**2018 – 19**

**SPARKS**

**GRANTS**



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

*Apply by August 31, 2018*



A Project of

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|  | **SPARKS Grants Application Timeline** |

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| **Activity:** | **Date:** |
| **Applications released** | **June 15, 2018** |
| **Applications Due** | **August 31, 2018** |
| **Review process complete/applications ranked** | **September 14, 2018** |
| **Start date of contract** | **October 1, 2018** |

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**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**.

**Priority activities** for **2018-19 SPARKS Grants** are:

1. **Increasing transportation** options for people with I/DD
2. **Increasing the number of people with I/DD voting**

**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 parks in Oshkosh and Glendale.
* Expansion of the bus transportation system in the Wausau area.
* Development of unique job opportunities at local organic farms in Kickapoo, WI.
* Creation 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 help you get started on your project as well as throughout your project. You will also have opportunities to **share your 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?**

1. Attend the **SPARKS Kickoff event in September (date TBD).** This event will focus on:
   1. strategies for projects to be successful
   2. sharing ideas with other projects
   3. reviewing grant expectations
   4. signing contracts
2. Start the project **no later than October 1, 2018** and complete the work plan by **September 30, 2018.**
3. Communicate your plans to and receive **technical assistance from the SPARKS Coordinator.**
4. Provide **monthly updates** throughout the year. A **final, annual report** will be due no later than **Oct. 31, 2019**.
5. **Submit monthly requests for reimbursements**, along with required receipts, etc. for all expenses.
6. **Share information on the proje**ct, including any public events that are planned and photos that can be used in BPDD social media.
7. 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 application packet** (application form, budget worksheet, **and** work plan).
* Application materials (i.e., application form, budget worksheet, and work plan) are due **by 12:00 p.m. on August 31, 2018.**
* Application materials can be **submitted via email, fax, or regular mail.**
  + To submit via **email**, email your application materials to [jennifer.neugart@wisconsin.gov](mailto:jennifer.neugart@wisconsin.gov)
  + To submit via **fax**, fax your application materials to (608) 267-3906.
  + To submit via **regular mail**, mail your application materials to:

Sparks Grants

c/o WI-BPDD

101 East Wilson St, Rm 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 3 people**.
* Proposals that **target individuals with I/DD who have diverse identities and/or individuals who are underserved** will be given priority.
* Proposals that address the priority areas of **transportation and self-determination** will also be given priority.
* Each member will read and score each proposal independently, discuss each proposal jointly, and then **submit final results for tabulation**.
* The **scores 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:**

* Jenny Neugart at [jennifer.neugart@wisconsin.gov](mailto:jennifer.neugart@wisconsin.gov) or 608-266-7707

**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 2018.*

**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 August 31, 2018.***

**Applicant Name:**

**Project Title:**

**Address:**

**Telephone:**

**Email address:**

1. Please describe your **project idea** in 5 to 6 sentences.

2. How will your project **change** **your community**? What **problem are you addressing***?*

3.Successful Sparks projects will **build on community strengths** to address community problems. What **community strengths** will you build on (e.g. active community engagement, strong partners already in place, support from local elected officials, etc.)?

4. Please list the people, agencies, organizations, etc. that will work on this project with you.

5. How will individuals/groups who have disabilities be *meaningfully* included throughout the project?

6. Please describe how your project will work with people who have **diverse identities and/or individuals who are underserved.**

7. How will your project **make the lives of people with disabilities better,** especially for people with **diverse identities and/or individuals who are underserved**?

8. How will your project address the identified priority activities of **increasing transportation options** for individuals with I/DD, and/or **increasing voter turnout** for people with I/DD?

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

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

***\*\*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*

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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**

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| --- | --- |
| **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 |
| Stipends for 10 youth speakers at $25 each | $250.00 |
| **TOTAL** | **$1800.00** |
| **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**

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| **ITEM** (be as specific as possible) | **COST** |
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|  |  |
| **TOTAL** |  |
| **In-kind contributions** |  |
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|  | **PROJECT**  **WORK PLAN** |

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| **Project Contact Person:**  **Project Title**: | | | | **Contact Information** (address, phone number, e-mail address): | |
| **Project Goal(s):** | | | | | |
| **Project Objective(s):** | | | | | |
| **Project description/rationale:** | | | | | |
| **Sample Work plan** | | | | | |
| **Project Activities:**  **(What will you do?)** | **Target Date: (When will activities be done)** | **Outcomes:**  **(What will you achieve?)** | **Deliverables/Products:**  **(What will you develop?)** | | **Target Date:**  **(When will products be done?)** |
| 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, dissemination plan. | | **1/12/17** |

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| **SPARKS Project Work plan** | | | | |
| **Project Activities:**  **(What will you do?)** | **Target Date: (When will activities be done)** | **Outcomes:**  **(What will you achieve?)** | **Deliverables/Products:**  **(What will you develop?)** | **Target Date:**  **(When will products be done?)** |
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