



Mini-Grant Application

Contact Information

Parent Group/Association Name _____

Contact Name _____ Title _____

Address _____

City _____ State _____ Zip code _____

Daytime Phone _____ Evening Phone _____

Fax _____ E-mail _____

Web site _____

Partner Public Agency Name _____

Contact Name _____ Title _____

Address _____

City _____ State _____ Zip code _____

Daytime Phone _____ Evening Phone _____

Fax _____ E-mail _____

Web site _____

Representatives (one each from parent group/public agency) who will attend training in October 2010.

Support Group Leader: _____

Address: _____



AdoptUsKids 2010 Respite Program Mini-Grant Application

Instructions for Applying for a Respite Mini-Grant

To apply for a respite mini-grant, send your **completed mini-grant application and Part 1 of the respite proposal** to Diane Martin-Hushman NACAC, 970 Raymond Avenue, Suite 106, St. Paul, MN 55114 by **July 1, 2010**. Use the checklist below to ensure that your application packet is complete. Be as detailed as possible.

Application checklist

- Complete mini-grant application form. (Be sure to name a parent and agency representative to attend the Respite Training.)
- Part I of proposal—Please follow the outline below – no more than four pages not including the application form. Do not use a font size smaller than 12 and please double space.
- Attachments: 501(c) 3 letter of your group or your umbrella group. Please note that 501(c) 3 status requires incorporation.
- Attachment: Letter of support/commitment from the partnering agency/group.

Outline for Part I of the respite proposal

Introduction

- Who are you/your group?
- Describe the mission/purpose of your group.
- Who do you presently serve?
- Demonstrate the history/experience of your group leader(s) in operating special programs.
- What are your capabilities to carry out this respite proposal?
- What are the different roles of the support group and the public agency?

Problems/What is the need for a respite program?

- Describe the specific community need that you plan to address, including the number of adoptive/foster/kinship families in need of respite.
- How many people do you plan to serve?
- Describe the population of children being parented and their special needs.
- What kind of a needs assessment, for respite, did you do?

Ideas for providing a respite program in your community:

- After reading the assessment, what kind of a program do you think will work with your group?

Application and Part I Due July 1, 2010

PART II

After attending the respite care training in October 2010.

Please Note:

After the respite training, your leaders will have information and other models available to complete the design of your respite program for your community. The respite group will be expected to complete the following questions in reference to your respite program. This is an expectation before getting the grant monies.

Objectives

- How do you plan to implement a respite program?
- What will your respite program look like?
- Description of the respite program. What are the activities? What kinds of services and/or programs will you provide? Will you have a children's program?
- What plans do you have for continuing the group/project when the mini-grant funding ends? (**This is VERY important!**)

Evaluation

- How do you plan to measure and report on the effectiveness of your program? What are the outcomes of your respite program?
- What tools will you use (surveys, interviews, focus groups, etc.)

Budget

- How will you spend the grant monies?
- How will you track expenditures?
- Explain the categories in which the money will be spent. Possible budget categories might be phone, postage, printing, activities, staff, etc. Be sure to keep a copy of your proposed budget so that you can send a report at the end of the year showing how funds were actually spent.
- **Provide documentation of in-kind/matched funds** to your proposed project. In-kind funds can be such things as meeting space, agency staff time/salaries, donated services etc.

Part 2 Applications are due by November 15, 2010 after the respite training.

Mail or Fax to:

Diane Martin-Hushman

NACAC

970 Raymond Avenue Suite 106

St. Paul, MN 55114

Fax: 651-644-9848

Questions: Diane Martin-Hushman hushman@nacc.org #866-622-2249