



## Small Grant Policy

### What is the Council's mission?

We create change to make it possible for people with developmental disabilities to live the lives they want with the support they need.

### What is a Small Grant?

Small Grants fund these types of activities:

- Projects
- Trainings in Maryland
- Attendance at conferences in other states

See below for more details.

### Projects

#### **Funding:**

The amount requested must be \$5,000 or less.

#### **Who can apply:**

Any person, group, or organization.

#### **The project must:**

- Take place in Maryland
- Be related to the Council's mission
- Benefit people with developmental disabilities and their families
- Make a difference that continues after the grant ends

#### **Council funds can be used for:**

- Advocating for change that improves the lives of people with developmental disabilities and their families.

- Supporting people with developmental disabilities and their families to improve policies, programs, and services.
- Making the community a better place for people with developmental disabilities.
- Developing new ways of supporting people with developmental disabilities to live, learn, work, and play alongside people without disabilities.
- Helping families, schools, employers, and community members better understand what people with developmental disabilities are capable of. Raising expectations.
- Gathering information from underserved groups that is useful to advocates, the Council, and/or policymakers.
- Focusing the activities listed above on people from underserved groups. This includes people who mainly speak a language other than English.
- Other activities related to the Councils mission and **State Plan**.

**Council funds cannot be used for:**

- Activities that are already funded by other sources;
- Activities that only benefit one individual or family;
- Services for people with developmental disabilities;
- T-shirts, buttons, or similar items;
- Social activities or events;
- Fundraising;
- The Council usually does not fund equipment. To find out where you might get help with equipment, contact the Department of Disabilities Constituent Services at 800-637-4113.

**Other information:**

- It usually takes up to six weeks after approval of funding before a check is received

**Trainings in Maryland**

**Funding:**

The amount requested must be \$3,000 or less.

**Who can apply:**

Organizations and groups can request funding to help cover the costs of trainings and conferences they will host. These can be one-time-only trainings or a series of trainings.

**The trainings must be for:**

- People with developmental disabilities in Maryland,
- Family members of people with developmental disabilities in Maryland, and/or
- Professionals in Maryland that work with people developmental disabilities.

**Council funds can be used for:**

- General sponsorship of the event, or
- Specific costs. Examples include, but are not limited to: meeting space, speaker fees and travel expenses, materials, translation of materials into other languages, sign language interpretation, and language interpretation services.

**Council funds cannot be used for:**

- Conferences or trainings not related to the Council's mission;
- Expenses already funded by other sources;
- Food. The only exception is lunch. Lunch can be paid for only when the event is a full day and lunch is a necessary part of the training or conference. For example, when work is done during lunch or the event is a full day and crosses lunchtime;
- T-shirts, buttons, or similar items; or
- Social activities or events.

**Other information:**

- The conference or training must be related to the Council's mission. It must help the Council make progress on the priorities described in our State Plan.
- The Council does not provide funding to individuals to attend trainings in Maryland. The funding goes to the organization or group that is hosting the training.
- Preference may be given to events that have not been previously sponsored by the Council.
- It usually takes up to six weeks after approval of funding before a check is received.

## **Conferences in other States**

### **Funding:**

The amount requested must be \$1,000 or less. Funding helps cover the cost of attending a conference outside of Maryland.

### **Who can apply:**

Adults with developmental disabilities and family members of people with developmental disabilities who live in Maryland. They must be willing to use what they learn to help others, not just themselves and their family.

### **The conference must be:**

- Related to developmental disabilities
- Help people increase their knowledge and/or skills
- Take place in a state other than Maryland

### **Council funds can be used for:**

- Registration
- Transportation
- Hotel
- Personal Assistance Services
- Child care
- Other costs directly related to attending the conference

*Applicants should cover some of the costs if possible or try to locate other sources of funding.*

*This will make it possible for the Council to support more people.*

### **Council funds cannot be used for:**

- Conferences that are not related to the Council's mission;
- Expenses already funded by other sources;
- Conferences whose purpose is to develop individualized treatment or program plans for participants or their family members.

### Other information:

- The conference must be related to the Council’s mission.
- Priority will be given to individuals who have not received Council funding in the past.
- If an application is approved, the Council sends a letter describing what Council funds can be used for. The Council provides reimbursement for approved expenses after the applicant returns and submits receipts. Payment can take up to 6 weeks.

### What do you have to contribute?

- When the Council funds a grant, we can cover up to 75% of the total cost of the project or training.
- The individual or organization receiving the grant is called the “grantee.” The grantee must provide at least 25% of the total cost of the project. This is called a “match.” The match can be:
  - Money you or another organization is providing to help pay for grant activities; and/or
  - “In-kind” support like donated meeting space, donated supplies and equipment, volunteer time.
- If the grantee is located in Baltimore City or Somerset County, the Council can provide up to 90% of the total cost of the project. The grantee must provide at least 10%. See the Council’s **Match Instructions** for more information.

### When can you apply?

- Small Grant applications can be submitted at any time.
- Submit your application far ahead of the start date of your project or training. If you wait too long, the committee that reviews applications might not meet in time.
- Contact the Council to find out when the review committee meets next and the deadline for sending in your application. Contact Shawan Pearson at [info@md-council.org](mailto:info@md-council.org) or 410-767-6249.

## How do you apply?

Complete the following forms and email them to [info@md-council.org](mailto:info@md-council.org). If you cannot email them, call the Council at the number listed above to make other arrangements.

If you would like the Council to **FUND A PROJECT** in Maryland, use these forms:

**Small Grant Project Application**

**Small Grant Budget**

If you would like the Council to **SPONSOR A TRAINING** in Maryland, use these forms:

**Training Sponsorship Application**

**Small Grant Budget**

If you would like to **ATTEND A CONFERENCE IN ANOTHER STATE** and will use what you learn to help others, use these forms:

**Out of State Conference Application**

**Small Grant Budget**

Here is an example of how to complete the budget form: **Small Grant Budget Example**

**NOTE:** The Council will send you an email when your application is received. If you do not get an email within 5 working days, contact the Council at the phone number listed above.

## How will you be informed about the Council's decision?

The Council's Executive Committee reviews Small Grant applications. Council staff contacts applicants within two weeks after the committee decides which Small Grants to fund. The committee's decisions are final and cannot be appealed.

## What else should you know?

Individuals and organizations that receive a small grant will be required to:

- Acknowledge the Council's funding in all related announcements and materials.

- Have people impacted by the grant complete a brief survey. The Council will provide more information. This only applies to Projects and Trainings in Maryland.
- Submit a brief report about your activities and what you accomplished. The award letter will describe what is required.