



Capacity Building Projects Request for Proposals 2006 - 2007

The Region VIII CRP RCEP at CTAT is pleased to announce the availability of Capacity Building Project Grants to Community-based Rehabilitation Programs and Centers for Independent Living in Region VIII.

Important Notes for 2006-2007 Capacity Building Projects

Please read carefully!

- The time frame of Capacity Building Projects has changed. In previous years grantees were required to complete their projects in 9 to 10 months. The time frame for Capacity Building Projects is now an entire year. For 2006-2007, project grants will be awarded in September 2006 and projects must be completed by September 30, 2007.
- A dissemination component has been added to the Capacity Building Projects. The proposal must contain information how results from the project will be disseminated to other organizations. The dissemination component could include writing a newsletter article, making a presentation at a conference, sharing information about the project with other government or private agencies, etc. The dissemination component does not have to be big part of the project or be expensive.
- CTAT feels strongly about partnering with Vocational Rehabilitation. All projects which demonstrate involvement with Vocational Rehabilitation will be awarded up to 3 bonus points when scoring a proposal. **Demonstrating involvement with Vocational Rehabilitation does not require a letter of support.** Proposals can indicate who was contacted at Vocational Rehabilitation and their comments on the project. A person at Vocational Rehabilitation could also email Tyler Paris at tparis@denveroptions.org about the proposed project. The idea is to encourage involvement with Vocational Rehabilitation without requiring a letter of support, as it may be difficult to get an official letter of support from Vocational Rehabilitation.
- Organizations will be eligible to receive a Capacity Building Project grant award for a maximum of two consecutive years.
- Capacity Building Projects **will not** fund the following items: **indirect costs, administrative costs, equipment, current staff salaries/benefits or future staff salaries/benefits.** Projects which indicate expenditures in any of the above items will not be considered and returned.

Background

Community-based rehabilitation programs (CRPs) and centers for independent living (CILs) face challenges common to most organizations in a constantly shifting landscape of change. As well, they face issues unique to non-profits and community-based agencies. These many challenges beleaguer organizations and require cost-effective and innovative solutions. CTAT is committed to building local capacity of CRPs and CILs to provide excellent rehabilitation services utilizing training and consultation methods to meet local needs.

Capacity Building Projects (at least one award for each state) will be available to CRPs and CILs in Region VIII states in order to build the capacity to facilitate community employment outcomes. Region VIII includes the states of Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming.

The Capacity Building Projects will accomplish the following:

- Identify, train, and implement effective new models, strategies and/or processes, and/or;
- Increase competence of staff, management and/or leadership in organizations

in order to facilitate quality community employment outcomes.

CTAT is looking for one year projects that:

- Provide training and/or consultation to enhance community employment outcomes
- Develop expertise in innovative employment practices or processes
- Promote collaborative funding and implementation of services
- Meet local/regional/state needs for training and consultation to address specific issues identified by community rehabilitation programs and/or independent living programs
- Increase the business community’s awareness and competence to hire people with disabilities
- Increase the retention of community employment staff.

Capacity Building Project recipients will be allocated up to five thousand dollars (\$5,000) to contract for expertise in various areas. Consultants and experts daily rate (excludes preparation time and travel time) may not exceed \$555 per day. Funding must be used to support the activities identified in the plan.

Collaboration will be a critical consideration in award selection! Proposals must come from “teams” of community and/or state partners. At least two partners must co-submit this proposal. You may include as many partners as you choose.

Potential Partners

- Other CRPs (Mental Health, Developmental Disabilities, CILs, etc.)
- Local and/or State VR
- Advocacy/professional groups (APSE, NAMI, AAMR, etc.)
- Business Groups (Rotary, Chamber of Commerce, Business Leadership Networks, etc.)

CTAT Support

CTAT will be available to consult with you on your ideas for a proposal and provide resources of consultants who possess expertise necessary to implement your plan.

CTAT will also coordinate dissemination activities, annually, so that Region VIII (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming) CRPs and CILs will benefit from the experiences of the Capacity Building Projects recipients.

Timelines

Capacity Building Project proposals must be postmarked to CTAT no later than August 29, 2006. Proposals will be reviewed and recipients will be notified no later than September 19, 2006. Projects must be completed by September 30, 2007 and final reports submitted by October 31, 2007.

Projects will be selected based on the following criteria:

1. *Development of a viable project* that has a clear goal and specific outcomes. **(30 points)**
2. *Collaborative efforts with community partners* will be evaluated, specifically in terms of the match of partners with project concept and the contributions that each partner brings to the project. **(20 points)**
3. *Innovation and attractiveness of project* will be evaluated in how this project *meets needs* identified in the state or community and *builds capacity to facilitate quality employment outcomes for individuals with disabilities*. **(20 points)**
4. *Effectiveness and feasibility of the project* will be evaluated based on the specific activities **(including dissemination activities)** and timelines proposed to attain the project goal and outcomes. **(20 points)**
5. *The practicality of the project* will be evaluated based on the total budget requested and the description of each proposed expense. **(10 points)**
6. **Bonus points: Earn up to 3 bonus points by demonstrating involvement with Vocational Rehabilitation.**

Proposal Format

Proposals **must** adhere to the following format. Please follow the format and submission directions exactly. Other formats **will not** be considered. Proposals must include a narrative no longer than four, single-spaced, typed pages. Proposals must also include the attached **Application/Budget Page**. NOTES: Please attach the **Application/Budget Page** to the top of your proposal. If the attached **Application/Budget Page** is **not** included in your proposal it will not be considered for funding.

Applicants should submit the original and 3 copies by mail to:

CTAT
Attn: Tyler Paris
9900 East Iliff Avenue
Denver, CO 80231

For questions call or email:

Tyler Paris
(303)636-5610 ext.5733 or (720)244-7204
tparis@denveroptions.org

Narrative Format

- I. The ***overall goal*** of your request and what ***specific outcome(s)*** are projected by the end of the project year.
 - Include a clear and concise statement of need in your proposal.
 - Make sure you demonstrate an understandable link(s) between your statement of need and your project activities.

- II. ***Who*** will be involved on your project team and ***why*** they were selected?
 - Describe the role of each project team member and how they will contribute to the project.
 - Letters of partnership are recommended, but not required.

- III. ***Why this project is an important step*** in your state or community ***to build capacity*** so that quality employment outcomes for people with disabilities are increased.
 - Describe how your project is innovative and/or breaks new ground

- IV. Indicate the ***specific activities and timelines*** necessary to attain project outcomes.

- V. ***Describe how the project will disseminate information, results, products, etc. from project activities.***

- VI. ***How much money is being requested*** and a brief description of ***how each expense supports this proposal***. No matching funds are required, however if additional funding is being utilized, please note the source and amount if known. **Indirect costs, administrative expenses, current staff salary/benefits or future staff salary/benefits are not allowable expenses.** Equipment purchases are not allowable expenses.

- VII. ***Your*** completed proposal will include the following:
 - The **Application/Budget Page** as the **top** (first) page of your proposal
 - Your project narrative
 - Any attachments

Maximum total page limit: 4 single-spaced typed pages (does not include the Application/Budget Page or Attachments).

Application/Budget Page

(please print clearly or type)

Date Submitted: _____

Project Lead Contact Name: _____

Project Lead Agency Name: _____

Mailing Address: _____
Street City ST Zip

Phone: (____) _____ **Fax:** (____) _____

Email Address (required): _____

Amount Requested: _____ **FEIN #:** _____

If selected make check payable to: _____

Expense Description	Expense
<i>Project consultant/trainer fees</i>	
<i>Consultant/trainer travel expenses</i>	
<i>Conference/Meeting expenses</i>	
<i>Materials/supplies/printing</i>	
<i>Participant travel/scholarships</i>	
<i>Other</i>	
Total Expenses	

For CTAT Use Only

Date Received: _____ **Date Reviewed:** _____

Date Notified: _____ **Score:** _____

Comments: _____

