

## **Wood County Board of Developmental Disabilities**

### **Grant Proposal**

The Wood County Board of Developmental Disabilities (WCBDD) is a public agency responsible for ensuring the availability of services to individuals with developmental disabilities. Funds from WCBDD support a variety of programs and services that are intended to minimize the risk to the individual's health and safety while supporting the acquisition of skills that lead to greater independence.

The WCBDD has a specific interest in assuring the availability of inclusive programs and services designed to meet the emerging needs of individuals eligible for county board funding or to expand successful programs and services for individuals eligible for county board funding. Specific emphasis is placed on programs and services that will:

- A. Create safe, inclusive, positive living, recreational and working environments
- B. Enable individuals to develop the skills and resources needed to achieve their fullest potential and greatest level of independence

Multi-year proposals to provide programs and services will be considered if the applicant organization can show the progression of the program/service over time. Funds are awarded only to nonprofit, charitable organizations that have been designated as having tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

#### **Request for Grant Process**

Proposals to provide programs and services must be submitted utilizing the Grant Proposal Form. Only completed proposals, including attachments, will be considered for approval. This Grant Proposal Process is not subject to the competitive bidding requirements contained in Ohio Revised Code Section 307.86.

All proposals to provide programs and services are judiciously reviewed by the WCBDD administrative staff, the WCBDD Program Committee, the WCBDD Finance Committee and Ethics Committee (only as applicable) prior to consideration for approval by the WCBDD. Applicant organizations are notified, in writing, of the approval or denial of the proposal within one week after the WCBDD takes action. Expenses incurred by the applicant organization prior to notification cannot be paid by the WCBDD.

All decisions of the WCBDD are final and cannot be appealed. The WCBDD reserves the right to adjust awards based upon proposal review, number of applicants, and available funds.

#### **Proposal to Provide Programs and Services**

The following information must be included in the Grant Proposal Form:

##### **Program/Service Purpose and Need**

- Title of the program/service
- Statement of unmet need or problem
- Focus area of the program/service
- Goals and objectives of the program/service

### **Program/Service Implementation**

- Plans and timeframe for implementation
- Identification of individual(s) responsible for oversight of the program/service, including qualifications

### **Program/Service Evaluation**

- Criteria and procedures to evaluate the success of the proposed program/service
- Relate this evaluation to the stated goals and objectives of the program/service

### **Program/Service Sustainability**

- Identification of plans for securing ongoing support for the program/service once WCBDD funds are expended
- Identification of anticipated future financial needs of the program/service and potential funding sources

### **Program/Service Budget**

- One-page program/service budget:
  - Specific grant period
  - Line-item expenses that clearly detail the proposed use of WCBDD funds
  - Projected income and expenses for the proposed program or service

### **Program and Service Recognition**

- Identification of how the organization will communicate and with whom the organization will communicate the progress and results of the program/service

### **Attachments (If applicable)**

- Names and affiliations of the applicant organization's Board of Trustees
- Brief background/history of the applicant organization, including when and how the organization was established, mission statement, accomplishments to date, and a listing of all current programs and services
- Most recent audit (if unaudited, income and expense statements and balance sheet must be provided)
- Current operating budget
- Copy of applicant organization's tax exemption letter from the Internal Revenue Service.
- Program/service budget information (as referenced above)

### **Proposal Review Criteria - All proposals must address the following:**

- Meet a significant need of the individuals with developmental disabilities in Wood County
- Support and increase the inclusion of individuals with developmental disabilities in the community

- Demonstrate an efficient use of WCBDD resources to serve only individuals who have been determined eligible to receive WCBDD services
- Promote collaborative, coordinated services between and among organizations and elimination of unnecessary duplicated services
- Propose specific programs and services rather than general operating support for the organization
- Provide a practical plan to desegregate congregate services, if applicable
- Provide a sensible and sound plan for obtaining continuing financial support once WCBDD funds are expended

**The WCBDD will not approve funds to/for:**

- Support the general operating budget or budget deficit of established organizations
- Replace or supplant other sources of available funding for programs or services, including services that are payable by Medicaid
- Sponsorships in media or political action campaigns
- Sponsorship in sectarian activities of religious organizations

Additional information may be obtained:

**Rhonda Kendall, Administrative Assistant Supervisor**

**Wood County Board of Developmental Disabilities  
1921 E. Gypsy Lane Road  
Bowling Green, Ohio 43402  
Telephone: (419) 352-5115**

# Grant Proposal Form

Completed forms should be returned to [rkendall@woodcountydd.org](mailto:rkendall@woodcountydd.org) along with applicable attachments. If more room is needed, please attach document with field number and additional information.

1. Program/Service Purpose and Need:

2. Program/Service Implementation:

3. Program/Service Evaluation:

4. Program/Service Sustainability:

5. Program/Service Budget:

6. Program and Service Recognition:

All applicable attachments should be submitted in accordance with the Request for Proposal Process. If the attachment is referenced in a field, please number and place in order.