



**State Commission on
National & Community Service**

APPLICATION INSTRUCTIONS & TEMPLATE

**DISABILITY INCLUSION
NATIONAL SERVICE MINI-GRANTS**



**State Commission on
National & Community Service**

TO: AmeriCorps State or National Grantees
Senior Corps Grantees
Learn and Serve America Grantees

FROM: *New Yorkers Volunteer*
New York State Commission on National & Community Service

SUBJ: **2010 NATIONAL SERVICE DISABILITY INCLUSION MINI-GRANT**

The New York Commission on National & Community Service has received its 2010 allocation of Disability Inclusion Funds from the Corporation for National and Community Service. The purpose of this annual funding is to support the recruitment and placement of individuals with disabilities in service, and to cover reasonable accommodation or auxiliary service expenses for members and potential members with disabilities. Under the Edward M. Kennedy Serve America Act, all AmeriCorps State or National, Senior Corps, and Learn and Serve America grantees are eligible to apply for this funding.

Application Deadline

AmeriCorps State or National, Senior Corps, and Learn and Serve America grantees may request reimbursement funds from the State Commission on a rolling basis through December 31, 2010. Expenses must have been incurred by the grantee between January 1 and December 31, 2010 regardless of individual program grant cycles.

Requests for Funding

Applicants submitting a Disability Inclusion Mini-grant proposal must complete a Budget and Narrative Form to be considered. These application forms can be submitted on-line through the *New Yorkers Volunteer* website at www.NewYorkersVolunteer.ny.gov and clicking on the tab labeled "2010 Disability Placement Funds Now Available" on the right of the homepage. Applicants may also print and complete the Budget and Narrative Forms and fax them to 518-402-3817. If you have any questions please contact Eric Czupil at the State Commission Office at 518-473-8882 or by email at eric.czupil@NewYorkersVolunteer.ny.gov.

Applicants must use the attached Budget and Narrative forms for their proposal to be considered.

- Narrative Form - A 1-2 page description that provides (1) a basic overview of your national service program; (2) a description of the proposed expense requested and specific justification for why the funding is needed (i.e.: outreach and recruitment, reasonable accommodations, and/or auxiliary services); and (3) a description of how the funding/resource will impact your program and in turn what benefits will be provided to the community;
- Budget Form

Disability Inclusion Mini-Grant Application & Award Process

Disability Inclusion National Service Mini-grants are considered a supplemental funding opportunity outside of your AmeriCorps State or National, Senior Corps, or Learn and Serve America grant and as applicable your New York State Contract. Disability Inclusion applications do not require matching funding.

Applicants must be a current grantee of the State Commission on National and Community or the Corporation for National and Community Service and must demonstrate through the Narrative Form (attached) that funding will be used to support the recruitment and placement of individuals with disabilities in service, and to cover reasonable accommodation or auxiliary service expenses for members and potential members with disabilities. A listing of some eligible and ineligible expenses follows.

Disability Inclusion National Service Mini-grants are reimbursement grants that require approval prior to the applicant planning and implementing the activity, or spending any funding proposed in their application. Programs should plan for the review process of a Disability Inclusion Mini-Grant proposal to last approximately ten (10) business days from the date it is submitted to the State Commission Office, until spending authority is approved.

When the State Commission receives requests for Disability Inclusion funding in excess of \$2,500, the request is referred to the State Office for People With Developmental Disabilities (OPWDD) which evaluates the request. The Commission may also request a review and opinion from the Corporation for National and Community Service. The State Commission will make the final funding decision.

Each application must include both a completed Narrative and Budget Form, as well as identify a primary contact person from the applicant agency. Only one application may be submitted per organization annually. The maximum amount that can be requested in any one application is \$5,000. If awarded a Disability Inclusion Mini-grant, the recipient agency must complete a short survey that will be provided by the State Commission Office.

*AmeriCorps*State Grantees**

If your application requesting 2010 Disability Inclusion funding is approved for eligible expenses incurred or anticipated between January 1 and December 31, 2010, AmeriCorps*State programs will submit an 'Appendix X' Amendment for the approved amount to their current 2009-10/2010-11 New York State Contract.

*AmeriCorps*National, Senior Corps, and Learn and Serve America Grantees**

If your application requesting 2010 Disability Inclusion funding is approved for eligible expenses incurred or anticipated between January 1 and December 31, 2010, successful applicant agencies will submit a Request for Reimbursement Form with supporting documentation of approved expenditures to the State Commission Office. Payment for all approved expenditures with supporting documentation will be made to the applicant agency.

**Reimbursement processes may change based on New York State policies/procedures. The State Commission will work with sub-grantees to ensure all approved funding is reimbursed in a reasonable time period.*

If you have any questions related to this opportunity please contact Eric Czupil at the State Commission Office at 518-473-8882 or via email at eric.czupil@NewYorkersVolunteer.ny.gov.

Eligible Expenses

AmeriCorps State and National, Senior Corps, or Learn and Serve America grantees may use grant funds to provide reasonable accommodations and auxiliary aids to members and potential members in circumstances including, *but not limited to the following*:

- Purchase reasonable accommodation and auxiliary aid equipment that an AmeriCorps State, National, Senior Corps, or Learn and Serve America program uses to assist in the placement of members/program volunteers with disabilities.
- Partner with disability organizations to develop action plans that produce increases in referrals, member applications, and member support strategies that can be demonstrated.
- Engage disability inclusion experts to review and provide feedback on existing recruitment, outreach, and programmatic materials on inclusions and accessibility.
- Travel by national service members when such travel is integrally related to facilitating the placement, recruitment, and retention of individuals with disabilities in AmeriCorps State and National, Senior Corps, and Learn and Serve America programs, including attending CNCS-sponsored trainings that strengthen the program's disability inclusion function.
- Sponsor training sessions for and with AmeriCorps State and National, Senior Corps, and Learn and Serve America programs to educate program staff (and/or members) as to how they can increase the participation of individuals with disabilities.
- To modify or enhance an activity or deliverable (e.g., training, brochures, or website) that will achieve objectives of these grant funds. In these cases, prorate costs accordingly in your request. (i.e.: if a training event has 10 modules, one of which falls within the purposes of the grant funds, the grant funds may be used to defray 10% of the total cost of the training event.

Restrictions on Use of Funds

AmeriCorps State and National, Senior Corps, or Learn and Serve America grantees may not use grant funds for the following activities or others deemed inappropriate by the State Commission:

- Costs attributable to programs that are not funded under subtitle C of Title 1 of the National and Community Service Act such as AmeriCorps VISTA and NCCC.
- Reasonable accommodations and auxiliary aids for program staff or community beneficiaries.
- Making program facilities accessible (unless doing so is integrally related to increasing the placement of individuals with disabilities in AmeriCorps State and National, Senior Corps, or Learn and Serve America programs).
- Research or evaluation (unless this activity is integrally related to increasing the placement of individuals with disabilities in AmeriCorps State and National, Senior Corps, or Learn and Serve America programs).

Disability Inclusion Resources

The Corporation for National and Community Service provides disability inclusion tools and training for volunteer programs through the CNCS Resource Center: <http://www.nationalserviceresources.org> Among the resources is a handbook designed to assist national and community service programs to include individuals with disabilities titled "Inclusion, Creating an Inclusive Environment: A Handbook for the Inclusion of People with Disabilities in National and Community Service Programs" <http://www.nationalserviceresources.org/inclusion-handbook>.



**State Commission on
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**Disability Inclusion National Service Mini-Grant
NARRATIVE FORM**

Program Name: _____

Agency Name: _____

Staff Contact Person: _____

Address: _____

Phone #: (____) _____

Email: _____

National Service Program Type:

AmeriCorps*State

AmeriCorps*National

Senior Corps

Learn & Serve America

For AmeriCorps*State Programs ONLY: Contract #: _____ Program Year: _____

All applicants must address each of the following points in the Narrative Section. Narrative submissions should be no longer than three (3) pages.

- (1) Provide a basic overview of your national service program and how it serves your community;
- (2) Describe the [proposed resource/service to be reimbursed and explain why the proposed expense/service is necessary to support your program (i.e.: outreach and recruitment, reasonable accommodations, and/or auxiliary services);
- (3) Describe how the funding/resource will impact your program and in turn what benefits will be provided to the community as a result.



**State Commission on
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Disability Inclusion National Service Mini-Grant BUDGET FORM

Program Name: _____

Agency Name: _____

- National Service Program Type:**
- AmeriCorps*State AmeriCorps*National
 Senior Corps Learn & Serve America

Support Expense Type	Description & Calculation	CNCS Share	Total Requested
A. Project Personnel Expenses			
B. Personnel Fringe Benefits			
C. Travel			
D. Equipment			
E. Supplies			
F. Contractual and Consultant Services			
G. Other Support Costs			
H. Indirect Costs			
BUDGET TOTALS			