



**Maryland Developmental  
Disabilities Council**

EMPOWERMENT • OPPORTUNITY • INCLUSION

**Education and Training Event Sponsorship (ETES)  
*Application***

Date:

Name of Organization:

Federal ID Number:

Address:

Contact Person & Title:

Email:

Phone:

1. 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:
  - What knowledge and skills will they gain?
  - How do you expect participants will utilize the knowledge and skills they gain?
5. What is the total cost of your event?
6. How much are you requesting from the Council?
7. Amount and source(s) of your match? *See footnote for requirements.*
8. How will Council funds be used?
9. What is the registration fee for the event?
10. 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?
11. How many people do you expect?

**NOTE:** No more than 75% of the total cost of the event may be paid for with Council funds (10% if the event is held in Baltimore City or Somerset County). The other 25% (10% in

Baltimore City & Somerset County) is considered a match that must be provided by the grantee. The match may be "cash" (grant-related costs paid by the grantee with non-federal funding) or "in-kind" (for example, donated meeting space, donated supplies and equipment, volunteer time). If you list an in-kind match, provide the value of what is contributed. MD Volunteer time is valued at \$27.50/hour).

*Email the Application and the ETES Proposed Budget Form to: [bmiller@md-council.org](mailto:bmiller@md-council.org) . If you do not receive confirmation that your email was received within five working days, contact Brian Miller at 410-767-3669.*