

2017 SPARKS GRANTS



*Spark a change in your
community with a
SPARKS Grant!*

Apply by July 31, 2017





SPARKS
GRANTS

Ignited by BPDD

SPARKS Grants Application Timeline

| Activity: | Date: |
|--|---------------------------|
| Applications released | June 14, 2017 |
| Applications Due | July 31, 2017 |
| Review process complete/applications ranked | August 17, 2017 |
| Notice of award | August 22, 2017 |
| Contract complete | August 28, 2017 |
| Contract signed and submitted | August 31, 2017 |
| SPARKS Kick-off event | September 27, 2017 |
| Start date of contract | October 5, 2017 |

What are SPARKS Grants?

The purpose of SPARKS Grants is to **organize local grassroots groups to make changes** in their communities that result in a **positive impact on the lives of people with intellectual and developmental disabilities (I/DD), including individuals with diverse identities and/or individuals that are underserved.** ** **Grassroots community organizing** means groups that are led by individuals with disabilities together with their allies, who are working for positive community change for individuals with I/DD **on issues that are important to them.** SPARKS Grants are funded by the **Wisconsin Board for People with Developmental Disabilities (BPDD)**, and are available to people with **I/DD and family members** in Wisconsin. Individuals/groups from **diverse communities** are encouraged to apply, and will be given priority. In addition, **priority will be given to proposals that focus on increasing transportation** options for people with I/DD.

What have been some of the accomplishments of past SPARKS Grants?

SPARKS grants **started in 2010** and have had many **positive results**, including:

- Creation of an accessible city park in Oshkosh.
- Expansion of the bus transportation system in the Wausau area
- Development of unique employment opportunities at local organic farms in Kickapoo, WI
- Development of an accessible garden, community room and kitchen in Stevens Point

What can you expect from BPDD? Each SPARKS Grant recipient will **receive ongoing coaching/technical assistance** to further develop and **implement the project work plan**, and be given opportunities to **share project ideas and resources** with other grant recipients from around the state

***Diverse Identities refers to people of various races, cultural and ethnic heritages, genders, gender identities, gender expressions, sexual orientations, ages, and religions from diverse socio-economic and geographic backgrounds*

*The term “**unserved and underserved**” includes populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life.*

What are SPARK grant recipients committing to?

- Attend the **SPARKS Kickoff event on September 27**. This event will focus on:
 - strategies for projects to be successful
 - reviewing grant expectations
 - signing contracts
- Start the project **no later than October 5, 2017**.
- Communicate your plans to and receive **technical assistance from the SPARKS Coordinator/Coach**
- Provide **monthly updates** throughout the year. A **final, annual report** will be due no later than **Oct. 31, 2018**.
- **Submit monthly requests for reimbursements**, along with required receipts, etc. for expenses incurred.
- **Share information on their project**, including any public events that are planned and photos that can be used in BPDD social media
- Conduct **targeted outreach and partner** with at least one group of individuals with **diverse identities and/or individuals who are underserved**

Who can apply?

- **Individuals with I/DD and family members** that want to make a change in their community that will have a positive impact on the lives of individuals with I/DD.
- Individuals (or groups) with **I/DD who have diverse identities and/ or individuals who are underserved** are strongly encouraged to apply.

How do you apply?

- Complete and submit the **SPARKS Grants application packet** (application form, budget worksheet, and project work plan).
- Application materials (i.e., application form, budget worksheet, and work plan) are due **by 12:00 p.m. on July 31, 2017**.
- Application materials can be **submitted via email, fax, or regular mail**.
 - To submit via **email**, email your application materials to beth.swedeen@wisconsin.gov
 - To submit via **fax**, fax your application materials to (608) 220-2924.
 - To submit via **regular mail**, mail your application materials to:

Sparks Grants
c/o WI-BPDD
101 East Wilson Street
Room 219
Madison, WI 53703

How much funding can you request? Individual grants **range from \$500-\$3,000**. A **detailed budget** must accompany all grant proposals (a budget template is included in the application packet).

How will projects be chosen?

- Applications will be reviewed and scored by a **review team of at least three people**.
- Proposals that **target individuals with IDD who have diverse identities and/or individuals who are underserved** will be given priority.
- Each member will read and score each proposal independently, discuss each proposal jointly, and then **submit final results for tabulation**.
- The **quantitative score from each member** will be averaged and a final score will be assigned to the proposal. Scores will be ranked from highest to lowest scores. The **highest ranked proposals will be funded**.

If you have any questions, contact:

- Beth Swedeen at 608-266-1166 or beth.swedeen@wisconsin.gov

Glossary of Terms for Project Work Plan

Goal: A goal states the best possible outcome for people. Goals are simple, clear and optimistic – e.g., *all people with disabilities will have integrated jobs in their community.*

Objective: Objectives are steps needed to reach the goal. They describe a concrete change in people's actions or condition. Objectives are concrete, measurable, optimistic, but realistic – e.g., *the number of people with disabilities working in integrated jobs in the community will double by 2016.*

Outcome: Results of an activity, plan process or program, accomplishment/impact – e.g., *Increase the number of individuals registered to vote.*

Project Work Plan: A project work plan defines the tasks you need to complete in order to fulfill the requirements/deliverables of the project. The written plan includes: project purpose, goals, objectives, specific activities, outcomes, deliverable and target dates.



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APPLICATION FORM

Application materials (application form, budget worksheet, and work plan) are due by 12:00 p.m. on July 31, 2017.

Applicant Name:

Project Title:

Address:

Telephone:

Email address:

1. The Sparks Grants are designed to make changes happen in the community. How will your project change your community? What problem are you addressing?

2. Successful Sparks projects will build on community strengths to address community problems. What actions will you take to address the problem and make change in the community? What community strengths will you build on?

3. What people are you going to involve in taking action/making the change in your community? How will you work to include Individuals/groups with direct experience working with individuals with Intellectual and Developmental (I/DD) with diverse identities and/or individuals who are underserved

4. How will your project **make the lives of people with disabilities better**, including individuals with I/DD with **diverse identities and/or individuals who are underserved**?

5. How will your project **address the identified priority activities of increasing transportation options** for individuals with I/DD, and/or **increasing self-determination** for youth with I/DD in schools?

6. How will you know that your **project was successful**?

7. How will the **positive change/impact continue** after your grant ends?

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BUDGET WORKSHEET

BPDD has allocated a total of \$20,000 funds for the SPARKS grants. Funding for individual grants ranges between \$500-\$3,000. A detailed budget must accompany all applications.

Funding cannot be used for infrastructure (e.g., computers, printers) or to pay for salaries.

SAMPLE BUDGET

| ITEM (be as specific as possible) | COST |
|--|------------------|
| Meeting supplies (wall board, markers, post-it notes, copies) | \$150.00 |
| Meeting space rental (\$100/event x 2 events) | \$200.00 |
| Refreshments (\$100 x 2 meetings) | \$200.00 |
| Transportation (Cab fare 20 consumers (\$25 ea.) x 2 meetings) | \$1000.00 |
| TOTAL | \$1550.00 |
| In-kind contributions | |
| Volunteers at 2 events (10 people for 4 hours x 2 events) | 80 hours |
| Event t-shirts (donated from ABC org.) 50 shirts x \$5.00 each | \$250.00 |

YOUR PROJECT'S BUDGET

| ITEM (be as specific as possible) | COST |
|-----------------------------------|------|
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| | |
| TOTAL | |
| In-kind contributions | |
| | |
| | |



PROJECT WORK PLAN

| | | | | |
|--|---------------------|---|---|---------------------|
| Project Contact Person: | | Contact Information (address, phone number, e-mail address): | | |
| Project Title: | | | | |
| Project Goal(s): | | | | |
| Project Objective(s): | | | | |
| Project description/rationale: | | | | |
| Sample Work plan | | | | |
| Project Activities: | Target Date: | Outcomes: | Deliverables/Products: | Target Date: |
| Develop a video to teach people their rights under Wisconsin voting law. | 11/12/17 | People will be prepared to vote and know what their rights are | Voting Video, written summary of community conversations and work plan to implement strategies. | 1/12/17 |

| SPARKS Project Work plan | | | | |
|---------------------------------|---------------------|------------------|-------------------------------|---------------------|
| Project Activities: | Target Date: | Outcomes: | Deliverables/Products: | Target Date: |
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