



Policy No. 408

## **Discretionary Funds**

Adopted: July 16, 1999

Within funds available, the Developmental Disabilities Council may approve funding of innovative projects. The Council will only consider requests during its March and November Council meetings. In order to assure timely consideration of the request by the appropriate Council Life Goal Area Workgroup, requests must be submitted to the Council office by:

- August 1 to be considered at the November Council meeting, or
- December 1 to be considered at the March Council meeting of the following year.

### **Purpose**

The purpose of the discretionary funds is to allow the Council to respond to ongoing requests for funding.

### **Council Mission (from the Three Year Plan)**

The mission of the Council is to work collaboratively with individuals with developmental disabilities, their families and guardians, service providers, advocates and policy makers to:

- a. Assure individuals with developmental disabilities and their families participate in the design of and have access to culturally competent, consumer/family centered supports and other assistance that promote independence, productivity, integration and inclusion into the community of their choice; and
- b. Promote the Council's vision in the public policy and planning arena through system change, community capacity building and advocacy at the local, state, and national levels.

## Council Life Goal Areas

In its three year plan, the Council has adopted six life goal areas and outcome statements. Three of them are identified as primary focus areas and three of them as secondary focus areas.

### Primary Focus Areas:

Community Supports: Every individual and lives as participating members of the community, and all communities accept, include and value their members with developmental disabilities.

Health Care: All people are as healthy as they can and want to be and benefit from the full range of health services.

Self-determination: People with developmental disabilities have control, choice and flexibility in the services and supports they receive.

### Secondary Focus Areas:

Education: Students reach their educational goals.

Employment: Adults with developmental disabilities who want to work will have jobs.

Housing: People with developmental disabilities live where and with whom they want.

## Request Requirements

Requests will be evaluated based on the extent to which they meet the following criteria:

1. Requests must be from non-profit organizations, state or local Governments, educational, or community based organizations. Individuals must obtain the agreement of a non-profit organization to be the contractor on their behalf in order to submit a request.
2. Requests must involve activities that are consistent with the Council's mission and help meet one or more of the Life Goal Area outcomes (above).
3. Priority consideration will be given to requests consistent with the three primary Life Goal Areas identified by the Council.
4. Priority consideration will be given for projects that are start-up or will be completed during the contract period.
5. Request does not present a conflict of interest for the Council.
6. Request reflects cultural appropriateness.
7. A match of 25 percent of the total request is required. Match can be made in hard dollars or in-kind contributions.

8. Requests should not ordinarily exceed \$10,000 unless added justification is included for higher amounts.

#### Discretionary Funds: Procedures

The Council will send a notification of availability and amount of discretionary funds to its mailing list in April of each year.

The Council will consider requests at their regularly scheduled meeting in March and November of each year. Council staff shall identify any unanticipated or unspent funds prior to the March meeting and these funds shall become available under the discretionary funds policy. Half of the funds shall be available in March and half in November. Funding of requests is not guaranteed and is based upon the availability of funds. The Council reserves the right not to fund any requests.

Upon receiving a request for discretionary funds at the Council office, the request will be logged in and referred to the Workgroup responsible for that Life Goal Area. The Workgroup will evaluate the request and make a recommendation to the full Council for consideration.

The Council office will notify the requestor of the Council decision. If a request is approved, the contracting process shall then begin. The contract will be on a reimbursement basis. Contract activities can only be reimbursed from the time that both parties sign the contract.

Please submit the following information with your request for funding:

1. The name of your organization and people who will be responsible for administering these funds and implementing these activities.
2. If you have not contracted with the Council in the past five years, a brief description of your organization, including the qualifications of people who will be responsible for administering these funds and implementing these activities.
3. A description of what will be accomplished with these funds.

Include the following:

- Explanation of the need that this project is addressing
- Explanation of how the need is going to be addressed by this project
- The population which this project will serve
- The activity(ies) to be completed
- Indication of whether this is a “start up” or activity that will be completed during the contract period
- How the activity will directly benefit individuals with developmental disabilities and their families
- How the activity is consistent with the Council’s mission and helps meet one or more of the Life Goal Area outcomes
- Whether or not the activity presents a conflict of interest for the Council
- How the activity will reflect cultural appropriateness

4. A budget indicating how these funds will be spent.
5. A description of the 25 percent match of the total request. Match can be made in hard dollars or in-kind contributions.
6. If a project is ongoing, a plan for securing ongoing funds from other than Council sources.

Please submit requests and direct questions to:

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