



Instructions for Application for

Strategic Employment Placement Grant

Deadline November 10th

Mail to:

**The Able Trust
Strategic Employment Placement Grant
3320 Thomasville Rd
Suite 200
Tallahassee, FL 32308**

Questions:

Telephone: 850-224-4493 Email: info@abletrust.org

The purpose of the Strategic Employment Placement grant program is to provide organizations the opportunity to create career-oriented employment opportunities for individuals with disabilities in Florida. The goal of providing a time frame of three years in grant support is to offer organizations the opportunity to make strategic program decisions that are expected to yield more extensive employment placement results than a grant of one year. Applicants are expected to have a substantial program idea, method and objectives to be competitive in the grant consideration process for the Strategic Employment Placement Grant. Read carefully the instructions provided and call or email with any questions about the process.

General Guidelines and Limitations

1. Proposals must address the **successful employment placement** of Floridians with disabilities. Successful employment is defined as an individual, entering or retaining full time, or if appropriate, part time competitive employment in the integrated labor market at minimum wage or above for at least a year. This may include supported or transitional employment in an integrated setting consistent with the individual's strengths, resources, priorities,

concerns, abilities, capabilities' and interests. For additional information on the definition of successful employment please see the statement on Grant Philosophy <http://www.abletrust.org/grant/index.shtml> . Applicants are responsible for following up with individuals placed to capture their employment data for up to three years in a follow up study period. See additional information below in number 11.

2. The employment gained by participating individuals is expected to be career-oriented positions and proposed employment programs under the Strategic Employment Placement Program should create, strengthen or otherwise make use of partnerships and/or collaborations with post-secondary institutions such as technical centers, state colleges and universities as well as other schooling that might be available in Florida communities that could provide a participant with a start in a progressive career path.
3. Only one proposal at a time from an organization will be considered.
4. Proposals must include a detailed "Project Plan and Description" on how employment will be secured for individuals from a defined community and/or disability population group.
5. Proposals must present a thoughtful and realistic "Plan for Future Funding" that addresses the sustainability of the proposed program and project objectives when the grant period is complete.
6. Where possible, proposals should demonstrate an identified gap between services the Organization has funding for and what the community's needs are.
7. Proposals must present a line item budget to implement the program goals under consideration. Administration cost is limited to 15% of the total program costs demonstrated on the line item budget.
8. In the review process, the geography served by the program is taken into consideration as The Foundation is responsive to all 67 counties in Florida.
9. In the review process, the disability populations proposed to be served are taken into consideration as The Foundation strives to serve diverse populations of disabilities in any given grant period.
10. Pre-Award site visits may be required for any or all grant awards.
11. Proposals should outline how employment outcomes will be measured up to three years after the grant period has ended. Outcome measures will be required and would be finalized at the time of award
12. Applicants must be able to provide contact information for all individuals who are placed in employment. The contact information should include at a minimum, the full name of the individual, address, phone, email, position info & job title, pay scale at placement, business name, supervisor's name & title, and signed waiver allowing for follow-up research by The Foundation during and after the grant.

13. Proposals with multiple sources of funding are encouraged.
14. In the interest of transparency, a grant applicant should disclose any known relationship, donation of funds and/or volunteer hours with (a) a Director of The Foundation and the staff/co-worker of that Director at their place of business and (b) staff of The Foundation and/or their immediate family.

Specific Assessment Indicators for the Strategic Employment Placement Grant will include the items listed below. As such be sure to address these points within the Proposal Narrative.

PROGRAM ASSESSMENT:

Qualifications

- a) Staff plan in place
- b) Secured effective supporters and collaborators that include private business and corporations

Capacity

- a) To identify and engage targeted population pool
- b) To identify and have available for placement employment situations in the community
- c) To have sufficient resources, both financial and intellectual, available to the program at the onset and the ability to add additional resources during the course of the grant award

Program Plan

- a) Overall logical and reasonable plan
- b) Identified strategies to network with businesses and Human Resource professionals to garner employment leads
- c) Identified and thoroughly outlined the strategies, instruments and methods to move candidates through employment search, interview and placement.
 - a. Including identifying individual barriers and the solutions to the situation
 - b. Identifying individual's strengths, abilities, certifications
- d) Identified strategies to provide follow-up on employment placements made that include all aspects of employment data at 3,6 and 12 months from the date of placement and follow-up in subsequent years by both the applicant organization and any designated researcher(s) appointed by The Able Trust.
- e) Will meet or exceed data requests from staff of The Able Trust or designated researchers as related to the funded program timely.
- f) The ability to provide success stories and photographs about participants and employers at the request of The Able Trust staff and representatives timely.

ORGANIZATION ASSESSMENT:

Leadership of Organization

- a) Stable, capable and knowledgeable executive staffing
- b) President/CEO and key senior leadership are committed to the goals

c) The mission of the organization assists the grant objective in being successful and is compatible with the mission of The Able Trust.

Leadership of Board

- a) Statement of support from the Board of Directors
- b) Preference will be given to organizations with a demonstrated 100% of the Board has committed assistance to the project with a cash donation or other substantial in-kind contribution.
- c) Provided Board approved copies of Sarbanes-Oxley requirements of the applicant organization's: 1) By-laws 2) Compensation Policy 3) Conflict of Interest Policy 4) File Retention & Destruction Policy and 5) Whistleblower Policy.

ADDITIONAL DOCUMENTATION FOR ASSESSMENT

- 1) **ADA Accessibility** - form provided in the instructions
- 2) **Strategic Plan** – An Organizational Board adopted strategic plan for the organization representing the next 2-5 years and the submitted proposal should enhance and complement existing strategies in the organization's strategic plan.
- 3) **Sustainability Plan-** Elements of the plan should include:
 - a. clear fundraising plan for sustainability of the program
 - b. identifying community supporters and collaborators
 - c. identifying community resources current and projected
 - d. creating a plan to bring identified partners into a working relationship and agreement
 - e. creating a plan for gaining identified resources current and projected
 - f. implementation of created plans
 - g. a regular schedule of review on the efforts and results of the implementation
 - h. and a clear process of how to take information from the review and fold it into the active plans

NOTE: The strength of the sustainability is expected to grow during the grant year one of the program from a thoughtful structured plan to an implemented plan that is updated in response to what is happening in the applicant organization's community. It should be considered a document that grows with the program and is reported on with the regularly scheduled progress reports. The sustainability plan update a critical piece of summary of year one, contingent for Year Two funding if approved as it is part of the plan for the continuity of the program in future years when foundation funds are not available.

4) Financial Documents

- a. The last two filed 990 forms
- b. Most recently filed Financial Audit for the organization
- c. Statements and receipts of support from the Board of Directors of applicant organization
- d. Receipts of community, state and/or Federal funds awarded in support of the applicant program.

Common Questions

What do I send in to The Able Trust? A complete proposal should contain a Cover Page, Narrative and a Budget Page. Submit **four copies of a complete proposal** to The Able Trust at the address and by the deadlines described on the front of these instructions. With these four copies of a complete proposal, **one copy of supplemental materials** should also be submitted.

What happens if I miss the deadline? The Strategic Employment Placement Grant program is a once a year opportunity. Proposals received after the deadline will not be reviewed as the assessment and qualification process would have already begun. An organization could elect to seek a one year grant through the General Employment Placement Grant program of The Able Trust. Those instructions are different from the Strategic Employment Grant Instructions and can be downloaded from The Able Trust website, www.abletrust.org

Do I have to wait for the deadline to submit my grant proposal? No, The Able Trust will accept a proposal from an organization before the deadline date.

The following pages are the grant proposal format of a Cover Page, Narrative, Budget and ADA Verification form:

Strategic Employment Placement Grant Application

Organization Name: _____

State of Florida Charitable Registration #: _____

IRS Employer Identification #: _____

Mailing Address

Street: _____

City: _____

State: Florida _____

Zip Code: _____

Physical Location where Services Provided

Florida _____

Executive Director's Name: _____

Phone Number: _____ ext _____ Fax: _____

Email: _____

Primary Project Contact: _____

Phone Number: _____ ext _____ Fax: _____

Email: _____

Organization Website: _____

Project Name: _____

Disability Population Served in proposed project: CIRCLE/HIGHLIGHT APPLICABLE

Developmental Disability Epilepsy Spinal Cord/Head Injury

Mental Health Hearing Impairment Learning Disability

Drug/Alcohol Dependency Visual Impairment Disability Neutral

Other: LIST _____

County/Countries to Benefit Most from the proposed project:

Is Organization currently involved in ANY Litigation: YES (attach explanation) NO

Indicate how you learned of The Able Trust: _____

Time Frame for Grant Results: Three Years

Total # of Persons proposed to be **served** during the three years of the project : _____

Total # of Persons proposed to become **employed** during the three years of the project

Approximately **20 hours** per week: _____

Approximately **30+ hours** per week: _____

Total Amount of Funds Requested of The Able Trust: _____

Total Amount of Funds Projected to support the proposed project: _____

Signature & Date Executive Director

Print Name: _____

Signature & Date Board Officer

Print Name: _____

Representing Company: _____

PROPOSAL NARRATIVE PAGES - The narrative cannot exceed five (5) pages and should include the following:

Brief History – Provide a summary history of the organization and its services, including all names used in the past and any current corporate affiliations. Answer the following question directly: Is your Organization a primary corporate entity, a subsidiary of or otherwise associated with any other Organization, corporation, service provider, etc? If the answer is YES, a detailed explanation of the relationships must be provided. Preparation guidance: The history of an organization should be brief and approximately one concise paragraph in length.

Organization Mission –List your official Mission Statement and explain how the proposal fits within the Mission. If your Organization has a vision statement, please include that as well.

Project Name – Please state the name of the proposed project.

Project Time Length –three years length time for the project.

Population Served – List the disabilities proposed to be served in the Project.

Statement of Need - State the problem being addressed and share any statistical or research data you may have on why the service need exists in the county(ies) proposed. Select carefully the statistical data presented, taking care not to overstate or drown the submitted proposal in multitudes of random data sources. Proposals should demonstrate, where possible, an identified gap between services the Organization has funding for and what the community’s needs are as a place where The Able Trust could be of assistance. Preparation guidance: This is expected to be fully rounded two paragraphs or roughly a half page.

Project Plan and Description - Step by step guide of proposed project. Detail the following:

- Be sure to address the Program and Organizational Assessment as described in the instructions above.
- Start-up the project, including how individuals will become a part of the project.
- How the needs of individuals to gain employment will be assessed and addressed.
- What training will be provided, what curriculum/software/testing will be used in the training. How will individuals move through the program offered?
- Outline all measurement /evaluative measures that will be used during the project.
- Describe how job developing, employer connections will be accomplished, maintained and cultivated for creating employment opportunities for individuals with disabilities and for providing employers with a positive experience in hiring and maintaining the individual as an employee.
- Describe the follow-up methods used to find out if individuals are satisfied with their employment, need additional placement, or if the employer has additional questions. The Able Trust defines employment as: an individual, entering or retaining full time, or if appropriate, part time competitive employment in the

integrated labor market at minimum wage or above for at least a year. This includes supported or transitional employment in an integrated setting consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice. The Able Trust is primarily interested in creating employment opportunities of 30 hours+ a week for a participating individual. Proposals that create alternative employment opportunities should clearly describe the employment situation to be created, the reasons for this and other relevant information.

Expected Project Outcome – Describe what the project hopes to accomplish in Year One of the program. Provide a separate paragraph on goals for Year Two and Three as projected. Provide details on how the organization will provide comprehensive employment data at the three, six and twelve month time frame for individuals placed during this grant award. Comprehensive data includes but not limited to name of individual, disability type served, name of employer, job position, start date, wage, benefits, satisfaction with the position, and promotions received. Describe the anticipated process for collecting follow up data on an annual basis this same information up to three years after the grant has closed.

Amount Requested/Total Project Cost – State the amount request of The Able Trust, the total cost of the project. Summarize how the other sources of funding will provide for success for the project and how the portion requested of The Able Trust meets a gap in what is available.

Describe the Future Funding situation – Provide the plan for the future of the project. This should be a thoughtful and comprehensive plan of action as outlined in the Sustainability section described in the above Specific Assessment Indicators.

Statement of Relationships – In the interest of transparency, a grant applicant should disclose any known relationship, donation of funds and/or volunteer hours with (a) a Director of The Able Trust and the staff/co-worker of that Director at their place of business and (b) staff of The Able Trust and/or their immediate family.

BUDGET PAGE - Provide a line item budget for the total project, including items to be provided by other funding sources or in-kind items. The budget must account for all funds requested of The Able Trust by each of the proposed years of funding. It is required that the applicant organization have at least 50% of the program's budget from revenue sources other than The Able Trust. For **Example**:

YEAR ONE

Items	The Able Trust	XYZ Funder	Organization Purchase	Community Funder
A	\$15,500	\$65,000	\$10,000	\$0
B	\$0	\$0	\$8,500	\$5,000
C	\$10,000	\$14,500	\$0	\$0
D	\$45,000	\$10,000	\$1,000	\$0
E	\$2,500	\$5,000	\$0	\$0
Total	\$73,000	\$94,500	\$19,500	\$5,000
Admin Cost (limited to 15%)	\$10,950			
Total Amount Requested of The Able Trust	\$83,950	Grand Total Amount of the Project	\$202,950	

AMOUNTS HAVE BEEN SELECTED AT RANDOM FOR ILLUSTRATION PURPOSES ONLY. If awarded the grant, the budget outline must be strictly followed unless adjustments are approved in writing by The Able Trust prior to incurring the expense. Documentation such as receipts and invoices will be required of all grant expenditures at regularly scheduled progress reports.

Additionally provide a projected draft budget for Year Two and Year Three in the same format. If awarded a grant the budget of the subsequent years of two and three would be finalized at the time of renewal award.

Supplemental Materials Required

Send **one copy** of the following materials with the proposal:

- Copy of IRS 501(c)(3) Designation
- Copy of most recent Financial Audit or Financial Statements
- Copy of most recent Annual Report.
- Copy of the last two Internal Revenue Service 990 filings.
- Copy of state of Florida Charitable Solicitation Registration
- Contact list of current Board of Director Members (Addresses & Phone Numbers)
- A completed ADA Verification form.
- At least two Letters of Support about the project under consideration from the general community of the organization (must include private businesses)
- One letter from EACH supporting organization or collaborator as outlined in the submitted proposal.
- Statement/Receipts outlining Board of Director commitments to the proposed project
- Statement/Receipts of additional funds awarded from other foundations or community organizations.
- Provide Applicant Board approved copies of Sarbanes-Oxley Policy requirements of 1) Organization By-laws 2) Compensation Policy 3) Conflict of Interest Policy 4) File Retention & Destruction Policy and 5) Whistleblower Policy.

**ADA Verification Questions for Grant Applicants
Required Supplemental Material**

Please complete this form by responding, where indicated, to the four core access areas of the ADA; Physical, Programmatic, Organizational and Communication.

1). Physical Access

1.A. DESCRIBE THE PHYSICAL ACCESS TO YOUR ORGANIZATIONS BUILDING AND PROGRAMS FOR INDIVIDUALS WITH DISABILITIES WHO EITHER WORK ON LOCATION OR UTILIZE SERVICES.

Response:

1.B. IF THE APPLICANT ORGANIZATION DOES NOT OWN THE BUILDING OR HAS PROGRAMS AT SEVERAL SITES, HOW IS PHYSICAL ACCESS ASSURED?

Response:

2). Programmatic Access

HOW DOES THE APPLICANT AGENCY MAKE PROGRAMS ACCESSIBLE TO PEOPLE WITH DISABILITIES IN THE COMMUNITY?

Response:

3). Organizational Access

WHAT ARE THE POLICES AND PROCEDURES ON INCLUDING PEOPLE WITH DISABILITIES AS STAFF, BOARD MEMBERS AND VOLUNTEERS? HOW MANY PEOPLE WITH DISABILITIES ARE IN THESE POSITIONS IN THE ORGANIZATION (AS SELF-DISCLOSED)?

Response:

4). Communication Access

HOW DOES THE APPLICANT AGENCY REACH OUT TO THE COMMUNITY TO ADVERTISE AVAILABLE SERVICES? DESCRIBE ALTERNATIVE FORMATS OF COMMUNICATION THAT ARE USED IN PRINTED PROGRAMS AND OUTREACH MATERIALS.

Response: