eXplore eRecycling:

Sustainability Efforts in The Arc Network

Application for Grant Funds
Accepting Applications 4/2/2012 thru 4/27/2012

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GENERAL INSTRUCTIONS

Grant applications must be _received_ by 5:00 pm (EST), Friday, April 27, 2012 to The Arc office. Applicants are encouraged to submit proposals using a delivery method that provides a form of delivery confirmation; such as FedEx, UPS, or the United States Postal Service's "return receipt" option. The Arc cannot take responsibility for applications that are late due to a delay on the part of the U.S. Postal Service or other agent of delivery, regardless of when the application is postmarked or sent. Faxed and emailed RFP applications will not be accepted. Any application that arrives after the deadline will be unconditionally refused.

A person authorized to legally bind the applicant organization must sign all applications.

Organization of the Application: All applications must be organized in the format detailed below. All information relevant to the applicant's ability to satisfy the requirements of the RFP should be presented in the order outlined below.

1. **Program Profile**

2. **Program Abstract and Narrative:**
   - Statement of need;
   - Description of the target population;
   - Methodology: Narrative description of program goals, objectives, and activities to implement the RFP intent;
   - Description of the impact of proposed program;
   - Program staffing requirements (include description of duties of each position);
   - Organizational structure for program, as applicable (for example, supervision, reporting structure);
   - Marketing and dissemination plan materials developed by program; and
   - Sustainability and Post-program activities (include discussion of options or plans to obtain continued program funding as well as how to sustain participant outcomes).

3. **Proposed Action Plan for eXplore eRecycling Program:** The Action Plan should specify outcomes that are expected as a result of activities of this program with timelines confined to the duration of the period for which the program is funded as specified in the Request for Proposals.

4. **Evaluation Strategy**

5. **Budget Summary** (Must be signed by authorized official)**:** The Budget Summary is intended to provide a fiscal description of the resources needed to achieve the outcomes described in the Narrative and the Action Plan. An attachment page (*Budget Summary Narrative*) is required that explains how the figures in each line item were determined.

6. **Applicant Qualifications**

7. **Non-Profit Organizations** must include current documentation of their non-profit status (501(c)3).

8. **Interagency Community Collaboration**

ADDITIONAL INSTRUCTIONS

1. The Arc reserves the right to request clarification of any application.

2. Additional material, not requested in the application packet, <u>should not be submitted</u> with the application. Materials included, but not requested will be separated and discarded.

3. Any direct services provided to individuals with intellectual or other developmental disabilities will be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the individual.

4. Grants are contingent on the availability of funds.

5. Inquiries and applications should be addressed to:

> The Arc
> ATTN: Lynell Tucker
> 1825 K Street NW, Suite 1200
> Washington, DC 20006

REQUEST FOR PROPOSAL (RFP) REVIEW PROCESS

1. **Initial Screening:** A first level of screening will be conducted to eliminate applications that are incomplete or unacceptable for the following reasons:

   a) Late submission;
   b) Ineligible applicant;
   c) Application does not meet instruction specifications; or
   d) Application is not within the intent of the objective.

2. **Second Screening:** A Review Committee composed of members of the Expert Advisory Committee, staff of The Arc, and other individuals who are knowledgeable of intellectual and other developmental disability issues and the content of the RFP will determine the merit of each application which has been qualified through the initial screening process. Review of the applications will include written comments, numerical rankings, and group discussion. Recommendations for funding from the Review Committee will be compiled and presented to The Arc management for final decisions.

   Awarding of sub-grants to Chapters of The Arc will take into consideration a variety of factors, including the following:
   - The degree to which the proposal meets all required elements of the eXplore eRecycling Request for Proposals;
   - The organizational capacity to implement the proposed program activities;
   - Chapter's ability to sustain and provide continuing support for the proposed program;
   - The proposed budget is reasonable for implementing activities (use of funds, number of staff, etc.) for the program;
   - The specified level of interagency collaboration;
   - The extent to which the goals and strategies as well as the action steps are clearly stated, reflective of the intent of the RFP, and measurable.
   - Innovative strategies;
   - The degree to which The Arc's Core Values are integral to program activities;
   - The volume of e-waste diverted through reusing, refurbishing, dismantling, or shredding materials for material recovery;
   - The number of people with I/DD participating in community-based employment;
   - The extent that people with I/DD interact with persons without disabilities in the regular course of their employment; and
   - Geographic diversity and size of Chapters.

3. **Notification of Grant Awards:** The Arc will receive the recommendations of the Review Committee. Applicants will be notified of the decision of The Arc by Friday, May 25, 2012. Subsequent to the selection and approval of grantees, written feedback will be provided to all applicants upon request.

eXplore eRecycling: Sustainability Efforts in The Arc Network

PROGRAM PROFILE

PROGRAM TITLE:	
GRANTEE/SUB-GRANTEE	
Agency:	
Address:	
Twitter:	
Facebook:	
Website:	
Fiscal Year:	Begin____/____/____ End ____/___/____

GRANTEE/SUB-GRANTEE AUTHORIZED OFFICIAL					
Contact Name:					
Title:					
Address:					
Email Address:					
Phone:		Cell-Phone:		Fax:	

IMPLEMENTING AGENCY					
Agency:					
Contact Name:					
Address:					
Email Address:					
Phone:		Cell-Phone:		Fax:	
Fiscal Year:	Begin____/____/____ End ____/___/____				

PROGRAM MANAGER					
Contact Name:					
Title:					
Address:					
Email Address:					
Phone:		Cell-Phone:		Fax:	

ADDITIONAL REQUIRED INFORMATION:

- Include a bio for the key staff responsible for the program.   (5000 character limit)

PROGRAM ABSTRACT AND NARRATIVE

In an initial paragraph (*150 words or less*) provide an abstract (*summary*) of the program you propose. In an additional eight (8) pages or less (*double-spaced, 12 point font size, front only*), detail the overall intention of the program, what you propose to accomplish throughout this grant, and what purpose does it have for the people that it serves. Your narrative should include the following:

- Statement of need;
- Description of the target population. Be specific and include demographics (*i.e. age, race, gender, etc.*) as well as baseline characteristics (*i.e. at-risk, homeless, etc.*). Also detail how many people do you intend on serving, and the geographic location of the program;
- Methodology;
- Explain the components maintaining program quality; specifically:
    - Frequency or volume of services for each participant necessary for the goal to be achieved;
    - Duration of participant enrollment and active involvement in the program;
    - Monitoring the quality of services provided; and
    - Dismissal process. What procedures (if any) are followed when a person exits the program? Are there any surveys or assessments used?
- How will your program promote self-determination;
- Impact and expected outcomes of the proposed program;
- Program staffing requirements;
- Organizational structure;
- Program timeline;
- Plan for marketing and dissemination of any program materials. Please note selected proposals will be required to prominently acknowledge The Arc and Walmart Foundation on all program related information. Describe how you will do this.; and
- Post-program activities. Is there any post-program follow-up?

ADDITIONAL REQUIRED INFORMATION:

Specify if this is a new or existing program.
- If a new program, describe why your organization is well positioned to engage in this project (5000 character limit).
- If an existing project, describe how you know whether the project has been successful in achieving community-based employment outcomes for individuals with I/DD and diverting e-waste.

PROPOSED PROGRAM ACTION PLAN

GOAL OF THE PROGRAM ACTIVITIES LISTED BELOW:

_____

_____

PROGRAM ACTIVITIES LEADING TO THE ABOVE GOAL:

Strategy 1:   Between _____ and _____,   _____

_____

_____

      Action Step 1.1: Between _____ and _____,   _____

_____

_____

      Action Step 1.2: Between _____ and _____,   _____

_____

_____

      Action Step 1.3: Between _____ and _____,   _____

_____

_____

Strategy 2:   Between _____ and _____,   _____

_____

_____

      Action Step 2.1: Between _____ and _____,   _____

_____

_____

      Action Step 2.2: Between _____ and _____,   _____

_____

_____

      Action Step 2.3: Between _____ and _____,   _____

_____

_____

GOAL OF THE PROGRAM ACTIVITIES LISTED BELOW:

_____

_____

PROGRAM ACTIVITIES LEADING TO THE ABOVE GOAL:

Strategy 1:   Between _____ and _____,   _____

_____

  Action Step 1.1: Between _____ and _____,   _____

_____

  Action Step 1.2: Between _____ and _____,   _____

_____

  Action Step 1.3: Between _____ and _____,   _____

_____

Strategy 2:   Between _____ and _____,   _____

_____

  Action Step 2.1: Between _____ and _____,   _____

_____

  Action Step 2.2: Between _____ and _____,   _____

_____

  Action Step 2.3: Between _____ and _____,   _____

_____

GOAL OF THE PROGRAM ACTIVITIES LISTED BELOW:

_____

_____

PROGRAM ACTIVITIES LEADING TO THE ABOVE GOAL:

Strategy 1:   Between _____ and _____, _____

_____

_____

  Action Step 1.1: Between _____ and _____,   _____

_____

_____

  Action Step 1.2: Between _____ and _____,   _____

_____

_____

  Action Step 1.3: Between _____ and _____,   _____

_____

_____

Strategy 2:   Between _____ and _____, _____

_____

_____

  Action Step 2.1: Between _____ and _____,   _____

_____

_____

  Action Step 2.2: Between _____ and _____,   _____

_____

_____

  Action Step 2.3: Between _____ and _____,   _____

_____

_____

EVALUATION STRATEGY

In three (3) pages or less (*double-spaced, 12 point font size, front only*), detail how you propose to evaluate the activities and outcomes of the program. Your narrative should include the following:

- An explanation of what you want to know about an activity or service and how will you track it as it relates to the goal;

- A description of the process for gathering information as well as how you will analyze the information;

- Describe how you will be able to tell whether your program is working. Describe the program's measurement process;

- Identify the individuals conducting and or participating in the evaluation; and explain your plan for utilizing and communicating the evaluation results.

- If you will be using any form of social media and or an online presence, how will you capture its effectiveness? Will you be tracking statistics such as:

  o For Facebook: Total Likes (of chapter's page) and Friends of Fans (of chapter's page). For each post that mentions the eRecycling program: date of post, title of post; the anticipated reach; number of engaged users.

  o For Twitter: number of followers (of chapter's Twitter account); date of tweet; content of tweet; and any interactions of users with tweet: mentions, retweets, or favorited tweets.

BUDGET SUMMARY

PROGRAM TITLE:

APPLICANT CHAPTER:

ANNUAL BUDGET: Please fill in dollar amounts in the budget categories below. TOTAL PROGRAM COST must equal the sum of the MATCHING SHARE (cash and/or in-kind) plus the GRANT FUNDS required.

BUDGET CATEGORY	BUDGET			
	GRANT FUNDS REQUIRED	MATCH		TOTAL PROGRAM COST
		CASH	IN-KIND	
SALARIES				$0.00
FRINGE BENEFITS				$0.00
SUPPLIES				$0.00
STAFF TRAVEL	$1,300.00			$0.00
COST OF SPACE				$0.00
EQUIPMENT				$0.00
CONTRACTED SERVICES				$0.00
OTHER				$0.00
PEER LEARNING COMMUNITY	$1,200.00			$1,200.00
TOTAL	$0.00	$0.00	$0.00	$0.00

CERTIFICATION BY OFFICIAL AUTHORIZED TO MAKE COMMITTMENT

_____   _____
                    NAME & TITLE   **DATE**

                    _____
                                        SIGNATURE

THE ARC

BUDGET SUMMARY NARRATIVE

POSITION/DESCRIPTION	GRANT FUNDS REQUIRED	MATCHING SHARE CASH	IN-KIND	TOTAL PROGRAM COST
BUDGET				
SALARIES				
				$0.00
				$0.00
SUBTOTAL	$0.00	$0.00	$0.00	$0.00
FRINGE BENEFITS				
				$0.00
				$0.00
SUBTOTAL	$0.00	$0.00	$0.00	$0.00
SUPPLIES				
				$0.00
				$0.00
SUBTOTAL	$0.00	$0.00	$0.00	$0.00
STAFF TRAVEL				
Peer Learning Conv. Attendance- Program staff person (required)	$1,300.00			$1,300.00
Peer Learning Conv. Attendance- Person with I/DD (optional- $1,300 allowable)				$0.00
SUBTOTAL	$1,300.00	$0.00	$0.00	$0.00
COST OF SPACE				
				$0.00
				$0.00
SUBTOTAL	$0.00	$0.00	$0.00	$0.00
EQUIPMENT				
				$0.00
				$0.00
SUBTOTAL	$0.00	$0.00	$0.00	$0.00
CONTRACTED SERVICES				
				$0.00
				$0.00
SUBTOTAL	$0.00	$0.00	$0.00	$0.00
OTHER				
				$0.00
				$0.00
SUBTOTAL	$0.00	$0.00	$0.00	$0.00
PEER LEARNING COMMUNITY				
Peer Learning Course	$1,200.00			$1,200.00
SUBTOTAL	$1,200.00	$0.00	$0.00	$1,200.00
TOTAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Note:

The Budget Summary is intended to provide a fiscal description of the resources needed to achieve the outcomes described in the Narrative and the Action Plan. The attachment page (Budget Summary Narrative) is required and explains how the figures in each line item were determined.

BUDGET INFORMATION

The following list is a summary of costs considered "allowable," but is <u>not</u> all inclusive. Exclusion of an item from this list does not necessarily mean it is unallowable. Budget categories may include:

Salaries	Fringe Benefits	Supplies
Staff Travel	Cost of Space	Equipment
Contracted Services	Other	

Salaries: Salaries for all staff hired by the applicant organization to work specifically on the project. This may include professional staff, interns, paraprofessionals, and/or part-time/hourly employees.

Fringe Benefits: Fringe Benefits for staff working on the project may include FICA, Unemployment, Worker's Compensation, Health Insurance and/or Retirement Benefits.

Supplies: Supplies may include consumable items that are essential to the program. Examples of allowable supplies include office supplies, computer supplies, medical supplies, subscriptions, directories and/or journals.

Staff Travel: Travel costs of staff indentified in the budget that is deemed reasonable and necessary to conduct project activities. Examples of staff travel include transporting consumers, staff mileage relating to project operation, room, board, air fare, conference registration fees, and meals.

Cost of Space: Cost of Space may include rent or lease of office space (including utilities), and meeting or conference space to be used specifically for the project.

Equipment: Equipment is defined as non-expendable items with a value exceeding $500.00. This may include new or updated equipment, rental equipment or leased equipment essential to the program. Examples of allowable equipment include tools, office equipment, computers, and computer software.

Contracted Services: Contracted Services may include essential services that cannot be met by other grant personnel and specifically relate to the work of the project. Examples of contracted services include consultants, photocopy services, fiscal and/or auditing services. The Arc must provide approval prior to grantee entering into any contracts.

Other Services: Other Services may include consumer stipends, reproduction/printing, cleaning/janitorial services, telephone or any other service which does not fit into another category.

Peer Learning Community: For this initiative, a Peer Learning Community is a series of educational opportunities that allows participants to share and learn from one-another as well as experts in the fields of electronic recycling, disability, and employment. Attendance of a program staff person is mandatory at one face-to-face meeting to be held in 2012; grantees may elect to also send a participant with I/DD.

APPLICANT QUALIFICATIONS

- Applicant background (for example, organization's mission, history, and capacity. In addition include, an overview of the community demographic in which the program will operate.);
- Experience relevant to undertaking program; and
- Organizational structure of the applicant organization.

NON-PROFIT STATUS DOCUMENTATION

Organizations applying for grant funds from The Arc that are designated as non-profit, or not-for-profit organizations must provide documentation of their non-profit status with the grant application. Please include a copy of the applicant organization's current 501(c)3 status.

INTERAGENCY AND COMMUNITY COLLABORATION

- How many interagency or community collaborators do/will you have in relation to the program? Please name them.

- What is the role of each collaborator in the program?   (5000 character limit for each)

- If available, please provide endorsements and or letters of support indicating coordination/collaboration with community partners in relation to this program.

By signing below we acknowledge the following: we are a Chapter in good standing; we agree to participate in outcome evaluations; we understand we need to secure matching funds for this grant; we agree to publicize support provided by the Walmart Foundation in collaboration with The Arc of the United States; we agree to display both The Arc and Walmart logos on all program information and materials; we agree to actively participate in the initiative's Peer Learning Community; and we agree to complete the required reporting.

NAME & TITLE	**DATE**

SIGNATURE