



# Maine Developmental Disabilities Council

## **Small Grants Program: Event Sponsorship**

### **Purpose**

Maine Developmental Disabilities Council (MDDC) provides funding through the Small Grants Program to support organizations in providing conferences and events related to developmental disabilities. The maximum amount that may be requested is \$1000 per event.

### **Applicant Eligibility**

Any individual or organization sponsoring a qualifying event or activity based in the State of Maine may apply. Individuals or organizations who receive grant funding from the MDDC for similar or related activities are not eligible.

### **Available Funding**

Applications are accepted on an ongoing basis. Applicants may request up to \$1000 per event. Awards will be made based upon availability of funds.

### **Eligible Events**

Conferences, workshops, and events that:

- Enhance people's knowledge about disability issues and citizen participation in the decisions that affect their lives
- Educate people with developmental disabilities and their families about specific disabilities
- Provide people with disabilities the opportunity to develop leadership skills and the ability to advocate for themselves and others
- Promote the ability of individuals with disabilities to lead more inclusive, self-directed, productive, and meaningful lives.
- Educate professionals in all fields who serve and support people with disabilities to:
  - Provide greater understanding of disabilities
  - Expand community capacity
  - Promote promising practices

### **How and when do I apply?**

- Applications for Event Sponsorship funds must be received by MDDC a minimum of two months prior to the event, but those seeking funds are encouraged to submit funds as much in advance of the event as possible.
- Applications for Event Sponsorship funds should be submitted in time to allow for MDDC sponsorship to be included in event materials.

### **How and when is funding provided?**

Event Sponsorship funds will be provided by check within one month following approval of the funding request, dependent on the availability of MDDC funds.

## **Requirements**

- Recognition of MDDC support must be included, as appropriate, in all materials related to the event.
- If exhibitor/vendor tables are available at the event, MDDC will be provided with one at no additional cost.
- If the event involves a participant fee, organizers must make it available to persons with developmental disabilities at reduced or no cost.
- Complete and submit an Event Outcomes Report following the event.
- Provide copies or results of any satisfaction surveys or event evaluations.

## **What is the process for reviewing applications and awarding grants?**

When an Event Sponsorship request is submitted:

- Designated MDDC staff review the application to verify that it is complete and all required information is provided. If an application is not complete or does not meet all requirements, the applicant will be notified and provided the opportunity to correct the application.
- Applications that meet all requirements will be reviewed and evaluated by a designated MDDC committee.
- The committee reserves the right to approve an application at a different level of funding than requested or to offer provisional approval of an application.
- The committee reserves the right to require the applicant to participate in an interview and/or provide additional information.
- In evaluating an application, the committee will take into consideration:
  - Availability of MDDC funds
  - The purpose of the event and how it relates to MDDC's mission and State Plan
  - The intended audience and the potential positive impact for people with developmental disabilities
  - Other relevant factors as appropriate

Priority will be given to:

- Applicants who have not previously received funding from MDDC
- Events that directly relate to one or more goals and objectives within MDDC's State Plan
- MDDC reserves the right to deny any application as it sees fit.
- Applicants who are not approved for funding will receive a notification of that decision and, when appropriate, an explanation for the decision.
- Applicants who are approved for funding will receive notification of the approved funding amount and any provisions or requirements related to the award along with an Award Acceptance form to be signed and returned to MDDC.

## **Other Important Information**

MDDC retains the prerogative to make exceptions to any policy requirements or require additional provisions on a case by case basis.