals with developmental disabilities will be involved and supported as trainers.
5. If proposing to use an existing leadership development program previously implemented in Maryland, provide an attachment describing it, where it has been previously implemented and when, as well as outcomes achieved to demonstrate its effectiveness. If this does not apply, indicate N/A.

6. Describe your plan for supporting participants during and after the training is completed to become and remain actively engaged in meaningful leadership roles. These should be varied and sustainable and be formal and informal. For purposes of illustration, examples are ongoing networking, actively linking graduates with advocacy groups and organizations, mentorships, internships, periodic meetings or calls, additional learning experiences, identifying and connecting people to leadership opportunities.
7. Explain how your planned activities will maximize the likelihood that leadership skills are learned and put to use to accomplish the “expected outcomes” noted above.
8. Describe how you will a) evaluate the training program, b) assess the knowledge and skills participants obtain, and c) track the engagement of participants in leadership roles over the two years following the training.
9. Staffing Plan, including management of your leadership initiative and trainers, if known.
10. Describe the organizations you will partner with to help to affect a purposeful, meaningful, and lasting impact. What will their role be? What is your experience with them?
11. Timeline for key activities.

IV. Budget

Submit a budget using the DD Council’s budget forms and budget instructions (found on the Council’s website, www.md-council.org, under the “Announcements” tab).

V. Supporting Documentation

1. Resume of the lead person responsible for this initiative.
2. Resume for key trainer(s), if identified.
3. Letters of support from local partners, including how they will support your leadership initiative. This should include organizations committed to helping participants get and stay involved in leadership opportunities for ongoing impact – so their involvement does not end when the training is complete.

Proposal Details

1. Proposals may not exceed 10 pages, not including the budget and supporting documentation in Section V.
2. Number pages, double space and only use one side of the page.
3. Use font point size 11 or larger.
4. Do not submit cover letters or any other attachment, except as listed above. They will not be reviewed.

Deliverables

All grant recipients must provide the DD Council with:

1. A draft curriculum, for approval by the Council, prior to implementation. This can be an existing, modified or new curriculum.
2. A final curriculum at the end of the project.

Funds Available

The DD Council has committed \$80,000 for the first year of this initiative. The grant period is one year, beginning October 1, 2017. The DD Council has reserved funds for three years and expects that initiatives that are funded and demonstrate success will have the opportunity to apply for continuation funding.

Matching Funds

A non-federal match is required for this initiative. Twenty-five (25%) percent of the total cost of the project (not of grant funds requested) is required unless the agency is located in Baltimore City or Somerset County and then only ten percent (10%) is required. Matching funds may include in-kind supports or other non-federal sources of funds. Any in-kind support used as match must have a value directly related to the grant.

Who May Submit Proposals

Any non-profit or for-profit organization with local connections and partnerships may apply.

Applicants from rural areas are encouraged to apply. For this initiative, rural areas include: Garrett, Allegany and Washington Counties in Western Maryland; Charles, Calvert and St. Mary's in Southern Maryland; and Caroline, Cecil, Dorchester, Kent, Queen Anne's, Talbot, Wicomico, Worcester and Somerset counties on the Eastern Shore of Maryland.

Pre-Proposal Information Sessions

Two pre-proposal information sessions will be held; one in-person and one by conference call. The purpose and topics of the pre-proposal information sessions will be the same. The pre-proposal information sessions will be the only opportunity to ask questions. Attendance, however, is not mandatory.

In-person Information Session: Tuesday, April 11, 2017 10:00 a.m.
Maryland Works offices- 10270 Old Columbia Road, Suite 100
Columbia, Maryland 21046

If you require an accommodation at the Information Session, notify Faye Bell-Boulware by April 6, 2017 via Fayeb@md-council.org, 410-767-6249 or 1-800-305-6441 ext 1.

Conference call Information Session: Thursday, April 13, 2017 11:30 a.m.

Email or call Faye Bell-Boulware to register for the call and to receive call-in information. Contact information above.

Proposal Deadline

TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED BY MAY 4, 2017, NO LATER THAN 4:00 PM.

Email your proposal and attachments to Info@md-council.org.

Important Note: Receipt of all proposals will be acknowledged by email or phone. If you do not receive confirmation by May 5, 2017 10am, contact Faye Bell-Boulware at 410-767-6249 or 1-800-305-6441 ext. 1.