

Mini Grant Tool Kit

A Program of Oregon Health & Science University Center for Excellence in
Developmental Disabilities and the Community Partners Council

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Contents

Overview.....	2
Project Roles & Responsibilities.....	3
Program Goals, Objectives, Outcomes.....	4
Timelines & Project Implementation.....	5-7
Assessment & Planning	
Marketing	
Implementation	
Dissemination	
Reporting & Evaluation	
Training	
Appendix 1	
Timeline Template	
Appendix 2	
Coversheet, Application, Budget	
W9 Form	
Download Instructions	
Frequently Asked Questions	
Appendix 3	
Funding Announcement (email)	
Award Letter	
Rejection Letter	
Appendix 4	
Financial Summary Report	
Progress Report	
Final Report	
Appendix 5	
Training PPT	
Reviewer Check List	
Scoring Matrix	

Overview

The purpose of the *University Center for Excellence in Developmental Disabilities (UCEDD) Community Partners Council Community (CPC) Mini Grant Program* is twofold. First, it is designed to build community capacity for serving people in Oregon and their families who experience disability. Second, is to promote engagement between the Community Partners Council, the UCEDD's advisory group, and the UCEDD by developing and implementing co-initiatives that reflect the need of people with disabilities and their families in Oregon. This program is a concrete example of collaboration and engagement that leads to meaningful benefits for people with developmental disabilities and their families. The project demonstrates inclusion, flexibility, and problem solving. The process development and lessons learned serve as a template for others interested in building community and collaborative partnerships.

This project is designed as a capacity building project designed to increase the community's capacity to develop supports and programs that meet the needs of people with disabilities and their families. The primary target audience for this project is based on the two of the CPC/UCEDD initiatives outline in the UCEDD's five year plan. The first group is people with developmental disabilities who wish to have or increase their access their communities of faith or spiritual growth. The second group is siblings (and families) of people who experience developmental dishabilles. Secondary audiences include community non-profit groups who will use the grant to develop and implement the projects as well as the CPC members who review the grant applications and make the award decisions.

The University Center for Excellence in Developmental Disabilities, located within the Institute on Development & Disability at Oregon Health & Science University, extends thanks and appreciation for technical assistance provided by the Nevada Center for Excellence in Developmental Disabilities (NCED) located at the University of Nevada, Reno. The NCED Community Advisory Council is very active in providing mini-grants to community partners that are in alignment with the NCED core values. NCED staff provided information, sample forms and other technical assistance in order to assist the OHSU UCEDD Community Partners Council in developing a mini grant process that is outlined in this tool kit. Our deepest appreciation and thanks to the NCED for their leadership and partnership in improving the lives of people who experience disabilities.

Establishing Project Roles & Responsibilities

Each partner has specific responsibilities in the development and management of the project. In the initial planning phase it is helpful to engage in discussion to negotiate and clarify project roles and expectations. It is important to touch base throughout both the project development and implementation phases to ensure that roles are understood as well as troubleshoot any difficulties that may come up over the course of the project.

Community Partners Council Members Role

Read: members will read and review each complete grant applications before the quarterly meeting (sent to members two weeks prior to the meeting).

Score: members will score the application using the scoring form (members will be provided training and support on how to review and score applications).

Discuss: members will be prepared to participate in a brief discussion (5-10 minutes) on each proposal being considered.

Vote: members will cast a private voting ballot with a designated number of votes for the proposals they would like to have win the grant competition.

Project Development/ Evaluation: CPC members will review forms and processes providing feedback and participate in a debriefing discussion after each funding cycle.

UCEDD Staff Members Role

Development: a lead staff develops the internal processes, procedures, forms and guidelines in keeping with organization policy.

Distribution: the lead staff will develop the request for proposal, infrastructure (web site, electronic mail box), organize initial staff review to ensure applications meet the minimum requirements for review and send the review packets to the CPC.

Read: All UCEDD staff will review each proposal and be prepared to participate in a brief discussion by providing technical assistance to the CPC (but **not** making any recommendations for funding choices).

Project Management: Send out award packets and funds, follow up with primary contact to ensure required reporting takes place per the granting guidelines. Provide CPC with quarterly status reports and disseminate the information from the Awardees at 6 months and 1 year.

Technical Assistance: AUCD network partners who are doing this type of granting are excellent resources for providing guidance and information. It is recommended that you search in the NIRS database at www.aucd.org for other UCEDD's who have mini grant programs and contact them for information.

Program Goals, Objectives & Outcomes

Before you begin the project planning phase it is critical to develop goals and objectives that align with your core mission in order to guide you in the development phase of the project. An example of how this can take shape is included below.

OHSU UCEDD Mission

The UCEDD works in collaboration with other State agencies and other UCEDD organizations across the country to improve the lives of individuals with disabilities or special health needs. Through leadership and effective partnerships with individuals, families, communities, and public and private agencies, UCEDD strive to serve as an exemplary local, state, and national resources through excellence in interdisciplinary education, clinical practice, research, community service, and policy development.

Goal mapping to UCEDD 5 year plan

UCEDD 5 Year Community Service Goal: Increase the number and improve the quality of services provided in the community to professionals working with developmental disabilities and the families affected by developmental disabilities, evidenced by training/technical assistance of 20,000 individuals and 25 community-based service programs.

Long term program goals (3-5 years)

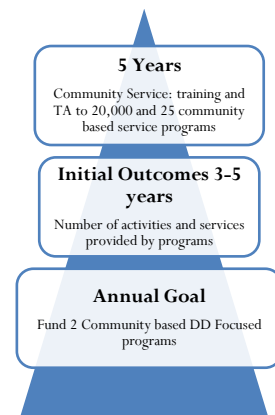
The 5 year outcome measure is based on the number of community based activities/services that are provided by the programs developed. Additionally, the grant application asks how many people are served by the program and the categories from which the people served are connected (people with disabilities, family member, professional, para professional, legislator or policy maker etc.)

Short term program goals (annual)

Invite applications and fund 2 community-based DD-focused service programs in areas such as health promotion, spirituality, & family support annually.

Program Objective, Outcome, Evidence, Completion Table

The program outcome is evidenced by the completion of process and procedure materials, successful funding of at least 2 mini grants annually, by the total number of activities or services provided and an account of who was served by the program.



Timelines & Project Implementation

Developing project timelines is the first step to take in order to offer mini grants. There are six areas to consider for timelines: assessment & planning, marketing, implementation, dissemination, reporting & evaluation, and training. The UCEDD grants run on a 5 year funding cycle. Mapping the mini grant activities across the cycles helps ensure that awards and expenses are paid out within the appropriate funding years (see appendix 1).

Area 1: Assessment & Planning

This timeline maps out activities focusing on program development and assessment. Assessment activities for the pilot project began in funding year 1 and focused on learning about community needs that aligned with the CPC initiatives in spirituality and sibling support. The second activity was to have discussion with the UCEDD staff and CPC chair to determine project roles and responsibilities. A quarterly meeting with the CPC was used to then talk about roles and responsibilities with the full CPC. The UCEDD then turned to the AUCD network for technical assistance learning what other centers were doing in the area of mini grants. UCEDD staff then set to work to develop the program processes (application and review, financial, forms and training). The final process piece was to develop training for CPC members on how to review grants. Mock applications for practice reviews were developed as well as a reviewer checklist, scoring matrix, and voting ballot.

Area 2: Marketing

Marketing includes providing content for a website project introduction, mission, application requirements, areas of exclusion, application procedure, instructions to apply, frequently asked questions, and requirements for successful awardees. (<http://www.ohsu.edu/minigrant> and see appendix 2)

This timeline also includes developing a list serve comprised of suggested agencies and organizations from the CPC, UCEDD community partners in order to market the funding announcement electronically.

Area 3: Implementation

The implementation section maps out the public engagement portion of the project. It begins with the website and email box going live.

Applications received are reviewed first by the UCEDD staff to ensure they are meeting the guidelines and requirements of the funding announcement (connect to the outlined initiatives, are allowable expenses, received by deadline, answering the application questions etc.) before they are reviewed and scored by the CPC. If an application does not meet the minimum requirements it is not forwarded to the CPC for review and will be on hold until rejection notices are made.

The CPC, in order to review, receives a completed application, an MP3 file of the application read by a UCEDD staff, and score sheet via email. CPC have two weeks to review and send their score sheet back to the UCEDD (prior to the funding decision meeting). At their quarterly meeting, CPC and UCEDD staff has a brief conversation about applications and then the CPC cast their private ballots. UCEDD staff does not have a vote.

Contact is made to all applicants indicating if they have or have not been funded and the awards are mailed (see appendix 3).

Area 4: Dissemination

An announcement is sent on the first Monday of the month electronically to advertise the project. Internal and external electronic communications are made to get the word out. Recipients from the previous year are sent an invitation to apply only if they have completed all the requirements from the previous funding year. The announcement is open for approximately 7-8 weeks. Posting of the current funded projects is announced on the UCEDD website.

Area 5: Reporting & Evaluation

Program reports from the grantees are due at three months and then a final report at the close of the project. Reporting includes a narrative brief report and an expenditure report (see appendix 4).

Area 6: Training

Training included first assuring that CPC members were prepared to review grant applications. Each CPC member is assigned a UCEDD staff (through project match) who could act as a review resource at any time throughout the project. CPC members were provided education on requirements of federal reviewing expectations, confidentiality, a process to recuse if they had ties to the organization applying, and then how to score the applications. The CPC practiced on mock applications and discussed with the UCEDD staff any questions about the process. (see appendix 5).

		Assessment/ Planning	Marketing	Implementation	Discemination	Reporting/Evaluation	Training
F u n d i n g Y e a r 1	12-Jul	Community assessments					
	12-Aug	Community assessments					
	12-Sep						
	12-Oct						
	12-Nov						
	12-Dec						
	13-Jan						
	13-Feb						
	13-Mar	Spring Retreat Staff Discussion, role assignment					
	13-Apr						
	13-May						
	13-Jun	Role discussion w/ CPC					
	F u n d i n g Y e a r 2	13-Jul	TA from NCED Processes developed, Forms developed				
13-Aug		Processes developed, Forms developed	Web site content development, electronic mailbox				
13-Sep			Listserve developed				
13-Oct		develop CPC reviewer training		Web site live, electronic mailbox live	Announcement sent (first of month)		
13-Nov					Announcement closed (end of month)		Train CPC to review applications
13-Dec				Applications Reviewed by UCEDD Ad Hoc group, Applications prepared for CPC review			
14-Jan				applications reviewed at CPC Quarterly Meeting, Funding decision made, Contact made to funded & unfunded projects, Awards made			
14-Feb					Post of winning projects made to UCEDD websites		
14-Mar						Program Report Due to UCEDD	
14-Apr							
14-May							
14-Jun				Contact made to programs for final report or progress update and FSR summary		Final Program Report Due to UCEDD, FSR due	
F u n d i n g Y e a r 3		14-Jul					Program process and forms debriefed by CPC and UCEDD
	14-Aug						
	14-Sep						
	14-Oct						
	14-Nov						
	14-Dec						
	15-Jan						
	15-Feb						
	15-Mar						
	15-Apr						
	15-May						
	15-Jun						
	F u n d i n g Y e a r 4	15-Jul					
15-Aug							
15-Sep							
15-Oct							
15-Nov							
15-Dec							
16-Jan							
16-Feb							
16-Mar							
16-Apr							
16-May							
16-Jun							
F u n d i n g Y e a r 5		16-Jul					
	16-Aug						
	16-Sep						
	16-Oct						
	16-Nov						
	16-Dec						
	17-Jan						
	17-Feb						
	17-Mar						
	17-Apr						
	17-May						
	17-Jun						

CPC UCEDD Mini-Grant Application
(answer every question)

Project or program title: _____

Q 1. Anticipated project/program start and end date:

Start (____/____/____) End (____/____/____)

Q 2. State how your organization's mission relates to the proposed activity for people with disabilities. (75 words maximum)

Q 3. Write a detailed description of the project/program. Describe the purpose of the project or program. Explain why you think it is needed and what you will do. (250 words maximum)

Q 4. Describe how people with disabilities were involved in preparing this proposal. (50 words maximum)

Community Partners Council (CPC)
University Center for Excellence in Developmental Disabilities (UCEDD)
Institute on Development & Disability (IDD)
Oregon Health & Science University (OHSU)

Q 5. Describe how this project lines up with the CPC's areas of emphasis in, (a) *spirituality and disability* or (b) *sibling support and disability*?

Check the area(s) of emphasis and describe how your project connects to the selected area:

- (a) Project, program or activity that supports people who experience a disability to be included and become more involved in their spiritual and faith practices.
- (b) Project, program, or activity that supports siblings of people who experience a disability.
- (c) Provide a description of how the project/program connects to above stated area of emphasis. (75 words maximum)

Q 6. Who is the project/program intended to serve. (explain who you are helping by doing this project in up to 75 words maximum)

Q 7. Write a specific long term project goal that will be met by the end of the project. (75 words maximum)

Community Partners Council (CPC)
University Center for Excellence in Developmental Disabilities (UCEDD)
Institute on Development & Disability (IDD)
Oregon Health & Science University (OHSU)

Q 8. List the short term project goals, specific steps, and time line that will ensure you meet the long term project goal.

Short Term Goals	Specific Steps (numbering is acceptable)	Completion Date

Community Partners Council (CPC)
 University Center for Excellence in Developmental Disabilities (UCEDD)
 Institute on Development & Disability (IDD)
 Oregon Health & Science University (OHSU)

Q 9. Promotion and recruiting plan:

a. Describe how will you promote the project to get additional support or draw attention to the issue for the general population? (75 words maximum)

b. If applicable, describe how will you recruit to get participants for the project? (75 words maximum)

Q 10. What collaborations, community partners or other support will you rely on to make your plan succeeds? (at least 1 partner is required, list up to 3 people or organizations that will work with you on this project and describe how they will participate) Please inform the partner ***before*** you list them that they will be contacted by an OHSU UCEDD staff to confirm their contribution/role in the project.

1	Organization, Community Partner	Contact Person	Phone or Email	Project Role/Contribution
2				
3				

Community Partners Council (CPC)
 University Center for Excellence in Developmental Disabilities (UCEDD)
 Institute on Development & Disability (IDD)
 Oregon Health & Science University (OHSU)

CPC UCEDD Mini-Grant Budget Sheet

This form asks you to break down the budget by categories and has a field for a short explanation for how the money will be spent. Please describe in brief detail, what the money in each category will be used for. If you will not use a category, write N/A in the description line. Please note that using mini-grant money to purchase food, equipment or services for a specific individual, or alcohol is prohibited.

Only list the items for which you will be spending this grant money. We understand that you may be receiving additional financial support from other sources to complete your project. Please list those partners and their contribution in community partners table on page 5. Attach an additional sheet if needed.

Amount	Category	Budget Description (30 word maximum per category)
\$	Staffing	
\$	Supplies /materials	
\$	Curriculum	
\$	Printing /advertising	
\$	Travel & lodging	
\$	Speaker stipend(s)	
\$	Scholarships	
\$	Project evaluation	
\$	Other costs specific to the project	
\$	Other costs specific to the project	
\$	Total requested budget amount	

Due to the dollar amount of the mini grants, 100% of the grant dollars must be spent on expenditures directly related to the project. No administrative overhead/indirect costs are allowable.

Technical Assistance for Electronic Grant Submissions

[Alternate Electronic formats are available upon request]

1. Documents can be downloaded and filled out electronically. If you do not have a scanner, a paper copy of the 501c3 letter (other requested documentation) can be taken to any Kinko's or UPS store where scanning services can be accessed for a reasonable cost. The applicant will need to provide a thumb drive for the scanned document file, then attach with the electronic application and submit to cpcminigrant@ohsu.edu.

2. The application is formatted as a PDF fillable form. You can get a free download of the Adobe Reader which allows you to fill out and send the form electronically, save and send as an attachment. The 501c3 documentation can either be scanned and attached or photographed by any smart phone or digital camera and attached as a graphic file.

Downloading fillable forms

Step 1: Download adobe reader XI for free at <http://get.adobe.com/reader/> .

Step 2: Open the Application by clicking on the link: https://www.ohsu.edu/xd/research/centers-institutes/institute-on-development-and-disability/research/upload/Mini-Grant-Application-Budget-Forms_FINAL.pdf



Step 3: Click on the save (the floppy disk icon ) at the top left of the screen.

Step 4: Save to your computer desktop.

Step 5: Open adobe reader, there is a column on the left that lets you select "my computer"



Step 6: Browse for the template (Mini-Grant-Application-Budget-Forms_FINAL), open it.

Step 7: Complete the application, save, and attach to your submission email addressed to cpcminigrant@ohsu.edu .

DRAFT Frequently Asked Questions (FAQ's) [web site]

What is a Developmental Disability?

According to the Developmental Disability Act the term "developmental disability" means a severe, chronic disability of an individual that is:

- Attributable to a mental or physical impairment or combination of mental and physical impairments
- Manifested before the individual attains the age of 22
- Likely to continue indefinitely
- Results in substantial functional limitations in three or more of the following areas of major life activity: self-care; receptive and expressive language; learning; mobility; self-direction; capacity for independent living; economic self-sufficiency; and reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of life-long or extended duration and are individually planned and coordinated.

An individual from birth to age 9 inclusive, who has a substantial delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described, if the individual, without services and supports, has a high probability of meeting those criteria later in life.

To learn more about the DD Act go to:

<http://www.acf.dhhs.gov/programs/add/ddact/DDACT2.html>.

Do you have to be a 501(c)(3) to apply?

Yes. Only 501(c)(3) organizations are eligible for funding at this time.

Do you provide funding for operation expenses or only for projects?

We currently only consider funding for projects. Funding for general operating expenses are not considered at this time.

Would you fund a long-term project, say, three to five years in length?

No, at this time, funding for projects is only one year. However, under special circumstances, a no cost mini grant extension might be considered if it met the following criteria:

- There is a specific reason why extension of the project dates is needed.
- This reason is not due to mismanaged finances or poor financial planning.
- An agreement is made whereby the grant seeker will submit regular reports which would be reviewed by the CPC to determine if the criteria had been met for funds not yet spent. These criteria would be agreed upon by both parties at the onset of the mini grant relationship.

What about matching or challenge grants?

We like them. In fact, if your financial request is large, we encourage you to find other sources of funding along with ours to make your goal. We encourage partnerships and collaborative efforts in grant making.

How do I make initial contact with your organization?

To begin, complete the grant proposal process. This can be done through our website during an open cycle. If you have any other questions, please send us an email via the *Contact Us* page or call us at (503) 494-2705.

Are there any deadlines I need to know about?

Our CPC meets four times per year. Grant applications are reviewed at the quarterly meeting nearest the closure of the request for proposal date. Any proposals received prior to the next CPC meeting will be put on the agenda for review. Specific dates will be included in request for proposal.

Where are you located?

We are located on the Oregon Health & Science University campus situated on Marquam Hill in Portland, Oregon.

My organization is not in the Portland Metropolitan Area. Can I still apply for funding?

Any non-profit organization based in Oregon and that delivers the project or services in Oregon and falls within our guidelines is of interest to us and eligible for possible funding.

Do you fund international projects?

No, not at this time.

Sample Email Funding Announcement to the Community

The Community Partners Council and the OHSU University Center Excellence on Developmental Disabilities are pleased to announce a community mini grant funding opportunity.

Please consider applying and encourage others who may be interested in applying for an award of up to \$1000.

The mission of the Oregon Health & Science University Center for Excellence in Developmental Disabilities (UCEDD) is to improve the lives of individuals with disabilities or special health needs. The Community Partners Council (CPC) is the UCEDD's consumer advisory council. Council members come from across the state and represent Oregonians from rural and urban settings. The CPC has been charged with distributing a total of \$6,000 in mini-grants during this second round of funding. In order to ensure that several mini-grants are available, each mini-grant will be in the range of \$250-\$1,000.

The projects are expected to be community driven by non-profit organizations. The focus of this mini-grant covers two specific areas of emphasis.

1. A project, program or activity that supports people who experience a disability to become more involved or feel included in their communities of faith and spiritual practices.
2. A project, program, or activity that supports siblings of people who experience a disability.

Successful applicants will have a goal that addresses at least one of these two listed areas of emphasis. The two areas of emphasis may also be combined in a project. The completed mini-grant applications and required supporting documents are due by or before 5 PM PDT, November 24, 2014. Awarded funds must be spent and reported on by or before June 26, 2015.

To apply, or for more information please visit: <http://www.ohsu.edu/xd/research/centers-institutes/institute-on-development-and-disability/research/cpc-mini-grant-program.cfm>

To check out last year's awardees please visit: <http://www.ohsu.edu/xd/research/centers-institutes/institute-on-development-and-disability/ucedd/>



[month date], 2014

Institute on Development
& Disability

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MSW, LMSW, CSWA

Interim Director,
University Center for Excellence
in Developmental Disabilities

Assistant Professor,
School of Medicine,
Department of Pediatrics

eppelshe@ohsu.edu

[name]
[organization name]
[address1]
[address2]

Dear [name],

The Oregon Health & Science University Center for Excellence in Developmental Disabilities (UCEDD) in partnership with its Community Partners Council (CPC) is pleased to inform you that the [organization name] has been selected to receive \$1000.00 in the first CPC UCEDD Mini-Grant competition. Congratulations!

The award is being processed and you should receive it by mail within four weeks. We are looking forward to following the progress of your project.

We ask that you make your mini- grant expenditures before June 1, 2014. A Project Update or Final Narrative Report and Accounting Report (which includes grant covered expenditures) are due by or before June 25, 2015. We attach report forms to help you with this process. Project updates are due quarterly (every three months) until the completion of the project. We are very interested in following your progress. We also encourage you to share photos or video of your project "in action" as part of the project updates and final report.

If there are any changes from your original application on how you will use the grant award please notify us so we can discuss the proposed changes. As the funding source is from a federal grant we must pre-approve any changes to ensure they are allowable per federal regulations prior to the change taking place.

Thank you again for your application and congratulations on the award.

Sincerely,

Rhonda M. Eppelsheimer
Director, UCEDD

Emily Holmes
Chair, CPC



April 4, 2014

*(Applicant' (Address)
(City, State Zip Code)*

**Institute on Development
& Disability**

**University Center
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Developmental Disabilities**

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**Rhonda M. Eppelsheimer,
MSW, LMSW, CSWA**

Interim Director,
University Center for Excellence
in Developmental Disabilities

Assistant Professor,
School of Medicine,
Department of Pediatrics

eppelshe@ohsu.edu

Dear *(Applicant's Name)*,

Thank you for submitting your grant application for the OHSU University Center for Excellence in Developmental Disabilities (UCEDD) Community Partners Council (CPC) Mini Grant competition.

The CPC reviewed your proposal for the [program] at its XXXX 20XX meeting. It was met with great interest and we thoroughly discussed the merits of this project as it aligns with the CPC areas of emphasis, Spirituality & Disability and Sibling Support & Disability.

The CPC received numerous requests during our current grant cycle, and unfortunately we are unable to fund every project requesting support. The CPC used specific criteria to guide their decision making. We regret to inform you that the CPC is unable to provide funding for your project at this time.

Your project did have strong potential and we would be willing to provide you some additional written feedback on how you might strengthen your proposal for a future submission. If you are interested please notify us by email at cpcminigrant@ohsu.edu. The CPC would be happy to consider a proposal from you in our next grant cycle and hope you will consider submitting an application in the future.

Thank you, again, for taking the time to apply. We wish you well in the progress with your project.

Sincerely,

Rhonda M. Eppelsheimer
Director, UCEDD

Emily Holmes
Chair, CPC

UCEDD CPC Mini-Grant 2014 Brief Program Report Update

Organization:

Project title:

Person reporting:

Contact information (Phone, Email and Address):

Please answer the following:

- 1) Give a brief running description of the project as it stands currently.
- 2) Describe current collaborations with community partners and volunteers who assisted you with implementing the project?
- 3) Describe what is going well with your project progress.
- 4) Have you encountered any problems? How will you resolve them?
- 5) Financial Report: Include either an electronic copy of your final financial report (Excel spreadsheet attached) or the information in table form here or on a separate sheet.(It's okay to say "see spreadsheet" or "see other document" but be sure to attach that separate document to the email you send with this report.)

Return to cpcminigrant@ohsu.edu

UCEDD CPC Mini-Grant 2014 Final Program Report

Organization:

Project title:

Person reporting:

Contact information (Phone, Email):

Please answer the following:

- 1) Give a brief running description of the project as it unfolded.
- 2) Describe collaborations with community partners and volunteers who assisted you with implementing the project?
- 3) Report on any media coverage of your event. Provide URLs or electronic copies if available.
- 4) Describe how the project succeeded in meeting your original goals?
- 5) Did you encounter any problems? How did you resolve them?
- 6) What can you and others learn from the experience?
- 7) Provide copies of press releases, photos or videos of your project if available. Attaching to email is fine. Thank you.

Return to cpcminigrant@ohsu.edu



CPC Mini Grant Application & Scoring Reviewer Training Webinar

Presented by: Rhonda Eppelsheimer, Assistant Director

University Center for Excellence in Developmental Disabilities

Date: December, 2013

CPC Mini Grant Training

- Welcome
- Brief Project Overview

CPC Mini Grant Roles & Responsibilities

- Review and scoring of applications
- Preparation for discussion of applications at the CPC meeting
- Voting on applications to fund
- Reviewing progress

Mini Grant Application

- Scoring fairly
 - What happens if you know the applicants?
- What to do when you get an application
 - Read
 - Score, prepare to discuss
 - Send or bring score sheets to CPC meeting
 - What to do if you need assistance

The Application

- Cover sheet
 - Contact Information
 - Name of Organization
 - Amount of Money Requested
 - People Who Will be Served (NIRS)
 - Description of Organization

The Application

- Application Questions 1-4
 - Project title
 - Project dates
 - Organization mission and proposed activity
 - Program description
 - PAR

The Application

- Questions 5-7
 - CPC areas of emphasis
 - Connecting the project to the areas of emphasis
 - Who will be helped
 - What is the overall project goal

The Application

- Questions 8- 10
 - Short term goals, steps, timelines
 - Promoting and recruiting
 - Community partners
 - Budget

How to Review

We are in this together- The Basics

- Read or listen to the whole application first
- Let us know if you need an alternate format
- If you get stuck, don't spend a lot of time, we can assist

Reviewing Applications

What you will receive by email

- You will receive the application in a word document and a fillable score sheet.
- The score sheet follows the order of the application



Reviewing Applications


Keeping the information organized

- Suggested to review and score one application and send the score sheet to Rhonda Eppelsheimer before moving on to the next application.

Reviewers Instruction Checklist

- Start with question 1 and work through the score sheet in order.
- You can reference the section of the application using the Q-number found to the right of the question.

Instructions: (1) Read the entire application. (2) Rate your answers 1 to 5, with <u>1 being the weakest</u> and <u>5 being the strongest</u> . (3) Add the total points after all questions are scored.	App	Score
1. Does the organization's mission relate to the proposed activity for people with disabilities? (check one)  (Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)	Q2	



Scoring the Application

How do you decide on a score?

- Rate our answers 1 to 5, with 1 being the weakest and 5 being the strongest
- Only use the information in the application to base your decision if the answer is strong or weak

How do you decide on a score?

Does the information clearly answer the full question or partially?

- 5 = the question is fully answered
- 4 = mostly
- 3 = parts are answered
- 2 = small amount answered
- 1 = not answered at all

Scoring Sheet

- Read question 1
- Review Q2 on the application
- Mark your score
- Write/type your score at the end



<p>1. Does the organization's mission relate to the proposed activity for people with disabilities? (check one)</p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Q2	4
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Scoring Sheet

- Add up all your scores from the right side
- Put the total points in the box at the top



The diagram illustrates a box for recording the total score. The box is outlined in blue and contains the text "Total Points:" followed by a light blue rectangular area for the score. A light blue arrow points from the right towards the box, indicating that scores from the right side of the sheet should be summed and entered here.

- 45 points are possible

Decision Time and voting

- Group Discussion 5 minutes per application
 - UCEDD staff can help clarify
- Voting
 - Private ballots in the first round
 - When not to vote: if you have a strong connection to the organization
- Tie Breaker
 - CPC will do a hand vote for ties

Quarterly Progress Reporting

- What you can anticipate for updates from funded projects
 - Quarterly updates on projects
- What you can anticipate for a final report
 - Completion report

Questions

- Thank you for participating in this training
- If you have questions, please contact Rhonda Eppelsheimer at eppelshe@ohsu.edu or 503-494-2705

Mini-Grant Instructions Checklist

Follow this step by step instruction sheet for each project you are reviewing.

Reviewer Name: _____

Project Title: _____

I cannot review this application because I am closely connected with, work for, or have a direct family member (mom, dad, or sibling) that works for or receives services from the requester.

Checklist Items	Completed
1. Determine if you have a close connection with the requesting organization. If so, mark the box under the project title and move on to the next application	<input type="checkbox"/>
2. Write the project title at the top of this form	<input type="checkbox"/>
3. Write the project title at the top of the <i>CPC UCEDD Mini-Grant Evaluation Matrix</i> form	<input type="checkbox"/>
4. Write your name at the top of the <i>CPC UCEDD Mini-Grant Evaluation Matrix</i> form	<input type="checkbox"/>
5. Write total amount requested at the top of the <i>CPC UCEDD Mini-Grant Evaluation Matrix</i> form	<input type="checkbox"/>
6. Read or listen to the entire application from beginning to end	<input type="checkbox"/>
7. Read question 1 on the <i>CPC UCEDD Mini-Grant Evaluation Matrix</i> form and review Q2, score question 1 based on how weak or strong you feel about the answer provided Things you may ask yourself: <ul style="list-style-type: none">• Did they answer all or just part of the question?• Does the answer make sense? (Remember you can only consider what is written in the application. You may not consider anything you may already know about the organization or about people who work for the organization)	<input type="checkbox"/>
8. Once you have scored the question, write the score in the box at the far right column or the Evaluation Matrix form	<input type="checkbox"/>
9. Repeat steps 7 & 8 for questions 2 through 9 on the Evaluation Matrix form	<input type="checkbox"/>
10. Once you have finished scoring questions 1 through 9, add all the scores in the column at the far right and put the total in the box at the top right of the <i>CPC UCEDD Mini-Grant Evaluation Matrix</i> form	<input type="checkbox"/>
11. Email your score sheets 2 business days prior to the CPC meeting to eppelshe@ohsu.edu or bring your score sheet to the CPC meeting	<input type="checkbox"/>
12. If at anytime you feel stuck, contact Rhonda Eppelsheimer at eppelshe@ohsu.edu or 503-494-2705 with questions	<input type="checkbox"/>

CPC UCEDD Mini-Grant Evaluation Matrix

Amount Requested: \$ _____

Total Points: _____

Project Title: _____ **Evaluator:** _____

Instructions: (1) Read the entire application. (2) Rate your answers 1 to 5, with <u>1 being the weakest</u> and <u>5 being the strongest</u> . (3) Add the total points after all questions are scored.	App	Score
<p>1. Does the organization's mission relate to the proposed activity for people with disabilities? (check one)</p> <p style="text-align: center;"></p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Q2	
<p>2. Does the application clearly explain the purpose of the program or project? (check one)</p> <p style="text-align: center;"></p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Q3	
<p>3. Were individuals with a disability involved in preparing the proposal? (check one)</p> <p style="text-align: center;"></p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Q4	
<p>4. Does this project clearly relate to the CPC area of emphasis (Spirituality or Sibling Support)? (check one)</p> <p style="text-align: center;"></p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Q5	
<p>5. Does the project serve people with disabilities and those that support them? (check one)</p> <p style="text-align: center;"></p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Q6	
<p>6. Are the long and short term goals for the projects clearly stated? (check one)</p> <p style="text-align: center;"></p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Q7 Q8	
<p>7. Does the promotion and recruiting plan make sense? (check one)</p> <p style="text-align: center;"></p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Q9	
<p>8. Is there involvement of community partners or additional support for any aspect of the project? (They can list up to 3 but only 1 is a requirement). (check one)</p> <p style="text-align: center;"></p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Q10	
<p>9. Does the budget seem appropriate for what they want to accomplish? (check one)</p> <p style="text-align: center;"></p> <p>(Weak) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Strong)</p>	Bud -get	

