

Global Down Syndrome Educational Grants

A Collaborative Grant Program from the Global Down Syndrome Foundation and the National Down Syndrome Congress

March 17, 2014

Dear Friends and Colleagues,

We are proud to present the third Request for Proposals (RFP) for the Global Down Syndrome Educational Grants: A Collaborative Grant Program from the Global Down Syndrome Foundation and the National Down Syndrome Congress.

The Global Down Syndrome Educational Grants (“Grant(s)”) are a direct result of (1) surveys sent directly to many local Down Syndrome organizations, and (2) requests from the National Down Syndrome Congress’s affiliate group. In both cases, local education programs were considered critical to the work of creating a brighter future for people with Down syndrome.

The grants are intended to provide much needed funding to create important educational programs or augment existing educational programs that definitively help people with Down syndrome. In addition, the Grants will provide parameters of success that better ensure sustainability of such educational programs.

The proposals for the Grants are due on May 16, 2014, and winners will be announced at the National Down Syndrome Congress Annual Convention in Indianapolis in July 2014. The Grants will be awarded in the amount up to \$15,000 each. The long-term intention of the Grants is to provide seed money to local organizations that will, utilizing parameters of success required by the Grant, attract sustainable funding from other sources. In this way, over time, we can help launch dozens if not hundreds of new educational programs that benefit people with Down syndrome.

Attached you will find useful application information about the Global Down Syndrome Educational Grants, including eligibility requirements.

We hope you are as excited as we are about the continuation of this collaborative initiative. We look forward to your proposals as well as your thoughts and suggestions.

Together, we will create a brighter future for people with Down syndrome!

Michelle Sie Whitten
Executive Director
Global Down Syndrome Foundation

David Tolleson
Executive Director
National Down Syndrome Congress

Global Down Syndrome Educational Grants

ELIGIBILITY

- The proposal must be from and for a National Down Syndrome Congress local affiliate.
- The proposal must be for a new educational program **OR** in some cases a significant extension of an existing program will be taken into consideration; in both cases the educational program should have a clear and measurable impact that benefits people with Down syndrome.
- Organizations that are **not** designated 501(c)(3) by the IRS cannot apply.
- Organizations must link from their websites to the Global Down Syndrome Foundation (www.globaldownsyndrome.org) as a resource in order to be considered.
- A Grant Agreement must be signed once a Grantee is chosen in order to access the Grant funding.
- The grant application must be filled completely and be submitted by no later than Friday, May 16, 2014. Grant awards will be announced at the National Down Syndrome Congress Annual Convention in July 2014.

Send complete grant application packet, including all of the attachments, to:

info@globaldownsyndrome.org AND info@ndscenter.org

SECTION A: Organizational Information

(Please type directly into the form)

General Information

Legal Name of Organization:

DBA (if applicable):

Taxpayer ID Number:

Mailing Address:

City:

State:

ZIP,

Executive Director Name:

Phone:

Email:

Contact (if different),

Phone:

Email:

Organization Email:

Organization Website:

Twitter:

Facebook:

Other social media:

Authorization

The undersigned certifies that she/he is authorized to represent the organization applying for a Grant, and that the information contained in this application is accurate. The undersigned agrees that if a Grant is awarded to the organization, the grant will be used for the purpose outlined in the Grant application and may not be expended for any other purpose without prior written approval from the Global Down Syndrome Foundation and National Down Syndrome Congress. The undersigned also agrees that information about the organization as specifically related to the grant may be used by the Global Down Syndrome Foundation and the National Down Syndrome Congress in any published materials.

Signature of Executive Director

Date

Organizational Information

Year Founded:

Mission Statement:

Brief History:

Current Goals:

Geographic Area Served:

Number of Employees:

Full Time:

Part Time:

Number of Volunteers:

FT /PT Employees with
Down syndrome:

If your organization is membership-based, how many members do you have?

What percentage of members or people served by your organization fall into the following categories (total should **not** equal 100% as many people will fall into more than one category)? Please fill in both tables.

Adults (21 and over) with Down
syndrome and their families

Children (under 21) with Down
syndrome and their families

Professionals who serve or interact
with people with Down syndrome

%

%

%

Under the
poverty line %

Hispanic %

Native
American %

Other ethnicity %

African
American %

Asian %

Caucasian %

Board/ Governance

Describe the role of the board of directors in advancing the mission of your organization.

Describe your organization's policy regarding board term limits and diversity.

What percentage of the board contributes financially to your organization annually?

Describe how your organization strives to be inclusive in its programs, hiring, board and volunteer recruitment, and describe the results of inclusiveness activities to date.

Financial Information

What financial or accounting software does your organization use?

Who is responsible for the organization's financials (choose all that apply)?

Full Time Accountant

Part Time Accountant

Contract Accountant

Volunteer Accountant

Board of Directors

Other (please specify)

Organizational Budget:

Revenue: \$

Expenses: \$

Fiscal Year Ending Date:

Have your received funding from the Global Down Syndrome Foundation or the National Down Syndrome Congress in the past three years?

If yes, please briefly describe the project that was funded and the amount of funding.

Sources of Income Table

	%	Foundation Grants
	%	Government Grants
	%	Corporations
	%	Events
	%	Individual Contributions
	%	Workplace Giving
	%	In-Kind (optional)
	%	Other
	100%	Total

Existing Organizational Programs (attach additional sheet if necessary)

Provide a brief description of all your organization's current programs and events.

Provide a more detailed description of your organization's current educational programs. Include population numbers served, as well as past results. (Do not include the educational program that is associated with this grant application, which you will describe in more detail in the narrative section.)

SECTION B: Program Information

Type of Grant Requested

Support is being requested for (please check only one area):

Annual educational
conference or workshop

Twice annual educational
conference or workshop

Quarterly educational
conference or workshop

Target audience (please provide percentage for all areas that apply)

People with Down syndrome	Parents and caregivers of people with Down syndrome	Educational professionals	Medical professionals (including therapists)
%	%	%	%

Program Description (attach additional sheet if necessary)

Name of Program:

Dates and times the program is offered:

Anticipated attendance:

Description of Program:

How does this effort address a need for people with Down syndrome?

What are the specific, measurable objectives of the program?

Explain the methodology and benchmarks that will be used to assess the programž

Provide a sample of survey questions that you would use to gauge the effectiveness of the program.

If the program existed last year, what outcome(s) were achieved? How will additional funds provide for a significant difference in programming?

How will you market this program in your area?

Program Budget: (attach additional sheet if necessary)

Budgeted revenue and expenses for the program.

Will additional funds be required for the program to break even or have a positive net income? If so, how do you plan to raise the funds? Please include the names of foundations and/ or corporations you would target. What confidence level do you have of receiving the additional funding?

Will a fee be charged for attending the program? If so, how much?

Sustainability: (attach additional sheet if necessary)

Calculate the percentage of revenue this grant would represent for your organization.

Calculate the percentage of attendance/ audience this program represents of your total membership or constituent base.

Provide a list of potential foundations that would fund this type of program as well as the average grant size per foundation.

SECTION C: Attachments

1. **Letter indicating tax-exempt status** under section 501(c)(3) of the U.S. Internal Revenue Code. Letter must be dated within the last five years.
2. **Board of Directors List** including information about position on board, occupation, and name of employer, city and state of residence and term end date.
3. **Anti-Discrimination Statement** that has been adopted by the Board of Directors (if available).
4. **List of names and qualifications of Key Staff**, including the length of service with the organization. Do not include job description and resumes.
5. **Annual Operating Budget** for the current financial year (including revenue and expenses).
6. **Detailed Program Budget** for the grant proposal (include revenue and expenses).
7. **Current (Year-to-Date) Financial Statements.** Include a Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) through the most recently completed operating month available (must be within the past three months).
8. **Year-End Financial Statements** (audited, if available)
9. **Major Contributors List** for the past two years, including major public contributors (foundations, corporations, government) and amounts.
10. **Annual Report** (if available)