

## **Grants/ Contracts Administration Committee**

The Arizona Developmental Disabilities Planning Council's (ADDPC) Grants and Contracts Committee is responsible for:

- Generating scopes of work for Request for Grant Applications (RFGAs) and some contracts, reviewing proposals, making recommendations, and monitoring contracts to affirm the Council meets its goals
- Advising the Council on progress of funded projects
- Growing the cadre of fund-makers and quality applicants who target disability issues, thereby improving impact and sustainability of funded projects

The DDPC Grants and Contracts Committee will advise on the following practices:

- Review and tentatively approve all funding requests, outside of exhibits (new or renewal requests for funding)
- Review budget with Fiscal Manager
- Make recommended changes to ADDPC's Grants Policy Manual
- Be liaison to Executive Committee and provide updates
- Generate Scope of Work for (competitive RFGAs) ideas to support Five Year State Plan
- Continue to look for ways to simplify the grant-making process
- Volunteer to review competitive proposals
- Contract monitoring that includes both programmatic and fiscal review
- Advise on renewal decisions of contracts and funding strategies
- Update Council on funded projects, invite periodic project speakers with individuals and families, and work with Marketing/PR committee to obtain stories (where available) to update the Council and community of how Council funding helps communities
- Advise the Council on the role it should play regarding the sustainability of funded projects (e.g., information on other foundations, grants, trainings to grantees, step-down funding, networking resources, and/or collaborating with agencies and organization to fund projects)
- Identify, network, and collaborate with funders across the state willing to target their funding for innovative programs and services that benefit the DD community
- Broaden and diversify the recruitment of quality applicants for the Council to fund