

Family-Led Network Coordinator Application



Help Build Strong Family-Led Networks in Wisconsin!

Apply by 12:00 p.m. (noon) on December 7, 2017



Family-Led Network Coordinator Application

Timeline

| Activity: | Date: |
|--|---------------------------|
| Applications released | November 17, 2017 |
| Applications Due | December 7, 2017 |
| Review process complete/applications ranked | December 18, 2017 |
| notification of award | December 21, 2017 |
| Start date of contract | January 1, 2017 |
| End date of contract | September 29, 2018 |

Family-Led Network Coordinator Application



What a Family-Led Group?

A Family-Led group is a network of families, including families with diverse identities and/or families that are underserved,** with children transitioning from high school or adult children with intellectual and developmental disabilities (I/DD) that work together to educate themselves in order to create a full life for their loved one in the community. It's a way for families to work together to identify and meet their needs. The families decide the focus for the group, while learning more about Family-Led groups, self-direction, circles of support, supported decision-making, housing, employment, and transportation. That focus can change as their needs change. Families meet monthly and learn about resources, provide support to each other, engage in Person-Centered Planning, pool and/ or develop resources for themselves. Family-Led Group 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.

What have been some of the accomplishments of Family-Led?

BPDD has funded three Family-Led groups since 2013. The groups have had many positive results, including:

- Developed strategies to increase employment opportunities through partnership with local businesses
- Developed Person-Centered Plans for each individual and their family
- Developed sustainable supported living situations
- Pooled resources and shared support staff

****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 the responsibilities of the Family-Led Network Coordinator?

- Assist with development of grant application for Family-Led groups

- Recruit/conduct outreach for entities, including groups with diverse identities and/or groups that are underserved, to apply for Family-Led grants. Must be able to travel throughout the start.
- Provide technical assistance and coaching to families, including families with diverse identities/and/or families that are underserved.
- Conduct all fiscal management for grants including--ensuring timely payment of all invoices.
- Coordinate monthly calls/contact with grant recipients including timely communication and response to support requests.
- Ensure quarterly reports are completed by grantees in a timely fashion.
- Submit monthly and quarterly reports to BPDD in a timely fashion
- Provide training and technical assistance to all grant recipients, including four site visits per year.
- Ensure all activities, deliverables are conducted as indicated in grant recipient work plans according to specified timelines, or modify as needed.
- Maintain a master calendar of all grant events/activities. Ensure that grantee's notify BPDD in advance of events/activities and provide photos and other outreach materials for BPDD to utilize in social media (e.g., posting on website and Facebook).
- Assist with coordination/fiscal management of other BPDD grass roots advocacy events as needed/requested.

Who can apply to be a Family-Led Network Coordinator? Organizations/individuals that have experience in grass roots community organizing, as well as, event coordination and fiscal management. Individuals (or groups) who have diverse identities and/or individuals/groups that are underserved are strongly encouraged to apply.

Preferred candidate would have **skills in the areas of:** Outreach to individuals/groups with diverse identities and/or individuals/groups that are underserved, Fiscal management, project coordination/oversight, report writing, social media (i.e., websites, Facebook) and outreach/marketing. Knowledge and experience in Family-Led/Governed models, person – centered planning, and supported decision-making.

How do you apply?

- Complete and submit the **Family-Led Network Coordinator application**. The **application is due by 12:00 p.m. (noon) on December 7**. Grant recipients will be notified of the decision by **December 21, 2017**.
- Application can be submitted via email, fax, or regular mail.
 - To submit via **email**, email your application to fil.clissa@wisconsin.gov
 - To submit via **fax**, fax your application to (608) 267-3906.
 - To submit via **regular mail**, mail your application to:

**Family-Led Network Coordinator Grant
c/o WI-BPDD
101 East Wilson Street
Room 219
Madison, WI 53703**

How much funding will the Family-Led Network Coordinator receive? The Coordinator will receive a **total amount of \$27,000: (approx. breakdown for a 9 month contract)**

- **\$14,000-\$16,000** for direct grants to projects;
- **\$2,000. -\$4,000** for grass roots training events;
- **\$7,000. -\$10,000** for grant coordination/fiscal management services (approximately 20 hours a month).

Contract period will start January 1, 2018 and end Sept. 30, 2018. Contract may be renewed for additional years, up to three years subject to performance and need.

How will the Family-Led Network Coordinator be chosen?

- Applications will be reviewed and scored by a 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
- Reviewers will read and score each application independently, discuss each application jointly, and then submit final results for tabulation.
- The quantitative score from each reviewer will be averaged and a final score will be assigned to the application. Scores will be ranked from highest to lowest scores. The highest ranked application will be funded.

If you have any questions, or if you need materials in an alternative format and/or language contact:

- Fil Clissa at 608-266-5395 or fil.clissa@wisconsin.gov

Application is due by 12:00 p.m. on December 7, 2017.

Applicant Name:

Address:

Telephone:

Email address:

- 1. What skills and talents do you have that make you a good candidate for this project?**
- 2. What experience do you have with facilitation, coordination and training of community/family groups?**
- 3. What experience do you have working with individuals/groups with diverse identities and/or those that are underserved**?**
- 4. What experience do you have with Family-Led/Governed models, person-centered planning, and supported decision-making?**
- 5. What experience/skills do you have in project and event coordination/oversight?**
- 6. What experience/skills do you have in the area of fiscal management—i.e., reviewing and paying invoices, ensuring accuracy and timely payments?**
- 7. What experience/skills do you have in the area of outreach, marketing and social media?—e.g., websites, face book?**

If you have questions, contact: Fil Clissa at 608-266-5395 or fil.clissa@wisconsin.gov



SAMPLE BUDGET

| ITEM (be as specific as possible) | COST |
|---|-------------------|
| Funds for 2 current Family Led groups and 2-3 new groups: (\$2600 x 5 groups) <ul style="list-style-type: none"> • Meeting space rental (\$100/event x 4 events)- \$600 • Refreshments (\$50 x 10 meetings plus event meals/refreshments)-\$600 • Transportation -\$1000 | \$13000.00 |
| Tour of ABC Community Housing | \$1000.00 |
| Coordination fees: 180 hours x \$40/hour | \$7200.00 |
| Training fees | \$3000.00 |
| Outreach materials | \$300.00 |
| Admin 10% | \$2450.00 |
| Total | \$26950.00 |
| 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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| | |
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| | |
| | |
| | |
| TOTAL | |
| In-kind contributions | |
| | |
| | |

Sample--- Project Work Plan

| | |
|--------------------------------|---|
| Project Contact Person: | Contact Information (address, phone number, e-mail address): |
| Project Title: | |

Sample Work Plan

| Project Activities: | Target Date: | Outcomes: | Deliverables/Products: | Target Date: |
|---|---------------------|---|---|---------------------|
| Recruit families for the project. | | Having a group (10-14) families committed to working together in the family-led network engaging in learning about: <ul style="list-style-type: none"> • Benefits of family-led groups for individuals with disabilities and their families. • Resources to learn more about support decision-making, self-determinations, self-direction, community integrated employment, and Community supported living | Group develops a set of core principles and rules of engagement Photos of event posted to social media | |
| Host a series of Person-centered planning sessions | | Families will begin to develop futures planning tools and build stronger relationships within the group and focus on areas to work on. | Each family will have a person-centered plan that will: Identify allies, goals and work needed to build a full community live for their individual with a disability. | |
| | | | | |



Family-Led Group Work Plan

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