

**APPLICATION FOR COSPONSORSHIP FUNDS  
TRAINING CONFERENCES FFY 2018**

**AGENCY, ORGANIZATION, COMMITTEE, OR COALITION NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE:** (\_\_\_\_) \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CONFERENCE TITLE:** \_\_\_\_\_

**DATE/LOCATION:** \_\_\_\_\_

**NOTE:** Conference date must be **no later than September 15, 2018**

**NUMBER OF EXPECTED ATTENDEES:** \_\_\_\_\_

**IS THE APPLICANT –**

The sole or primary conference sponsor? Sole \_\_\_\_ Primary \_\_\_\_

If the primary sponsor, name all other sponsors \_\_\_\_\_

\_\_\_\_\_

A committee, coalition, or group? Yes \_\_\_\_ No \_\_\_\_

If yes, name all other members \_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:** If the applicant is partnering with one or more other organizations to sponsor a conference, **none of the partnering organizations can also independently apply for cosponsorship funds for the same conference.**

**FISCAL AGENT INFORMATION:**

If a Fiscal Agent handles funds or signs contracts on your behalf, please complete this section:

**FISCAL AGENT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE:** (\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NOTE:** According to the Council's Five Year State Plan, training conferences should provide ongoing education and training that reflect and incorporate the values in the DD Act in programs and supports for people with developmental disabilities that will lead to greater networking and partnering with others across the state through a variety of delivery modes including face to face, online learning, postsecondary educational opportunities, and blended learning.

The DD Act definition of a **developmental disability**; and definitions of **independence, productivity, self determination, integration and inclusion** appear at the end of this Application Form.

1. **What specific best practices knowledge and/or leadership skills training** will be provided to participants at this conference?
2. **How** will the knowledge and/or leadership skills training provided help participants and/or contribute to their increased **independence, productivity, self determination, integration and inclusion (IPSII)** in the community – the outcomes/results stated in the Developmental Disabilities Assistance and Bill of Rights Act (DD Act)? Please give two examples of the relationship between the training provided and the IPSII results. **Please see attached IPSII definitions.**
3. What audience(s) are you targeting for this training conference?
4. Cosponsorship funds (**maximum of \$2,000**) can be used for **presenter fees and/or scholarships** for people with developmental disabilities or family members who need financial assistance so they can participate.

#### 4 A. PRESENTER FEES

Are any of the requested funds for presenter fees? Yes \_\_\_\_ No \_\_\_\_

If yes, total dollar amount requested is \$ \_\_\_\_\_.

Please identify presenter(s), topic(s) each will address, and funds for each:

- Name: \_\_\_\_\_ \$ \_\_\_\_\_  
Topic: \_\_\_\_\_
- Name: \_\_\_\_\_ \$ \_\_\_\_\_  
Topic: \_\_\_\_\_
- Name: \_\_\_\_\_ \$ \_\_\_\_\_  
Topic: \_\_\_\_\_

#### 4 B. SCHOLARSHIPS

Are any of the requested funds for scholarships? Yes \_\_\_\_ No \_\_\_\_

If yes, total dollar amount requested is \$ \_\_\_\_\_.

- a. **PLEASE NOTE:** A scholarship is an award or grant of dollars to offset, in whole or in part, the costs, such as a registration fee, associated with attending/participating in a training or learning opportunity.
- b. **If funds are requested for scholarships,** please note the dollar amount per person (\$ \_\_\_\_\_ per person) for scholarships for \_\_\_\_\_ participants (number of participants receiving scholarships).
- c. The applicant is responsible for determining eligibility criteria for scholarships and having a scholarship application process in place.
- d. Is there a registration fee for this conference? Yes \_\_\_\_ No \_\_\_\_

If yes, what is the registration fee? \$ \_\_\_\_\_.

**PLEASE NOTE:** Scholarship funds may be used to pay all or a portion of the registration fee for individuals with developmental disabilities or families who could not otherwise attend without some financial assistance.

Total funds requested for presenter fees and scholarships = \$ \_\_\_\_\_.

- 5 Evaluation Data: The Administration on Intellectual and Developmental Disabilities (AIDD) has adopted a new set of performance requirements for all federal grants and contracts.

In addition to an updated Evaluation Form for training conferences, each applicant that receives cosponsorship funds is expected to report the following before receiving payment:

- a. Number of attendees (separate counts of the number of people with developmental disabilities, number of family members, and number of attendees who are professionals/providers/general public); and breakdown of attendees in terms of
  - Men and women;
  - Race (according to census designations); and
  - Geographic location – urban/rural;
- b. Customer satisfaction using a survey form prescribed by the federal government;
- c. Documentation of any changes in local or state policies, procedures, and best practices as a result of this conference;
- d. Documentation of any systems change activities as a result of this conference.

**PLEASE NOTE:** Request only the amount of funds you are certain you'll need to help finance your conference, including a reasonable expectation of the number of attendees based on marketing and recruitment efforts, and early registration.

**Application deadline:  
No later than 3:00 p.m. on Monday, March 19, 2018.**

For questions or further information:

Mary Jo Nichols, Grants Administrator  
Governor's Council on Developmental Disabilities  
Minnesota department of Administration  
370 Centennial Office Building, 658 Cedar Street  
St. Paul, Minnesota 55155  
(651) 282-2899 voice (877) 348-0505 toll free  
(800) 627-3529– Minnesota Relay Service OR 711  
Email: [admin.dd@state.mn.us](mailto:admin.dd@state.mn.us)

**THANK YOU!**

## **DEFINITIONS**

<b>INDEPENDENCE</b>	The extent to which individuals with developmental disabilities exert control and choice over their own lives.
<b>PRODUCTIVITY</b>	<p>Engagement in income-producing work that is measured by increased income, improved employment status, or job advancement; or</p> <p>Engagement in work that contributes to a household or community.</p>
<b>SELF DETERMINATION</b>	<p>The freedom to choose how, where, and with whom to live; freely created relationships; contributing to the community in a meaningful way;</p> <p>Taking responsibility for personal decisions and actions; making decisions about financial resources, needed supports, and hiring/evaluating direct care providers;</p> <p>Dignity and respect of and for people with disabilities;</p>
<b>INTEGRATION AND INCLUSION</b>	<p>Whatever it takes to remove system barriers, achieve what may seem impossible, and do no harm.</p> <p>The use by individuals with developmental disabilities of the same community resources that are used by and available to other citizens;</p> <p>Living in homes close to community resources, with regular contact with citizens without disabilities in their communities;</p> <p>The full and active participation by individuals with developmental disabilities in the same community activities and types of employment as citizens without disabilities, and utilization of the same community resources as citizens without disabilities; living, learning, working, and enjoying life in regular contact with citizens without disabilities.</p> <p>Having friendships and relationships with individuals and families of their own choosing.</p>

## **Definition of “developmental disability” -**

The term “developmental disability” is defined in the DD Act as a severe, chronic disability of an individual from birth that:

1. Is attributable to a mental or physical impairment or a combination of mental and physical impairments;
2. Is manifested before the individual attains age 22;
3. Is likely to continue indefinitely;
4. Results in substantial functional limitations in three or more of the following areas of major life activity: self care, receptive and expressive language, learning, mobility, self direction, capacity for independent living, and economic self sufficiency; and
5. Reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic care services, supports or other assistance that is of lifelong or extended duration and is individually planned and coordinated;
6. When applied to infants and young children, individuals from birth to age nine, inclusive, with a substantial developmental delay or specific congenital or acquired conditions may be considered to have a developmental disability if the individual, without services and supports, has a high probability of meeting those criteria later in life.