



**People With Disabilities Foundation
Pilot Grant Program, Phase 2
Information and LOI Instructions**

Grant Program Information

People With Disabilities Foundation (PWDF) is an IRS approved § 501(c)(3) public, nonprofit agency that serves people with psychiatric and/or developmental disabilities. PWDF's mission statement is: "Our mission is to provide education and advocacy for people with psychiatric and/or developmental disabilities, so that they can achieve equal opportunities in all aspects of life." PWDF currently accomplishes its mission through two programs: Advocacy and Public Awareness and Education Programs. For more information about PWDF, see www.pwdf.org.

PWDF is continuing the development of its pilot grant program to help other agencies in their work to integrate people with psychiatric and/or developmental disabilities into the whole of society. Grants may be used for a specific program, project, or general operating expenses if related to a specific program or project, in furtherance of providing advocacy, education, vocational, or other areas of particular interest, including full scale legal representation where there currently is a void for this population.

It is anticipated that this pilot program will award smaller grants in the range of \$5,000 to \$12,500, with a goal of future program expansion.

Grant applications will be accepted and reviewed in a two-stage process. First, prospective grantees must submit a completed letter of interest (LOI) form in accordance with the instructions below. PWDF will review all LOI Forms and invite selected organizations to submit proposals in the second stage of the application process by issuing a Request for Proposals (RFP).

Proposals at the RFP stage will be required to include 2 most recent years' IRS form 990 and supplemental application materials for review. This supplemental information will include details about the proposed use of the grant, financial information, evidence of past and current program operations in the area of the



request, and organization quality control processes. The specific information required at the proposal stage will be described in the RFP instructions.

PWDF may ask organizations for clarifying information at each stage of the application process. At PWDF's option, the application evaluation process may include on-site visits to applicant organizations. PWDF will evaluate grant proposals based on the documents submitted in both stages of the application process, as well as from other information PWDF obtains.

Grantees will be required to provide written progress reports every 12 months, on average. PWDF will monitor appropriate use of funds.

Grantee Requirements

To be eligible for a grant from PWDF, prospective grantees must meet the following requirements:

- Applicant organization must be an IRS approved § 501(c)(3) nonprofit organization or must provide a very clear statement of service, impact and need for the grant;
- The organization must have been in operations a minimum of 3 years and provide documentation of same in the grant process.
- Mission and program must be to benefit people with psychiatric and/or developmental disabilities;
- Organization's program currently must have direct contact with this population, either through advocacy, education, which may include destigmatization programs, or other relevant services;
- A maximum of 25% of the organization's expenses may be attributed to administrative expenses as documented on most recent IRS Form 990;
- For the pilot program, organization must be based in the United States.

Organizations and projects that are not eligible for grants include:



- Organizations that do not currently provide any direct or indirect services through education or advocacy to people with psychiatric and/or developmental disabilities.
- Programs or projects that duplicate work of other entities will not be eligible unless applicant provides clear and convincing evidence of need.
 - Programs or projects where there is concurrent jurisdiction with another entity accomplishing the same objectives will be ineligible if the problem is being or has been addressed.
 - Even though a government agency may take longer to resolve the problem, the additional time required is not enough reason to qualify for a grant absent exigent circumstances.
- For this pilot program, individual's needs for their own treatment or services are not being considered.

Timeline

LOIs are due to PWDF by 11:59 p.m. PST on November 6, 2017.

PWDF intends to notify applicants of the results of the LOI process by email in early December 2017.

General Instructions – LOI Stage

To apply for a grant from PWDF, submit completed Letter of Interest (LOI) Form by email to April Banerjee, Executive Director, at ED@pwwdf.org.

Please ensure LOI Forms are received by the deadline stated above and that they conform with font size and the maximum 3-page limitation as stated on the LOI Form.

For questions about this program or instructions, please email April Banerjee, Executive Director, at ED@pwwdf.org.