

Guidance for Self-Advocacy Proposal Review

Members:

Thank you for taking the time to review the two applications that submitted proposals for funding under the Self-Advocacy competitive grant application. Lani should have provided you with 3 documents: the Self-Advocacy Scope of Work; and applications from SWI and Special Olympics.

As the Contracts Manager, I'd like to provide a few key points to keep in mind as you review both applications and the Scope of Work.

Please keep your review confidential per our grant guidelines. Only discuss your concerns with ADDPC staff.

Each application shall be reviewed against the Scope of Work, and not against the other. In other words, do not compare the two together.

The Scope of Work outlines the purpose of the Grant, dollar amount available, requirements of each applicant to be eligible, and Project Narrative/Evaluation Narrative for the applicant to address in a written format that should not exceed a total of 16 written pages.

The other parts of the application includes budget summary and budget narrative for all costs associated with their narrative; timeline of activities; key staffing; organizational experience and expertise; and other forms.

Please keep your observations to what was provided in their application and how each applicant addressed the questions in the Scope of Work. It can be helpful to jot down your notes in terms of Strengths and Weaknesses in these Key Areas: Project Narrative/Evaluation; Organizational Experience and Expertise as it relates to the Scope of Work; Experience of Staff; and Budget Costs.

Staff will provide technical assistance to the members when the committee meets and will take notes as part of this discussion.

At the Grants Meeting, your discussion and deliberations should reach a consensus of each application. The results are either one of them may be recommended for funding with or without clarification OR none of the applications met the Scope of Work requirements. Again, this is done by consensus and feedback by all the committee members.

Please let me know if you have any questions on the evaluation process, the applications or the Scope of Work. I will respond to all emails in a timely manner.

Thank you,

Marcy