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GRANT APPLICATION INSTRUCTIONS

Mandatory Requirements for Applicants: What Needs To Be Done First

All applicants need to follow requirements below in order to be eligible to be considered for a grant with NJCDD. We are unable to make any exceptions, modifications, or qualifications. The inability to comply will result in disqualification of your proposal.

1. Please submit your proposal on time.
2. The proposal needs to be submitted in hard copy and mailed to the correct address.
3. Be sure to sign and submit the original proposal with three (3) copies.
4. A Budget Narrative page is required detailing by line item how money will be spent.
5. The proposal needs to be prepared in the format outlined in the NJCDD Grant Proposal Form (NJCDD Proposal Cover-FY-17) describing the following: Organizational Qualifications, Targeted Population, Project Narrative, Sustainability Plan, Goals & Time Lines, Projected Outcomes.
6. You need to complete and include the “Title Page” form included and by signing this you will be agreeing to the following:
 - You agree to the Council’s captioning, logo and copyright policies
 - You have included descriptions and plans to address Systems Change, Meaningful Participation, Disparate Impact, and Generic Social Change.
 - You agree that staff, once assigned, will not be transferred to other projects without the prior consent of the Council.
 - You agree to willingly work with other Council grantees in specific Objective Statements or as seen appropriate by the Council.

WHAT IS NEEDED TO PREPARE A SUCCESSFUL PROPOSAL

This section provides general information on how you should prepare your proposal for submission. Following are suggestions to make it easier for our reviewers to concentrate on your ideas and understand your proposed project.

- Be as innovative and creative as possible in developing project activities.
- Grants awarded under this RFP are always subject to availability of federal funds. NJCDD awards a grant generally for a one-year period unless it is otherwise noted in a particular Objective Statement. A detailed work plan is required detailing work to be done within the one-year period. Please also include a narrative description of your plans should you receive approval for continued funding. There is the ability to be funded for an additional two years for your project.
- NJCDD asks that you make your proposal clear, concise and readable keeping in mind a proposal too wordy or full of jargon could hurt your review score.
- Proposal must be typewritten.
- Consecutively number each page of the proposal to make it easier to refer back to.

EXECUTIVE SUMMARY

Each proposal submitted should begin with a brief, one page Executive Summary. This should describe in clearly the nature of the problem or problems being addressed and what you are planning to do about it.

PART ONE: Proposal of what will be done

This is where the bidder has the opportunity to describe in more detail their proposed project. Tell us what you intend to do to reach a goal. Explain how your approach will address the problems you have identified in your RFP. Give an explanation of how your efforts will contribute to systems change. Clearly describe how your proposed approach can accomplish the Objective to be in line with the Council's Vision, Mission, and Statement of Values.

Provide an in depth step by step plan for doing your work. You need to include a detailed plan for year one of your proposed project in a PERT chart form (program, evaluation, review, techniques), showing major activities, time frames, responsible personnel and expected outcomes. Please also include at this time a short narrative describing future work should your grant receive continuation funding for years two and three. It is important in Part One to address the four specific areas noted below. Each should be addressed separately under its own heading so it can be easily identified.

Systems Change: NJCDD expects that all projects they fund will address issues of system change in both a broad range of social and cultural systems that impact the lives of people with developmental disabilities. Explain how this work on this project will illustrate a better way to do something. How will this project connect with other activities that are currently working in similar areas and how will your work generalize to statewide systemic change?

Meaningful Participation: NJCDD is committed to full participation of all citizens, especially those with developmental and other disabilities in Council funded projects. Our belief is that diversity and inclusion strengthen the impact of all of our grant projects, and encourage our grantees to pursue meaningful participation through hiring practices, involvement in the planning stages of the grant, oversight and management of the project, along with recruitment for participation of the project itself. These requirements are linked by to the Council's values of Empowerment and Cultural Competence.

Empowerment: NJCDD strives to engage in activities which include people with developmental disabilities or family members of people with developmental disability who cannot advocate for themselves in all areas of planning from the beginning, preparing and implementing a project. Our vision has always been to give the advocate their voice in the most respectful environment while being available to offer help and guidance when requested.

Cultural Competence: The skills involved in understanding disability are closely related to those of other forms of cultural competence. Disability competence cannot take place in any isolated form from the embrace of all human diversity. The Council seeks alliances with all who are excluded or dispossessed because of poverty, race, ethnicity or sexuality.

You will need to describe what steps your project will take to ensure the active and meaningful participation of people with development disabilities in your project.

Generic Social Change: This proposal should include a description of your understanding of Generic Social Change as it applies to your proposed efforts. The part of this proposal should refer directly back to the Council's value of Generic change and how it relates to the activities of the plan.

Generic Change: There is a responsibility to change communities in the broadest generic sense. NJCDD strives to improve the lives, not only of people with developmental disabilities but all those within the State of New Jersey. We work toward ensuring that the systems and supports available in a community in general are equally available, with appropriate accommodation to all people with

developmental disabilities. Our vision is to improve disability services by making them available in the systems and supports that exist for all people.

PART TWO: What Outcomes will you produce for this project?

You will need to describe in Part Two what your project will achieve. Provide a concise list of outcomes you plan to accomplish. Your goal should be to build on, rather than repeat, the expected outcomes from the Objective Statements. Consideration of specific outcomes in relation to the required sections above of Systems Change, Meaningful Participation, and Generic Social Change should be focused upon.

Attempt to present your proposed outcomes in a measurable form. When possible, outcomes should be quantifiable. It is recognized that some projects will achieve more concrete changes than other. When this occurs provide alternate measure of “output” (reports prepared, recommendations made, bills proposed) or (those who attended training sessions, meetings held, letter written) can also be used. Quality outcomes can also be satisfaction surveys, stakeholder assessments in relation to the efforts of the project along with the perception of the likelihood that services, supports and products would lead to the achievement of the Council’s project goals.

PART THREE: Personnel assigned to do this work

Personnel: Please provide a list of personnel who are deemed qualified to do the work on your grant. List their qualifications and experiences, both formal (degrees and professional work history), or informal (life experiences and volunteer work). If you are planning to hire once a grant is awarded, supply what you are looking for in recruiting your employee.

Organization: Supply a brief description of your organization’s experience in the creation, operation and involvement in project similar to the work being requested. How does the proposed project fit with the organization’s mission and history? Describe what experience your organization has that makes it an expert on the RFP that is being requested. Also, include what type of administrative support will be given to the project.

We strongly suggest you supply letters of support from others you have collaborated with supporting your organization in relation to the relevant proposed project. If you are planning a collaborative effort with other groups a letter from each group involved will be required.

PART FOURS: Budget Narrative

The Budget Narrative must include a separate budget page detailing, by line item, how grant funds will be used. Certain expenditures are not allowable under Council grants, including entertainment expenses, alcoholic beverages, and ‘incentives’ or gifts to project participants such as gift cards, event tickets or prizes. If you are in doubt whether an expense is covered you must seek pre approval by the Council. Grantees should be covering expenses to participants such as reasonable accommodations in order to participate, travel expenses, attendant care, etc.

NJCDD requires a local match contribution on all grants awarded. Please be sure you budget your grant for a one year period when submitting your RFP, unless specifically noted in the Objective Statement. Any indirect cost rates must be fully supported as listed in the Budget Definitions below.

Budget Definitions

Federal Share: This is the awarded Grant amount from NJCDD.

Local Match Share: This will be your part of the grant and is generally based on 25% of your Total Budget. This Local Match Share consists of 'in kind' and/or non- federal cash contributions.

Note: When calculating the local match of the 25% required, divide the amount of your federal dollar by three.

Personnel: List each position by job title, number of hours per week they will work on this project, and their hourly rate of pay.

Fringe Benefits: This should be shown as a separate line item in the personnel category.

Operations: The operating expenses of the proposed budget should include all items that are not related to personnel or equipment costs. Operational expenses include sub grant costs, consultant costs, travel costs, and leased equipment costs, etc. The federal and local shares should be shown once again.

Travel: All awarded grantees are required to follow the State of New Jersey Travel Rules, including mileage rates (currently 31 cents per mile).

Equipment: Should any major equipment be purchased to perform this grant it will need to be approved by NJCDD, along with a justification of use and need.

Indirect Costs: 1) If you have a federally approved, negotiated indirect cost agreement, you may use that rate; please attached the agreement to your budget. 2) If you don't have an approved rate, you will need to attach a justification specifying what is included in your indirect costs and what rate you are using.

Budget Narrative: This is your written statement, by line item, which details how money will be spent in each category and how you arrived at a given cost for each item.

General Formula Example

Step 1: Federal Request

 3 = Local Match

Example: \$75,000 x's

 3 = \$25,000

Step 2: Federal Request + Local Match = Total Grant

 \$75,000 + \$25,000 = \$100,000
