

2017 Employment First Partner Grant Application



***Increase integrated employment opportunities
for individuals with disabilities in Wisconsin!***

Applications are due by 5:00 p.m. on Friday, August 25, 2017





Grant Application Timeline

Activity:	Date:
Application released	Wednesday, August 9, 2017
Applications due	Friday, August 25, 2017
Review process complete/applications ranked	Friday, September 1, 2017
Notice of Award	Monday, September 4, 2017
Contract signed and submitted to Department of Administration (DOA) for processing	Friday, September 8, 2017
Start date of contract	Monday, October 2, 2017
EF Partner kick off meeting	Thursday, October 5, 2017
End date of contract	Sunday, September 30, 2018



What are Employment First (EF) Partner Grants?

WI Employment First is seeking partners to **engage in community outreach activities in local communities** that lead to increased community, integrated employment opportunities for people with intellectual and developmental disabilities (IDD) including **individuals with *diverse identities and/ or individuals who are underserved*****. **Examples of these activities** include:

- **Gathering a team of stakeholders** to plan and host a **Community Conversation** focused on addressing barriers to employment and increasing employment outcomes for **individuals with IDD living in underserved geographic areas (rural or urban)**;
- **Presenting to employer groups** such as the Kiwanis, Rotary, Lions, Chamber, etc. on Employment First, and the business case for hiring people with IDD;
- Engaging and empowering **individuals with IDD and their families who do not speak English** to pursue integrated employment;
- **Hosting a legislative breakfast** to engage local representatives and community stakeholders in a presentation and discussion on integrated employment;
- Or, proposing to us **other creative methods designed to increase collaboration and awareness about integrated employment** for people with IDD, such as: job tours for employers and/or family members, disability employment film festivals, transition outreach events, etc.

WI Employment First will partner with you by providing your group/organization **with a grant for up to \$2,000**, technical assistance, and presentation materials to engage in outreach activities.

*****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 EF Partnership Requirements?

- Review and agree to the **WI Employment First Partnership Commitments (below)**.
- Coordinate and host **at least one community engagement/stakeholder event by September 29, 2018**.
- **Attend the EF Partner Grant Kick Off meeting** in WI Dells from 10:00am to 2:30pm on Thursday, October 5, 2017.
- Recruit and support **at least two Employment First Ambassador (refer to page 6 for EF Ambassador description)**. EF Partners must co-present with EF Ambassador(s) *a minimum of four times* to local groups that could include: businesses, legislators, People First or other local advocacy groups, Rotaries, High schools, Chambers. PowerPoint presentations and other resources that can be used during the presentations will be provided as part of the BPDD technical assistance. Ambassadors will be paid a stipend of \$50.00 for each presentation. **A minimum of \$200.00 must be allotted in your project budget to cover stipends for four Ambassador presentations.**
- Conduct targeted outreach and partner with at least **one group of individuals with diverse identities and/or individuals who are underserved**
- Communicate your plans to and receive **technical assistance from a BPDD Employment First consultant**.
- Use **agreed upon materials provided by WI Employment First** (as well as materials you choose/create) for your event.
- **Share resources and information to other EF Partners as appropriate.**
- **Notify BPDD no less than 30 days prior to the date of the event** and provide electronic copies of the marketing and presentation materials to be used for review.
- Share information about any **media cover/press releases** that occur leading up to, during, or after the event with the BPDD.
- **Take photos at the event** and sent to BPDD *during or right after* the event for BPDD to use on social media. BPDD can provide assistance seeking media coverage as desired by your group.
- **Participate in the BPDD Take Your Legislator to Work Campaign (TYLTW) by submitting 2 or more applications** with employees with disabilities in your area that are willing to host legislative visits.
- **Participate in a breakout session(s), if requested, at the annual WI Employment First Conference held on May 22, 2018.** Additional funding may be available from the BPDD to subsidize conference and travel expenses.
- Provide **quarterly updates to the BPDD project consultant** and complete the quarterly BPDD evaluation survey.

WI Employment First Partnership Commitments:

Do you believe: (please check to “agree” to the statements that apply):

- ☐ That **people with disabilities** can and should be contributing members in their communities?
- ☐ That **everyone** deserves the opportunity to find and develop their best talents and contributions?
- ☐ That **businesses** can benefit from employees who are enthusiastic and well-matched to their business needs?
- ☐ That **local economies** benefit from workers who purchase more goods and services and pay taxes?
- ☐ That **many of us** need assistance to find their talents and ways to use them in their communities?
- ☐ That **dedicated, well-trained employment service providers** can effectively match individual worker talents with business needs?
- ☐ That **workers, families, businesses, schools, employment agencies and entire communities CAN come together** to include people with disabilities as productive members in the workplace?
- ☐ That **integrated employment should be the number one priority** for all working age citizens with disabilities, regardless of level of disability?

Who Can Apply?

- Anyone **committed to expanding integrated employment opportunities for individuals with disabilities** in their local community of (e.g., Individuals with disabilities, family members, providers, schools).
- Any person, group, school or agency that has not received more than two previous years' EF partner grants.
- Individuals (or groups) with IDD who have **diverse identities and/or individuals who are underserved** are strongly encouraged to apply.

How Do You Apply?

- Submit a **completed application from by e-mail** to Ann Sievert at ann.sievert@wisconsin.gov by **5:00 pm, Friday, August 25, 2017**.
- To submit via **fax**, fax your application materials to (608) 267-3906.
- To submit via **regular mail**, mail your application materials to:

EF Partner Grant
c/o WI-BPDD
101 East Wilson Street
Room 219
Madison, WI 53703

How Much Funding Can You Request?

- Requests can be made **up to \$2,000**. A **detailed budget** must accompany your application.

How Will Projects Be Chosen?

- Applications will be reviewed and scored by a **review team of at least 3 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 **need application materials in an alternative format and/or language**, contact:

- Ann Sievert at 608-267-9897 or ann.sievert@wisconsin.gov



Employment First Ambassador Role

Employment First (EF) Ambassadors are individuals with intellectual and developmental disabilities (IDD) who have jobs in their communities & understand the importance of advocating for policies and services that will help *everyone* disabilities get jobs in their communities too.

EF Ambassadors support the principles of Employment First and believe that:

- Everyone can work and there is a job for everyone
- Everyone has something to contribute
- Schools, families, and businesses must raise their expectations about work
- Employment is not a social service
- Not working should be the exception
- People are healthier, safer, and happier when they work
- Integrated employment is good for the employers, individuals, and the economy

EF Ambassadors will be asked to:

- Get training about the Employment First Initiative
- Meet with legislators and policy-makers to tell them why it is important for them to support the Employment First Initiative
- Share their personal employment stories by presenting at conferences, meetings, and community events
- Meet with employers to talk about why they work and like their jobs and why hiring people with disabilities is a win-win
- Be part of videos and Public Service Announcements to help educate others about the importance of Employment First



EF Partner Grant: Application

*The completed application is **due by 5:00 p.m. on Friday, August 25, 2017**. Late applications will not be accepted.*

Applicant(s) Name:

Organization(s):

Lead Contact Information

Name: Click or tap here to enter text.

Address:

Telephone:

Email address:

1. Describe what **local community events/activities** you will engage in that will lead to **increased community, integrated employment opportunities** for individuals with intellectual and developmental (IDD) disabilities?
2. Describe what steps you will take to **engage individuals with diverse identities and/or individuals who are underserved**** in your activities?
3. Describe how your community events/activities **will expand integrated employment opportunities** for individuals with IDD in your community, including **individuals with diverse identities and/or individuals who are underserved?**
4. What **stakeholders/groups** will be participating in **planning/hosting activities**? What groups that include **individuals with diverse identities and/or unserved** will be participating?

5. How will you **recruit and support at least one Employment First Ambassador**? What audiences do you plan to **support the EF Ambassador** in presenting to (e.g., local High Schools, businesses, and legislators)?
6. How will you know that your **activities/events were successful**?
7. What is your plan to **continue your efforts** to expand integrated employment opportunities for individuals with disabilities **after the grant ends**?

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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.

SAMPLE BUDGET

ITEM (be as specific as possible)	COST
EF Ambassador Presentation Stipend (4@\$50.00)-- required	\$200.00
Meeting space rental (\$100/event x 2 events)	\$200.00
Refreshments (\$100 x 2 meetings)	\$300.00
Transportation	\$500.00
Marketing/outreach materials	\$100.00
Total	\$1300.00
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
TOTAL	
In-kind contributions	

Project Workplan

Project Contact Person: Project Title:	Contact Information (address, phone number, e-mail address):
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Sample Work plan

Project Activities:	Target Date:	Outcomes:	Deliverables/Products:	Target Date:
Host a legislative breakfast to engage local representatives and community stakeholders in a presentation and discussion on integrated employment.	10/28/17	Legislators will have increased knowledge about: <ul style="list-style-type: none"> Benefits of integrated employment for individuals with disabilities. Actions they can take to support expansion of IE options for individuals with disabilities Resources to learn more about IE Legislators who attended will participate in BPDD Take Your Legislator to Work Project	List/contact information for all attendees Power point on integrated employment targeted to legislators Informational materials/resources on integrated employment geared towards legislators Photos of event posted to social media	11/12/17

Employment First Partner Work plan

Project Activities:	Target Date:	Outcomes:	Deliverables/Products:	Target Date:

