



## Maryland Developmental Disabilities Council

### **EDUCATION & TRAINING EVENT SPONSORSHIPS (ETES)**

By sponsoring education and training events, the Maryland Developmental Disabilities Council (Council) intends to 1) empower Marylanders with developmental disabilities and their family members to impact issues that affect their lives and the lives of others by increasing their knowledge, skills and capabilities, and 2) increase the knowledge, skills and capabilities of professionals and others in Maryland to support and include individuals with developmental disabilities in community life.

#### **Who is eligible to apply?**

Organizations that are planning to conduct a conference, workshop or other educational/training event in Maryland.

#### **Eligible Events**

Conferences, workshops or other trainings held in Maryland that have informational, educational, skill building or advocacy objectives that relate to supporting and including people with developmental disabilities. Attendees may be people with developmental disabilities and their family members, advocates, and/or professionals.

The educational/training event **must** be consistent with the DD Council's mission to advance the inclusion of people with developmental disabilities in all facets of community life.

There are no requirements about the length of the event.

Preference may be given to events that have not been previously sponsored by the Council.

#### **Sponsorship Amount**

Not to exceed \$2500.

#### **What funds may be used for**

Funds may be used as a general sponsorship of the event or to assist with specific costs directly associated with conducting the educational/training event. Examples include, but are not limited to: meeting space, speaker fees, and event materials.

#### **What funds may NOT be used for**

Food, unless it is for lunch for a full day or multi-day event.

### **When to Apply**

Sponsorship applications may be submitted at any time but they must be submitted well in advance of the start date of the event. To ensure that you allow adequate time, contact Faye Bell-Boulware to obtain current information about when the review committee meets and related deadlines. Faye can be reached by email at: [FayeB@md-council.org](mailto:FayeB@md-council.org) or by calling 410-767- 6249 or 1-800- 305-6441, ext 1.

### **How to Apply**

Complete the Council's *Sponsorship Application* and email it to: [Info@md-council.org](mailto:Info@md-council.org).

If it is not possible for you to send an electronic copy, call Faye at the numbers listed above to make other arrangements.

***PLEASE NOTE: All applicants will be notified by email when the electronic version of their proposal is received by the Council. If you have not received confirmation within five (5) working days, it is your responsibility to contact Faye Bell-Boulware at the phone numbers listed above to ensure that your proposal was received.***

### **Things to know if your request is funded**

Organizations that receive an event sponsorship will be required to:

- Acknowledge the Council's sponsorship in all related announcements and materials.
- Have attendees complete a brief survey to assess the impact of the event such as satisfaction, information/skills gained, and what participants will do with the information/skills.
- Submit to the Council within 30 days after the event: An agenda/program from the event and a report summarizing the results of the survey and the number of attendees.

**Please note:** It usually takes up to six weeks after approval of funding before a check is received.

Adopted: September 2014. Revised December 2016



## Maryland Developmental Disabilities Council

### Education & Training Event Sponsorship *Application*

Name of Organization:

Federal ID number:

Address:

Contact Person & Title:

Email:

Phone:

1. What is the name of your conference, workshop or other education/training event?
2. Date(s) and location of your event?
3. Provide a description of the event, including information about the purpose and content.
4. What outcomes do you expect for those who attend? For example:
  - a. What knowledge and skills will they gain?
  - b. How do you expect participants will utilize the knowledge and skills they gain?
5. Amount requested from the DD Council?
6. How will Council funds be used?
7. What is the registration fee for the event?
8. Who will attend this event: Do you expect people with developmental disabilities, their family members, advocates and/or professionals? Who do you expect will be the majority of your attendees?

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**Applications must be emailed to: [info@md-council.org](mailto:info@md-council.org)**

***\*\* If you do not receive confirmation that your email was received within five working days, contact Faye Bell-Boulware at 410-767-6249 or 1-800-305-6441, ext.1***