

Early On® Michigan Foundation Mini-Grant

The purpose of the *Early On*® Michigan Foundation is to strengthen *Early On* Michigan's capacity to serve infants and toddlers with developmental delays or established conditions and their families who are eligible under Part C of the Individuals with Disabilities Education Act (to learn more about the *Early On* Michigan Foundation, visit www.EarlyOnFoundation.org). The Foundation will disburse grant funds to *Early On* programs with the aim of enhancing the quality of service provision and supporting improved outcomes for eligible infants and toddlers and their families.



Scope and Purpose of Mini-Grant: The *Early On* Michigan Foundation Mini-Grant offers an opportunity for eligible applicants to apply for a small award to support a component of their work with eligible infants, toddlers, and families. Funded activities might include (but are not limited to):

- Contracting with community organizations to provide respite for parents
- Purchase of assistive technology devices
- Purchase of evaluation or assessment tools
- Advertising for child find outreach
- One-time increase in staff hours
- Personnel development materials (i.e., books, journal subscriptions, etc.)

Who is eligible? Eligible applicants include Michigan intermediate school districts and local intermediate school districts responsible for the implementation of Part C of the Individuals with Disabilities Education Act. **The ISD-level *Early On* Coordinator must sign the application indicating knowledge of the application.**

Deadline: Applications must be received by **4:00 p.m. on May 12, 2017**. Applications must be submitted **via email to CCallahan@EarlyOnFoundation.org**. **No paper or fax applications will be accepted.**

Award: Funds for this grant were raised through the 2015 Silent Auction to Benefit *Early On* Michigan. The *Early On* Michigan Foundation will award one grant whose sum is not more than \$3,859. Announcements of the grant award will be made by June 16, 2017. The period of the grant award will be July 1, 2017 through June 30, 2018. At the onset of the award, the Foundation will disburse 75% of the award, with the balance of actual expenditures payable to the grantee upon submission of the final report and expenditures, due June 30, 2018.

Criteria: Applications will be judged on how closely they fit with the mission of the *Early On* Michigan Foundation. Grants will be limited to projects that support the *Early On* Michigan system. Preference will be given to proposals that provide:

- Clearly stated goals and objectives;
- A specific, feasible plan of action to accomplish well-defined objectives;
- A reasonable, appropriate, and specific budget;
- Clearly articulated family-centered approach

Activities funded must benefit children and families eligible for early intervention services under Part C of IDEA.

Requirements: Applications/proposals may be **no longer than four pages**. Resumes and supporting documentation may be attached, in addition to the four pages. For funded projects, any products purchased or developed must be identified with an acknowledgement of the *Early On* Michigan Foundation as the funding source and include the Foundation logo. A final report of activities, products, outcomes and budget expenditures, including photos of any products, must be submitted to the *Early On* Michigan Foundation at the conclusion of the grant period/project, June 30, 2018.

No indirect costs may be applied to these funds.

Criteria for Evaluating Proposals

1. With regard to the **PROPOSAL IN GENERAL (25 points)**
 - Does the proposal describe how use of funds will improve or support early intervention in their area?
 - Are the goals, objectives, and primary tasks set forth feasible?
 - Are the project goals stated clearly? Are they concrete and specific enough to be measurable?
 - Does the project relate to priorities and objectives established by *Early On* Foundation?

2. With regard to the **PLAN OF WORK**, does the proposal **(25 points)**
 - Describe the work to be performed associated with people or a person who will do the work?
 - Tie work to be done to a timetable?
 - Provide sufficient time for the accomplishment of project goals?
 - Include a description of any follow-up or continuing activity that will occur after project completion?
 - Make sense? Is there a more logical manner of proceeding to accomplish stated project goals?
 - Include a clearly articulated family-centered approach?

3. With regard to the **PERSONNEL**, does the proposal **(10 points)**
 - Use personnel qualifications that are appropriate for the duties assigned to them?
 - Include a job description and statement of qualifications for any increase in staff hours?
 - Describe the names and qualifications of any consultants, advisory board members, or other paid or non-paid advisors or contractors?

4. With regard to the **BUDGET**, does the proposal **(15 points)**
 - Indicate what costs are to be paid for with the grant and what costs will be met by the applicant or other sources?
 - Provide any matching funds?
 - Describe how budget figures were arrived.
 - Account for all expenditures describe in the proposal narrative?
 - Make sense?
 - No indirect costs may be applied to these funds.

Questions: Please contact Christy Callahan at (866) 334-5437 or CCallahan@EarlyOnFoundation.org.