

**South Carolina Developmental Disabilities Council**  
*Office of Executive Policy and Programs | Department of Administration*

**SMALL GRANT GUIDELINES AND APPLICATION**

**The South Carolina Developmental Disabilities Council**

The mission of the South Carolina Developmental Disabilities Council is to provide leadership in planning, funding, and implementing initiatives that lead to improved quality of life for people with developmental disabilities and their families through advocacy, capacity building, and systemic change.

The South Carolina Developmental Disabilities Council (DD Council) was established in 1971 by Executive Order (reauthorized in 2010 and 2015) to serve as the State's forum for issues concerning the needs of individuals with intellectual and developmental disabilities and their families. The Council empowers people with disabilities and their family members to achieve their maximum level of independence, productivity, and integration into the community. The Council receives funding under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act, P.L. 106-402) to provide assistance in the development and coordination of services and supports for people with intellectual and developmental disabilities and their families. As a result, no less than 70% of federal funding allotted to the DD Council is used to fund projects assigned to a Council State Plan objective.

The DD Council supports projects in three priority areas as detailed in the *2017-2021 Five Year State Plan*. The current plan, developed with input across multiple Council stakeholders including individuals with disabilities and their families, details three priority areas: Employment, Community Supports, and Self Advocacy. Each priority area includes objectives, and grants are awarded to projects addressing these objectives as determined by DD Council's standing committees.

**Developmental Disability Defined**

Developmental disabilities are defined by the DD Act in two parts: A., generally, and B., infants & young children.

- A. In general—The term developmental disability means a severe, chronic disability of an individual that—
  - (i) is attributable to a mental or physical impairment or combination of mental and physical impairments;
  - (ii) is manifested before the individual attains age 22;
  - (iii) is likely to continue indefinitely;
  - (iv) results in substantial functional limitations in 3 or more of the following areas of major life activity;
    - a. Self-care;
    - b. Receptive and expressive language;
    - c. Learning;
    - d. Mobility;
    - e. Self-direction;
    - f. Capacity for independent living;
    - g. Economic self-sufficiency; and
  - (v) reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.
- B. Infants and Young Children—An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting 3 or more of the criteria described in clauses (i) through (v) of subparagraph (A) if the individual, without services and supports, has a high probability of meeting those criteria later in life.

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## **Small Grant Application**

Small grants must include evidence-based, organized activities that increase knowledge and skills in the following DD Council priority areas: Community Supports, Employment, or Self Advocacy. Please refer to at least one of the Council's State Plan for more information on these goals: [SC DD Council Five Year State Plan](#) .

*Applicants must refer to a specific State Plan goal and objective.*

Applicants may request up to \$5,000.00 per grant, and organizations may only receive one small grant per program year, July 1-June 30.

Applicants must attach a draft or final copy of an agenda with the application.

## **Application Sections**

### **Budget**

Describe how grant funds will be used to support activities. Grantee match funding is not required, and indirect costs are not permitted. Maximum small grant award is \$5,000.00.

- DD Council is not permitted to pay for food.
- DD Council will not approve requests for individuals. Grant funds are to be used to support organized activities.
- Budget revisions are not permitted after the grant award is transmitted, and additional funding restrictions may apply.
- Reimbursement will only be made for budgeted items and receipts must be presented with reimbursement requests.

Strong applications typically budget grant funds to speaker fees, speaker travel costs, venue fees, and similar items.

### **Budget Narrative**

Describe how the funds will be used to support activities. Link dollars leveraged to specific activities.

### **Small Grant Activities**

Provide a brief overview of the activities and describe intended objectives. Activities must include programming targeting a specific DD Council State Plan goal and objective. Activities must be evidence-based best practices and/or promising practices. Use this section to refer to the evidence base, describe the target audience, and estimate the number of participants. Strong applications refer to specific topics and learning activities through citing peer-reviewed research.

### **Impact on Council's Mission and State Plan Priority**

Describe the intended impact activities will have on the overall mission of the DD Council and the specific State Plan goal and objective. Use this section to describe participants' learning goals. Intended outcomes should be measurable, and the grantee is expected to evaluate participants. Strong applications reflect DD Council's overall intended impact on increasing self-advocacy, family-advocacy, self-determination, capacity building, and systems change. This section will serve as a basis for the evaluation plan.

### **Evaluation Plan**

Describe how participants will be evaluated for satisfaction and outcomes. Activities targeting individuals with intellectual and developmental disabilities and their families must measure increases in self-advocacy, family-advocacy, self-determination, and self-awareness. Professional participants must also be assessed for impact. Typically, satisfaction surveys are collected at the event and follow-up surveys are sent to participants 3-6 months following the event.

- The small grant report is due within 30 days of the event, and reimbursements will not be paid until the report has been validated.
- Applicants must plan to conduct follow-up impact evaluation at least three months after the activities ends to measure the impact.

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- Individual and family impacts will include increases in self-advocacy, family-advocacy, self-determination.
- System and professional impacts will include formal or informal changes to policies and procedures.
- The evaluation plan must include sample survey questions or describe how outcomes will be measured.