



## Application guidelines

Thank you for your interest in the UCEDD CPC's Community Engagement Grant program. Applications for the 2023-2024 Grant Cycle are due on Monday, June 5, 2023. Awards are up to \$2000. Please read the following information before submitting your application:

### Application requirements

- Projects must promote the health and wellness of people with disabilities. Health and wellness can be thought of broadly, including:
  - spiritual wellness,
  - social health such as community and family connection,
  - and also physical, mental, and emotional health and wellness.
- Projects must be developed and carried out within the state of Oregon. We strongly encourage applicants to consider how they can reach underserved communities with their projects.
- Projects or funded project phases must be complete, and awards spent by June 30, 2024.
- Applicants must have tax-exempt 501(c)(3) status as a non-profit organization as defined by the Internal Revenue Service. Tax ID number must be provided with the application.
- Applicants must complete and submit the online application form, which will remain open until midnight on Monday, June 5, 2023.

### Areas of exclusion

- Projects that do not ultimately benefit people with disabilities in Oregon
- Funding for political campaigns, candidates, or legislation
- Organizations or programs that are based, or provide services to populations, outside of Oregon
- Endowments, organizational debt reduction, and administrative expenses
- Funding for specific individuals or equipment for specific individuals. Examples of *exclusion*: subsidies or donations to an individual recipient, such as one individual's service animal training fee; computer for a staff member or assistive technology for one participant
  - Alternatively, examples of *inclusion*: fees for an individual to provide a service or activity related to the project, such as meeting facilitation or ASL; equipment to make a community event accessible to individuals who would be excluded otherwise, such as projector equipment or a tablet for feedback surveys

## Examples of some past projects

### Project purpose or goals:

- Trainings, for professionals, staff, parents, or people with IDD
- Technical assistance for projects and programs
- Conferences, events, workshops, classes
- Needs or impact assessments, feasibility study
- Physical access improvement projects

### Project focus:

- Community or family education and support
- Team sports, physical activity and exercise
- Cooking, food and nutrition
- Spiritual awareness, team-building
- Data and information, quality improvement
- Healthcare navigation and advocacy
- Physical access and inclusion

### Budget items:

- Event space, permits
- Speaking, teaching and facilitation services
- Equipment, supplies, materials
- Curriculum and product development
- Printing, promotion and advertising
- Travel costs necessary for project activities
- Scholarships
- Evaluation activities

## What makes a good application

### Who will be making the decision on which projects to fund?

The Community Partners Council members, an advisory board of the OHSU University Center for Excellence in Developmental Disabilities make the funding decisions. They are a group of individuals with disabilities, or are a family member of people with disabilities, or they work for

an organization that serves people with disabilities. They place a strong value on people with disabilities having input about the programs and services that affect their lives.

### Examples of how to include people with disabilities in your project or proposal development:

- Needs assessment: Ask the community what they need. This can be done through surveys, focus group discussion, or other more casual conversations.
- Provide opportunity for people with disabilities to make project decisions, shape project goals, or lead project activities.
- Have your proposal reviewed by people with disabilities that are in the community you will serve.
- Seek input and provide participation incentives for attending project or proposal development meetings.
- Partner with organizations who serve the community in other capacities to find connection to the input you need.
- Reach out to self-advocate organizations including Oregon Self Advocacy Coalition (OSAC), Oregon Consortium of Family Networks (OCFN), and Oregon Council on Developmental Disabilities (OCDD).
- Ensure people with disabilities are represented on your organization's advisory board or board of directors, and solicit their input.

### How to make your application more accessible for our Council members to review:

- We strongly encourage the use of plain language (everyday words)
  - avoid, or explain, less commonly known concepts and all acronyms
  - write in an active voice (*We will use this to...* instead of *This will allow us to...*)
  - write clear, short sentences and concise paragraphs
- Limit unnecessary background information, stay focused
- Write to an “outside” audience who does not know your organization or work
- Include a brief example where it makes sense instead of a technical explanation
- Check your reading level [using Microsoft Word](#) or online tools such as [Grammarly](#)