

The Nebraska Planning Council on Developmental Disabilities

Grant Application Instructions

Application Format and Content

Application format must follow these requirements:

- Application is limited to **15 pages** including the cover sheet and budget. Letters of collaboration and the Terms and Assurances are not included in these pages.
- Application must include **all** section headings listed in these instructions and given in the order presented.
- Font size should be **no smaller than 11 point**.
- All pages should be **numbered**.
- Application should **not** be placed in a binder but stapled on the upper left hand corner.

The cost of preparing a response to this Request for Applications is the responsibility of the applicant agency.

Cover Sheet

Applicant should complete the application's Cover Sheet, including required signatures.

Agency Description

This section describes and documents the applicant's capacity to carry out the programmatic intent of funds and proposed activities. Information included in this section would be:

- Agency mission, programs and services.
- Qualifications and experience of persons who will be responsible for the project.
- Applicant's past performance related to this Request for Applications.

Coordination and Collaboration

This section describes the applicant's involvement in their community and documents the strength of relationships with other agencies to achieve common goals. Information included would be:

- List of current agency subgrants or contracts.
- Evidence of working relationship and community partnering as shown in shared goals and activities.
- Letters of collaboration from community partners. If your project requires coordination with another agency or agencies to meet your outcomes, you will need to submit letter(s) of commitment/support from these partners.
- Letters from agencies that are part of the sustainability plan should be included describing what part they will play in supporting the project beyond grant funds.
- List of agency membership on community focus groups, teams, coalitions, or other local organizations.

Work Plan

The work plan must contain a detailed description of what the applicant is planning to do with their project. It should identify which of the Council's stated goals and objectives is being addressed. Since Council funds must be directed at advocacy, capacity building and systems change, the application must clearly describe the change that is being targeted.

The work plan should include:

- Identification of the goal and objective from the Council's State Plan that are being addressed. (This must be one of those described in the Request for Applications [RFA] announcement.)
- Description of what the applicant is proposing to do in relation to the specific RFA.
- Broadly stated program goals. (One goal must address project sustainability as described in the next section.)
- Time-referenced and measurable objectives.
- Expected outcomes including projected numbers.
- Timeline to complete the project. (Activities identified in the work plan should include timelines.)

Project Sustainability

Applicants must describe in detail their plan to sustain the project once Council funds end.

- The plan should identify the activities, features or practices that the applicant wants to sustain.
- A description of whether their agency or other agencies or collaborators will assume responsibility for maintaining the project.
- Work plan MUST include a goal and objectives related to sustainability of the project and/or its outcomes.

Evaluation Plan

Plan should describe the methodology that will be used to evaluate the success of the project.

- It should specify the criteria for success in meeting the project goals and a plan for determining the degree to which outcomes are achieved in the short and long term.
- It should describe how data will be collected, analyzed, and used to improve the project. The plan should measure outcomes as opposed to process.

Budget

A standard budget form is included. Budget must be broken down in the identified cost categories.

- Budget must include a 30% match of the total grant award (dollar value of match that a project must provide = Council [federal] funds ÷ 2.33.)
- Match must be shown as cash or in-kind funds or a combination of both, in the appropriate categories.

- Council funds may **not** be used for the purchase of equipment, for ongoing operating expenses, for construction or renovation costs, or for direct services for people with developmental disabilities unless these are part of a model demonstration.

Budget Justification

This section supports the figures entered in the Projected Grant Allocation and Match section. Provide good explanations why each item is necessary for the success of the project. Identify costs for which federal funds are requested and those that will be provided by match (non-federal funds or in-kind).

When calculating Personnel costs, provide the name of the employee or the position and the percentage of time they will be working on the project.

For Match Funds, show how the amounts were determined and will be documented.

For costs that can only partially be allocated to the project (e.g., rent or phone), explain how the amount was determined. For example, if Personnel is 20%, then rent, phone, etc. would be 20% of the annual costs.

For Other Costs, identify each dollar amount and describe how it will be used both for grant and matching funds.

Terms and Assurances

- Submitted applications must include the signed Cover Sheet and the Department of Health and Human Services Subgrant Terms and Assurances. Please note that by submitting and signing the application, the applicant agrees that if a subgrant is awarded, it will operate the program as described in the Subgrant Application for funding in accordance with the Subgrant Terms and Assurances.
- The individual signing these documents must be authorized to legally bind the applicant.

Nebraska Planning Council on Developmental Disabilities
Department of Health and Human Services
301 Centennial Mall South, 220 Building
PO Box 95026
Lincoln, NE 68509-5026
Phone: 402-471-2330
Email: joni.dulaney@nebraska.gov
www.dhhs.ne.gov/ddplanning

For hand delivery, correct address is:
220 South 17th Street
Lincoln, NE 68509