

**REQUEST FOR PROPOSALS  
Grant Awards 2019**

**The Disability Foundation  
40 N. Main Street, Suite 500  
Dayton, Ohio 45423**

**Phone: (937) 222-3390 or 225-9939 – Fax: (937) 222-0636**

**E-mail: [gdarling@daytonfoundation.org](mailto:gdarling@daytonfoundation.org)**

**Deadline: Proposals must be received by 5 PM on February 28, 2019.**

**Background:**

The Disability Foundation, a supporting organization of The Dayton Foundation, is pleased to offer a Request for Proposal for FY 2019 seeking competitive grants for organizations that provide direct services to, or to improve access to services for people living with disabilities. *To qualify, the recipient entity must be tax exempt 501(c)(3) nonprofit organization.*

Consideration will be given to proposals addressing needs in the following priority areas, but is not limited to,

- Expansion of services,
- Purchase of equipment such as a wheelchair accessible van for transporting clients,
- Remodeling of the organization's office to allow for greater accessibility, or software that will enable the organization to provide more efficient services.
- Housing: Assistance ranging from emergency or permanent shelter to enhancement of day-to-day living conditions by providing safe living environments, improving personal care options, or fulfilling requests for specialized equipment.
- Lasting Equipment: Adaptive and other equipment that makes daily life easier and safer such as accessible vans for local transportation, battery powered lifts, kids' car seats, exercise and therapy equipment, and special tools.

- Education: Items such as, computers, software, cameras, projection/recording equipment, art supplies, etc. which encourage and make possible new learning and working options.
- Recreation: Socialization and physical fitness activities for persons living with disabilities, including programs that teach families how to incorporate physical exercise for their family member into their daily routines. Also includes funding for field trips, music and dance exploration and artistic creativity.

The Disability Foundation will not provide support for:

- Capital campaigns
- General operating expenses unrelated to the grant purpose
- Retroactive funding for activities that have already taken place
- Basic research
- Staff development activities
- Supplanting of projects or activities that have existing funding from other sources
- New staff positions
- Individual applicants

An organization may only submit one grant request. The combined value of grant(s) awarded to the same organization may not exceed \$10,000 in a grant-cycle year.

*Funds for this effort come from Retained Funds (the Deceased Beneficiary Fund).*

## **Proposal Preparation Instructions:**

- A. Each proposal must include a completed cover sheet (attached). **All proposals must also be signed by the person in the organization authorized to sign such grants if that person is other than the contact person.**
- B. Proposals are **limited to three single-spaced one-sided pages.** A 12-point font should be used.

### **C. Required Narrative (Please note the weighted point system for each section):**

1. Information about the Applicant (10 Points). Briefly describe your organization's purpose, experience with the target population, accomplishments, and history relevant to the proposed project.
2. Statement of Need (10 Points). Briefly describe the need to be addressed. Identify the target population for your project. Discuss whether other funding is available to support your project and why The Disability Foundation support is being requested.
3. Project Goals and Expected Benefits (15 Points). Describe the purpose of your project and how it is related to The Disability Foundation priority areas. Identify project goals and the measurable objectives associated with each goal.
4. Project Implementation Plan (25 Points). Identify the plan for carrying out your project, the person or persons responsible for each activity, and the timeline for implementation.
5. Evaluation Plan (25 Points). Describe your plan for documenting progress toward the measurable objectives. Describe the instruments or methods you will use to collect evidence to substantiate meeting your objectives and the person or persons responsible for this documentation.
6. Budget (15 Points). Provide a line item budget for your request and include a narrative justification below the detailed budget. Identify any other funding sources that have committed resources to the project, and identify line item expenditures for the The Disability Foundation share.

### **D. Required Attachments.**

- An IRS letter of tax exempt status
- Letters of support from any collaborating agencies for projects involving other agencies

### **Submission Instructions:**

The deadline for proposal submittal is 5 PM on **February 28, 2019**. You may submit your proposal by email, by hand delivery, or by regular mail. Please fasten proposals with binders or butterfly clips rather than staples.

Email Address: [gdarling@daytonfoundation.org](mailto:gdarling@daytonfoundation.org)

Mailing Address: The Disability Foundation  
40 N. Main Street, Suite 500  
Dayton, Ohio 45423

Fax number: (937) 222-0636

Phone: (937) 225-9939

### **Notification of Grant Award:**

Applicants will be notified of funding decisions by **April 30, 2019**.

### **Post-Award Reporting:**

Grantees will be required to submit a written final report as outlined below. The report and budget information should not exceed 2 pages. Documentation such as brochures, photos, sample products, videotapes, CD's or DVD's may be attached as an appendix or in some other appropriate form. **Failure to submit a final report will jeopardize your receiving future funds from The Disability Foundation**

If your project includes production of written materials or publicity, The Disability Foundation requests that you acknowledge our support with the following statement: ***Project support provided by The Disability Foundation.***

The final report is due on or before January 31, 2020 and must include the following information:

1. Name of organization
2. Contact person
3. Amount awarded
4. Amount spent
5. A copy of final expenditures vs. budget
6. Number of individuals served
7. A description of the project and how project goals and measurable objectives

The Disability Foundation  
2019 Grant Application

**COVER SHEET**

Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

County \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Title of Project \_\_\_\_\_

***The Disability Foundation Priority Addressed:***

1)\_\_\_\_*Expansion of services*, 2)\_\_\_\_*Purchase of equipment* , 3)\_\_\_\_*Remodeling /software*, 4\_\_\_\_*Housing*, 5)\_\_\_\_*Lasting Equipment*, 6)\_\_\_\_*Education Items*, 7)\_\_\_\_*Recreation*

Grant will support the needs of (check all applicable):

\_\_\_only Adults living with disabilities

\_\_\_both Adults and Children living with disabilities

\_\_\_only Children living with disabilities

\_\_\_Other, specify \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Name of Organization's Authorizing Agent \_\_\_\_\_

Signature of Authorizing Agent \_\_\_\_\_

Date \_\_\_\_\_