

**WEST VIRGINIA DEVELOPMENTAL DISABILITIES COUNCIL**  
**110 Stockton Street, Charleston, WV 25387**  
**(304) 558-0416(v) 558-0941(fax)**  
<https://ddc.wv.gov>

**GRANT APPLICATION**  
**(Oct. 1, 2019 – Sep. 30, 2020)**  
**Must be Received by NOON on July 5, 2019**

**Applicant Information**

The applicant designated below hereby submits this application for funds originating from the Developmental Disabilities Act (P.L. 106-402) for the project described in this application. (Please Print or Type)

Applicant Organization:		<input type="checkbox"/> Private <input type="checkbox"/> Public
Street Address:		
City:	State:	Zip:
Phone:	Fax:	Email:
FEIN#	DUNS#	

I, the authorized official of the applicant organization, have reviewed this application and hereby certify that (1) to the best of my knowledge, the information contained herein is complete and accurate; (2) funds provided under this grant will be used solely for the project described in this application, or as amended; and (3) the applicant agency agrees to comply with the assurances and stipulations contained in this application and subsequent contract.

Authorized Official:	Title:
Signature (Non-Black Ink):	Date:

**Project Identification**

Project Title:	
Contact Person:	Title:
Phone:	Email:
Complete this sentence: <u>The Purpose of this Project is to</u>  	

<b>One Year Project Costs</b>	
Grant Request:	\$
Applicant Share (“Match”):	\$
Total:	\$

### **Board of Directors**

**On a separate sheet(s) of paper** provide a list of the applicant organization/agency board members. For each member, list: a) name, b) address, c) organizations the individual represents on the board (if relevant), d) county of residence, and e) date when his/her term expires.

### **Project Narrative**

**The Project Narrative must be limited to no more than six (6) pages long. Narratives must be typed in 12-point font with standard spacing between rows of text.** Proposals must include the following:

1. **Project Goals and Objectives:** Identify the goals and objectives to be addressed; the specific, measurable performance targets to be reached; and the products to be produced by the project for the grant period. If the proposed project is anticipated to take more than one year to complete, provide a list of objectives and timelines to complete it. If the project provides direct services as part of a demonstration of improved ways to support people with developmental disabilities, state: how many people will be served, how eligibility and selection for the project will be determined, and a what type and quantity of services will be provided.
2. **Methodology:** Describe the specific activities that will be conducted in order to meet the stated objectives. Include information on how individuals with developmental disabilities and/or family members will be able to express their choices and decision-making in any services provided through the project. Specify any other parties whose involvement will be important for the success of the project. Describe how personally identifiable information collected by people with developmental disabilities (if any) would be safeguarded.
3. **Duration:** Provide a timetable for project activities and achieving performance targets. Describe plans for continuation of services (if relevant) after Council funding ends.
4. **Evaluation:** Describe the process to be used to assure quality of services and achievement of project objectives.
5. **Administration and Applicant's Capacity:** Describe how the project will be administered by the organization. Include the staffing pattern and resumes of key personnel (if known) who will be associated with the project. Indicate the applicant's experience, knowledge, and skills to carry out the specific project activities and the management of the project.

6. **Project Budget:** Provide a **Detailed Line Item Budget** for the grant period (October 1, 2019 – September 30, 2020) on the related Worksheet that is included in the Grant Application Packet. The Budget form and Instructions are available on the DD Council’s web page <https://ddc.wv.gov/council-projects/grantfunding/Pages/default.aspx>. The budget must indicate the amount of the grant request and the applicant's commitment of matching funds for the grant project from initiation through September 30, 2020.
7. **Enclose a detailed budget narrative** that identifies and justifies the planned expenditures by individual budget category. The budget narrative should include the dollar amounts and how those amounts were derived. Each budget line item should be clearly identified and have a corresponding budget narrative. **Identify the source(s) of the match (see below). (NOTE: Other Federal funds may not be used as match for this grant project.)**

**NOTE:** Grant funds are intended to supplement and enhance resources that are currently available. They may not be used to purchase goods or services for which another funding source is available or to supplant existing funding. Grant funds may not be used to purchase equipment or to supplant obligations of the applicant or to comply with local, State or federal laws (including the *Americans with Disabilities Act*.)

The grantee's matching share may consist of:

1. Charges incurred by the grantee as project costs;
2. Project costs financed with cash provided to the grantee by other public (**non-federal**) agencies and institutions, private organizations, and individuals; and
3. Project costs represented by services and real or other personal property, or use thereof, donated by other public agencies and institutions, and private organizations and individuals.

**In-kind contributions shall be accepted as part of the grantee's matching share when such contributions meet the following criteria:**

1. Are identifiable from the grantee's records;
2. Are not included as contributions (match) for any other federally assisted program; and
3. Are necessary and reasonable for proper and efficient accomplishment of project objectives.

(per OMB Circular #A-102)