



## **Request for Proposals: Leadership Development Initiatives**

### **ADDITIONAL INFORMATION**

April 13, 2017

The following information is provided to supplement the Request for Proposals document, based on questions the Council received:

#### **1. Can a proposal train and support only people with developmental disabilities?**

Yes. An explanation should be provided in the proposal for why family members are also not included. Options:

- Include people with developmental disabilities and family members.
- Include only adults with developmental disabilities, with an explanation.
- Include only family members of people with developmental disabilities. This option will only be considered if the proposal focuses specifically on impacting children's issues.

**2. Match Requirement:** Information is provided to assist with calculating the required match. The requirement noted in the RFP has not changed.

#### Requirement:

You must provide 25% of **total** grant funds, so 25% of the total project costs come from the grantee and 75% from the Council.

If the applicant is in Baltimore City or Somerset County, the match required is 10%.<sup>1</sup>

#### Example of how to calculate<sup>2</sup>

(Be certain to divide by 75 **percent** not 75)

If requesting \$20,000:

Step 1: \$20,000 **divided by** 75% = \$26,667

Step 2: \$26,667 **minus** \$20,000 = \$6,667 (grantee match requirement)

Step 3 (to verify calculation accuracy): \$26,667 **x** 25% = \$6,667 (grantee match is 25% of the total)

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<sup>1</sup> For proposals from these areas, substitute 10% for 25% in the examples.

<sup>2</sup> The amount requested is provided for purposes of illustration only. If the amount of funding requested is less, the actual amount the applicant requests should be substituted for \$20,000.

**3. Where should match information, including in-kind, be provided?**

The budget form includes a budget chart followed by a budget justification section. The budget chart has a column for “Match” and the budget justification section provides space to explain the match amount by line item. In-kind match must be provided a value in the Match column and explained in the budget justification section. See the budget forms linked on the Council’s website Home page:

[www.md-council.org](http://www.md-council.org)

**4. Can contact information for people that signed up for the pre-proposal information sessions be shared, in case anyone wishes to collaborate?**

Yes. See below.

**Pre-Proposal Information Sessions**

**April 11, 2017 - Meeting**

<b>Name</b>	<b>Email Address</b>
Elizabeth Foster	efoster@melwood.org
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Jo Anne Schneider	joanne@chrysaliscollaborations.com

**April 13, 2017 - Call**

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