MINI-GRANT – PURPOSE AND INTENT

The Vision of the New Jersey Council on Developmental Disabilities (the Council) is that all individuals with developmental disabilities are contributing members of their neighborhoods and communities; make real choices and have control over their own lives; have the freedom to strive, excel, and make mistakes; are in a position to achieve personal goals, are in a position to affect policy and process decisions that affect their lives; and have the same rights, privileges, responsibilities, and opportunities of citizenship as does any other New Jersey resident.

In FY-2007, the **Council** introduced its **mini-grant** process to facilitate innovative, localized activity that benefits people with developmental disabilities and their families. The activity funded through a mini-grant effort must effectively fulfill the Council's vision of leading directly to **independence, productivity and/or integration** for individuals with developmental disabilities.

Applicants must identify a need, a strategy for addressing that need, and the activity or activities they will undertake to accomplish stated outcomes. Mini-grants are reviewed by the Council's Executive Committee every six to eight weeks and are awarded based on consideration of the availability of funds, the innovation of the proposed activity, and the extent that to which the activity will further the Council's vision. The cost-effectiveness of the proposed activity and whether the project can be replicated by others is also considered.

Applicants must indicate the source and amount of a 25% match (in non-poverty areas) or 10% match (in poverty areas). This requirement may be met with a cash or in-kind match. See Council matching guidelines at www.njcdd.org.

Applicants may submit a mini-grant request at any time. The maximum mini-grant allowed is $10,000 during any two year period per applicant.

Applicants are advised to read the Council's five-year plan and review recent programs and grant projects at www.njcdd.org

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postage

NJ Council on Developmental Disabilities
PO Box 700
20 West State Street
Trenton, NJ 08625-0700

PROJECT APPLICATION

1) Authorization for subsequent funding emanates from:
   a. NJ Council on Developmental Disabilities Authorization under state NJSA:30-1AA and
   b. Administration on Developmental Disabilities federal authorized funding for FY-12 under federal PL100-142 (Part B).

2) The New Jersey Council on Developmental Disabilities reserves the right to reject any or all applications when any circumstances indicate it is in the best interest of the Council to do so.

3) All NJCDD grants are contingent on available funding for the Council.

5) This award is made under the authority of Public Law 106-402, subject to Codified Federal Regulation 45 Part 7. The US Department of Health and Human Services, CFDA #93.630 provides the funding for this award.

PROCESS

Open the request form in MS-Word and save it with a unique name. Place your cursor in the first text box. Tab between text boxes and enter your information. A *fill able* form box will expand to allow you to provide the required information. You can expand the form to include up to two pages of text. When you have completed the form E-mail the file to kevin.casey@njcdd.org or mail to the NJCDD at PO Box 700, Trenton, NJ 08625-0700.

Applications are reviewed by the Council's Executive Committee. They meet approximately every six to eight weeks. At the time of submission, applicants will be notified of the next Executive Committee meeting date. Applicants will be notified of the committee's decision within seven business days following a meeting.

- Projects may only receive a total of $10,000 from the Council mini-grant program in a two year period, beginning with the date of their first award.
- The Council may not fund durable equipment (computers, cars, etc.) or publication of materials that are already in existence (reprinting). Any use of funds for personnel must be clearly demonstrated to be essential to the proposed effort. *Collaboration with existing, generic community resources is encouraged.*

MINI-GRANT (UP TO $10,000)
REQUEST FORM

Today's Date:

Please Type or Print

This form should be completed by saving the form, opening it in MS-WORD, and completing the sections. Save it with a distinct name for your organization. If you have problems, e-mail kevin.casey@njcdd.org.

Agency/Organization:

Applicant EIN: (Federal ID #)

Address: **City:** **State:** **Zip:**

Phone: **Fax:**

Contact Person: **Title:**

E-Mail Address for Contact Person:

Give a Title or Name to the Mini-Grant

Begin date (xx/xx/xxxx): Completion Date (xx/xx/xxxx):

Amount Requested From NJCDD: Match:

	Amount You Will Provide	Source:
[Up to $10,000]	[25% Non-Poverty or 10% Poverty – see guidelines at www.njcdd.org]	

Please submit a budget detailing the use of funds requested and the source of non-federal match funds. Basic NJCDD Budget Form is available on the WEB Site.

Section A: Define the Project (4,500 characters maximum)

1. Provide an abstract of the proposed project:

2. What is the long term goal(s) of the project, e.g. *This project will provide a means for systemic change by expanding advocacy so people with developmental disabilities can organize and advocate for the supports needed for community living*?

3. If applicable, explain the role of people with developmental disabilities in the proposed project?

4. Explain how the proposed project builds capacity and or promotes systems change or advocacy efforts.

5. How does the proposed project benefit people with developmental disabilities and their families?

Section B: Objectives, Outcomes & Activities (2,500 characters maximum)

1. What is the objective(s) or Short Term goal, e.g. *People with developmental disabilities are able to communicate more effectively with others on issues affecting their communities*.

2. List the intended outcome(s) to achieve the objective, e.g. *20 people with developmental disabilities learn how to use an email account.(**must be specific and measurable**)*

3. List the activities implemented to achieve the outcome(s), e.g. *Provide training on how to start and use an email account.*

4. If applicable, list final deliverables, e.*g. at the end of the project a Manual will be created*

Section C: Sustainability (2,500 characters maximum)

1. Is this application for a one-time request, i.e. for an annual conference or is it to be an on-going project?

2. If applicable, please explain how your proposed project can be replicated or disseminated on a wide-scale basis.

3. Explain why the proposed project is a good investment for the Council.

Please use the boxes provided below to reply to each section

(4,500 characters *with space* maximum – 11 point Times New Roman font; 1.15 line spacing)

SECTION A –DEFINE THE PROJECT

(2,500 characters with space maximum – 11 point Times New Roman font; 1.15 line spacing)

SECTION B –OBJECTIVES, OUTCOMES & ACTIVITIES

(2,500 characters with space maximum – 11 point Times New Roman font; 1.15 line spacing)

SECTION C –SUSTAINABILITY

COUNCIL ACTION ONLY

agency/organization contacted for further information

Date: _____ **Person Contacted:** _____

approved: _____ **DATE:** _____

Executive Director, NJCDD

if not approved: Date:_____ **Contacted by: [ ] Phone [ ] Email [ ] Letter**

Comments-Notes: