

Arkansas Department of Human Services
Division of Provider Services and Quality Assurance



Arkansas Lifespan Respite Grant
Notice of Funding Opportunity

Issue Date: April 15, 2019

Completed applications must be sent by email by 5:00 pm on

May 3, 2019

Send completed applications to:

Sarah Schmidt

Arkansas DHS Division of Provider Services and Quality Assurance

Email: sarah.schmidt@dhs.arkansas.gov

Questions may be emailed to:

sarah.schmidt@dhs.arkansas.gov



Mini-grant funding made available through the Lifespan Respite Program Grant initiative awarded to Arkansas Department of Human Services - Division of Provider Services and Quality Assurance by the Administration for Community Living (ACL), Grant # 90LRLI0019-01.

Introduction: This opportunity is being offered through the Arkansas Lifespan Respite Grant awarded to the Arkansas Department of Human Services – Division of Provider Services and Quality Assurance from the Administration for Community Living (ACL).

Purpose: The purpose of this funding is to support and encourage the provision of services to additional family caregivers at no cost to the families involved through respite mini-grants. The ultimate goal is to generate actual respite for family caregivers and others providing informal care for someone of any age with a special need.

Description: The goal of this opportunity is to provide funding that will allow organizations with already established respite programs the ability to provide their services at no cost to the families involved, so that additional families across the state with diverse respite needs will be served. Direct respite services can be typical in-home models or a variety of innovative out-of-home models including hosting single special respite events such as evenings out or Saturday off programs. Other examples include providing respite for loved ones of family caregivers who attend support groups at your location.

Clarification: Funds are to provide short, temporary or intermittent breaks from family care giving. They are not full time breaks that allow someone to work, such as child or adult day care.

Who is eligible to apply? Public agencies, faith-based organizations and 501(c) 3 non-profit organizations that have an already established and active respite program and are serving those of any age with special needs and /or chronic or terminal illnesses residing in Arkansas are eligible to apply.

Anticipated Project Period: June 1, 2019 – August 31, 2019

Reporting Requirements: Grantees will be required to participate in monthly conference calls indicating progress to date and identify barriers, and a final report by September 13, 2019. The final report will include a description of the program and how grant funds contributed to the implementation of respite as well as documentation of actual respite hours provided and the number of people/caregivers receiving respite.

Fiscal Reporting: Invoices may be submitted on a bi-monthly basis. The final invoice must be submitted no later than September 6, 2019. All invoices must include all cost data and claims for reimbursement.

Stipulations:

1. Funds cannot pay for food or beverages.
2. Funds will be on a reimbursement basis, after invoice is submitted. The request shall be based on actual costs incurred.

3. Grantees must agree to comply with a site visit by a DPSQA staff member during project period and participate in monthly telephone conference calls regarding respite services provided.
4. The respite programs shall provide respite services that allow additional caregivers to have a break from caregiving at no cost to the caregiver.
5. Grantees must agree to complete grant awarded projects by 8/31/19.
6. Applications must be for community-based respite programs.
7. Overnight respite and institutionally-based respite are not eligible for this funding.
8. Services must be provided to eligible individuals without regard to race, color, religion, gender, national origin, partisan affiliation, or sexual orientation.
9. Grant funds shall not be used to supplant existing funding for respite services.
10. The following statement must be included in all funded program/project descriptions, products, and related publicity:

This mini-grant project is funded through the Arkansas Lifespan Respite Coalition and the Administration on Community Living.

Number of Grants to be awarded: It is anticipated that 10 one-time grants will be awarded in the amount of \$8,000 each. Funds for this initiative are provided by a grant from the Administration on Community Living.

Successful applicants will be notified by May 10, 2019 for a grant start date of June 1, 2019. All grant activities must be completed by August 31, 2019. Project final report is due no later than September 13, 2019 and must include the total number of unduplicated families served, hours of respite provided and counties served.

Requirements for Proposal:

Application - Must include Cover Page -Template provided and a current copy of your entity's W9 in addition to the following:

Part 1: Completion of Narrative Section: (50 points)

Part II: Completion of the Work Plan -Template provided: (25 points) For each objective you identified, describe the measurable outcome(s), outline the key activities, responsible parties, and timetable for implementation and completion. Work Plan must align with stated program objectives.

Part III: Budget -Template provided: (25 points)

Submit a simple budget including amount applicant is applying for. Budget must align with stated program objectives. **Please note: There is no match requirement.**

Selection Process:

A committee of Arkansas Lifespan Respite Coalition members will score applications.

ARKANSAS LIFESPAN RESPITE PROGRAM

MINI-GRANT REQUEST

Completed applications must be sent by email by 5:00 pm on **May 3, 2019**

Community Mini-Grant Funding Application Packet:

COVER PAGE

Name of Organization: _____

Name and Title of Person completing application: _____

Address: _____

Phone: _____ E-mail: _____

Type of organization (please check):

_____ local government

_____ non-profit

_____ faith based organization

_____ other – please specify _____

Project Name: _____

Community Mini-Grant Funding Application Packet:

PROJECT NARRATIVE

Format: Applications should be double-spaced. Please use one inch margins and 11-point Arial type and be no more than three pages in length.

Include the following in your project narrative:

- Project Overview:
 - Describe the respite project and type(s) of services you will offer through your program.
 - Describe how the funds will be used.
 - Identify the population to be served.
 - Identify the intended service area for the project.
 - Describe the anticipated numbers to be served,
 - Describe the staff who will manage the respite project, including their experience with caregiving and respite services.
 - Describe organization's demonstrated experience in respite services.
 - Describe demonstrated experience in managing volunteers.
 - Describe how background checks of volunteers will be conducted.

Community Mini-Grant Funding Application Packet:

WORK PLAN TEMPLATE

Agency: _____

Program Name: _____

Objective	Activity	Responsible Parties	Timetable	Outcome (How will you know when you've been successful?)

Community Mini-Grant Funding Application Packet:

BUDGET TEMPLATE

Agency: _____

Program Name: _____

Budget Category	Unit Cost	Quantity	Total Costs
1. Personnel	\$		\$
2. Fringe Benefits	\$		\$
3. Educational Materials & Supplies	\$		\$
4. Respite Vouchers Provided	\$		\$
5. Respite Grants Provided	\$		\$
6. Respite Program Attendance Fees Provided	\$		\$
7. Program Equipment (not over \$500)	\$		\$
8. Administrative Fees *	\$		\$
9. Other Expenses (List and explain in space below)	\$		\$
Total Budget			\$

This is a template that you may edit as needed for your organization’s individual respite program. All Budget Categories may not apply to your proposed program or project.

**Budgets may include 10% of the total funds awarded or \$800 to be used for administrative fees. This would give organizations \$7,200 available to complete all the work required for their proposed projects for a total budget of \$8,000.*