

Council Sponsorship for Conferences/Trainings (draft_060518)

Part 1

Total Amount Available:

\$50,000.

1. Applicants shall only apply for a maximum amount of \$5,000. Only one request per applicant shall be submitted.
2. All costs shall be considered to perform the Conference/Training, to conduct a survey to participants at the end of the Conference/Training, and to provide reports to the ADDPC.

Number of Awards:

Multiple awards may be made.

Eligibility

This solicitation is open to the following organizations/agencies:

- Non-profits or for-profits
- Government agencies
- Native American Tribes
- Colleges or Universities
- Or a combination of the above

Part 2

Purpose & Other Requirements:

The Arizona Developmental Disabilities Planning Council (ADDPC) will make available funds to sponsor conferences, trainings, seminars, workshops, symposiums or other planned events (referred to in this solicitation as a Conference/Training) of which the primary purpose is to support the dissemination of information relevant to individual persons with developmental disabilities, their families, professionals, and other stakeholders.

A proposed Conference/Training must take place in the State of Arizona. Applicants will be expected to comply with disseminating one survey to capture outcome data. Part 4 provides additional information on Evaluation.

The Conference/Training theme shall support one of the Council's Goals: Self-Advocacy, Integrated Employment or Inclusion.

Part 3

Written Narrative on Tasks:

The applicant shall propose a Conference/Training of which the primary purpose is to support the dissemination of technical information to individual persons with developmental disabilities, their families, caregivers, professionals that work with this population, and other stakeholders.

Applicants shall provide a written narrative to address the following tasks. There is a maximum of 10 single-space pages typed, not including other forms and attachments that are necessary to submit as part of your application.

1. Describe the proposed theme, general topics of the proposed Conference/Training and which Council Goal will be addressed. State why the theme was chosen.
2. Describe the purpose of the proposed Conference/Training and if a structured committee is necessary to assist in planning for the Conference/Training. If so, describe what sort of activities the committee will undertake.
3. Describe how Conference/Training printed materials will be developed to meet the needs of participants, including how materials/speakers shall use People First language, be culturally competent and sensitive to the needs of the participants, and be provided in plain language or in alternative formats.
4. Describe how outreach to underserved and unserved populations will occur. State the expected number of participants to attend.
5. Describe the proposed format for the Conference/Training, proposed date(s), the location and venue, and verification that the venue location(s) has full accessibility.
6. Describe the registration process to ensure that the needs of the participants will be fulfilled, and that the registration process is fully accessible. Will there be a registration fee? If so, what is the proposed cost? Describe how those generated funds will be used and if scholarships will be made available, how many will be made available.
7. Introduce the proposed speakers that will be considered for the Conference topics or Training, how they will be chosen and if travel/speaker fees will be involved. If applying for support of a Training, provide a brief bio of the speaker(s) and attach at the end of the written narrative.

8. Describe the proposed partners and other sponsors that will be involved and their role in planning for the proposed Conference/Training. Provide 2 letters of support.

9. State the estimated overall cost to hold the proposed Conference/Training.

10. Describe who will be in charge of the distributing and collecting the evaluation survey at the end of the Conference/Training. State who is in charge of analyzing the feedback and developing the final report to the Council.

11. Provide an Implementation plan of key tasks to be performed, showing who will have responsibility for those tasks, and by what date to have them completed.

Part 4

Evaluation:

The ADDPC requires all funded projects to evaluate their projects based on certain performance measures and adherence to the proposed timeline and scope of work requirements.

If funded, the ADDPC will provide the narrative report template to the Contractor to submit in required reports; and a final report summarizing the project with specific performance measures.

As this is a Conference or Training to take place, Contractors will be required to administer one survey at the end of the Conference or Training. The Contractor shall try to receive a 60% return rate of distributed surveys, analyze the feedback and submit that information in a final report to the ADDPC.

Additional questions may be proposed to ask, relevant to the funded Conference/Training theme, speaker(s), location, etc.; however the first five data points/questions are required by the ADDPC and shall not be modified or removed.

These data points/questions shall be included in your overall Evaluation Survey:

1. The number of people with developmental disabilities who attended the Conference or Training.
2. The number of family members who attended the Conference or Training.
3. The number of other* people trained or educated through the Conference or Training. (*Other refers to professionals, policymakers, stakeholders, or direct support staff.) This number does not include self-advocates or family members.
4. The number of sessions offered in the Conference or the number of times the training was offered.
5. The evaluation survey response rate (i.e. the number issued compared to the number received).

Part 5

Deliverables to the ADDPC:

If awarded a grant from the ADDPC, the following deliverables are required:

1. Two narrative reports on the status of the project and implementation plan.
2. A final narrative report summarizing the activities of contract period, and collection of performance measures.

3. Fiscal invoicing, including backup to support expenses based on approved costs.
4. Other information deemed necessary by the ADDPC. This may include pictures and stories of participants, obtained through signed releases.

Note for Staff and Council: There could be two options to consider with reporting requirements:

- 1) Two reports will be submitted every 4 months, with a final report due 30 days after the end of the contract period. The final report is a brief summary of the project with performance measures reported. Or
- 2) One report is submitted during the project period and one final report due 30 days after the end of the contract period. The final report is a brief summary of the project with performance measures reported.