**2020 – 21**

**SPARKS**

**GRANTS**

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

*Apply by September 11, 2020*



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|  | **SPARKS Grants Application Timeline** |

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| **Activity:** | **Date:** |
| **Applications released** | **July 14, 2020** |
| **Applications Due** | **Sept. 11, 2020** |
| **Review process complete/applications ranked** | **Sept, 20, 2020** |
| **SPARKS Kick-off event (via Zoom)** **Participation mandatory to receive grant.**  | **Sept. 25, 2020** |
| **Start date of contract** | **Oct. 1, 2020** |

***\*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.*

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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 areas for 2020-21 SPARKS Grants**

**COVID 19 has made the past several months challenging, especially for people with disabilities. We are looking for innovative ways for individuals and groups to address the inclusion and participation of people with I/DD, particularly in the following areas:**

1. **Increasing transportation** options for people with I/DD (e.g. plan a ride along with your legislator and/or local elected officials to show transportation challenges, develop a work group with your county transportation board, etc.) Please note that *you cannot purchase a vehicle or vouchers to pay for transportation*. The project must show that it can be sustained beyond the one year of funding.
2. **Increasing the number of people with I/DD voting** (e.g. Get Out the Vote activities, informational videos, outreach to underserved populations, etc.)
3. Innovative ideas to reach **underserved populations.**

**SPECIAL NOTE:**

**If you have a voter outreach idea for the August and/or November 2020 elections, please submit your idea as soon as possible. Voting ideas will be reviewed as received and projects may be started before Oct 1st.**

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

SPARKS grants have been awarded since  **2010** and have had many **positive results**, including:

* Creation of 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.

**What are SPARK grant recipients committing to?**

1. Attend the virtual **SPARKS Kickoff event on September 25, 2020 via Zoom.** This event will focus on:
	1. strategies for projects to be successful
	2. sharing ideas with other projects
	3. reviewing grant expectations
	4. confirming contracts
2. Start the project **no later than October 1, 2020** and complete the work plan by **September 30, 2020.**
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, 2021**.
5. **Submit monthly requests for reimbursements**, along with required receipts, etc. for all expenses.
6. **Share information on the project**, 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 much funding can you request?**

Individual grants **range from $500 - $5,000**. A **detailed budget** must accompany all grant proposals (a budget template is included in the application packet).

**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 September 11, 2020.**
* Application materials can be **submitted via email (preferred) or regular mail.**
	+ To submit via **email**, email your application materials to jennifer.neugart@wisconsin.gov
	+ 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 will projects be chosen?**

* Applications will be reviewed and scored by a **review team of at no less than 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, voting and underserved populations** 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 reviewer** 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**. We reserve the right to discuss modifications to the proposal.

**If you have any questions or need help to apply, contact:**

* Jenny Neugart at 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 paid jobs in the community will double by 2021.*

**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 September 11, 2020***

**Lead Applicant Name and/or Organization:**

**Project Title:**

**Address:**

**Telephone:**

**Email address:**

1. Please describe your **project idea** in 5 to 6 sentences. What activities will you actually do?
2. What **specific problems are you addressing with your project***?*

3. How will your project **change** **your community**?

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

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

6. How will individuals/groups who have disabilities be *meaningfully* included throughout the project *and* during the application process?

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

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

9. How many people with disabilities will this project directly address?

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

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

12. How will the **positive change/impact continue** after your grant ends? In other words, without this funding next year, how will these activities be continued?



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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 - $5,000. A detailed budget must accompany all applications.

Funding cannot be used for vehicles or to pay for things an agency/organization is already charged with providing. Given the COVID-19 pandemic, grant funds may used to help people with disabilities participate in activities virtually such as tablets, Chromebooks, internet service plans, etc. However, this should be a last resort options. Other avenues should be exhausted first such as technology loan libraries and independent living centers, purchasing equipment or internet through Children’s Long Term Care services, IRIS or Family Care.

**SAMPLE BUDGET**

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| **ITEM** (be as specific as possible) | **COST** |
| Meeting supplies (wall board, markers, post-it notes, copies) | $150.00 |
| Zoom Subscription for meetings  | $200.00 |
| Refreshments ($100 x 2 meetings) | $200.00 |
| Stipends for 10 youth speakers at $25 each  | $250.00 |
| Internet Service Plan for 3 participants @ $30/month each X 12 months.  | $1,080.00 |
| **TOTAL** | **$1,280.00** |
| **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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| **Primary Project Contact Person:** **Project Title**:  | **Contact Info** (address, phone number, email): |
| **Project Goal(s):**  |
| **Project description/rationale:**  |
| **Work Plan** |
| **Project Activities:****(What will you do?)** | **Outcomes:** **(What will you achieve?)** | **Deliverables/Products:****(What will you develop/create?)** | **Target Date:****(When will activity be done?)** |
| **EXAMPLE:** Develop a video to teach people their rights under Wisconsin voting law. | **EXAMPLE:** People will be prepared to vote and know what their rights are. | **EXAMPLE:** Video, summary of community conversations & implementation strategies. | **EXAMPLE: 8/25/21** |
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