

## **Early On® Michigan Foundation Mini-Grant**

The purpose of the *Early On*® Michigan Foundation is to strengthen *Early On* Michigan's capacity to serve infants and toddlers with developmental delays or established conditions and their families who are eligible under Part C of the Individuals with Disabilities Education Act (to learn more about the *Early On* Michigan Foundation, visit [www.EarlyOnFoundation.org](http://www.EarlyOnFoundation.org)). The Foundation will disburse grant funds to *Early On* programs with the aim of enhancing the quality of service provision and supporting improved outcomes for eligible infants and toddlers and their families.



**Scope and Purpose of Mini-Grant:** The *Early On* Michigan Foundation Mini-Grant offers an opportunity for eligible applicants to apply for a small award to support a component of their work with eligible infants, toddlers, and families. Funded activities might include (but are not limited to):

- Contracting with community organizations to provide respite for parents
- Purchase of assistive technology devices
- Purchase of evaluation or assessment tools
- Advertising for child find outreach
- One-time increase in staff hours
- Personnel development materials (i.e., books, journal subscriptions, etc.)

**Who is eligible?** Eligible applicants include Michigan intermediate school districts and local intermediate school districts responsible for the implementation of Part C of the Individuals with Disabilities Education Act. **The ISD-level *Early On* Coordinator must sign the application indicating knowledge of the application.**

**Deadline:** Applications must be received by **4:00 p.m. on Monday, November 30, 2020**. Applications must be submitted **via email to [EarlyOnFoundation@gmail.com](mailto:EarlyOnFoundation@gmail.com)**. **No paper or fax applications will be accepted.**

**Award:** Funds for this grant were raised through the 2019 Silent Auction to Benefit *Early On* Michigan and include a 1:1 match provided by the Foundation. The *Early On* Michigan Foundation will award one or more grants whose sum is not more than \$7886. Announcements of the grant award will be made by December 30, 2020. The period of the grant award will be January 1 through December 30, 2020. At the onset, the Foundation will disburse 75% of the award, with the balance of actual expenditures payable to the grantee upon submission of the final report and expenditures, due December 30, 2021.

**Criteria:** Applications will be judged on how closely they fit with the mission of the *Early On* Michigan Foundation. Grants will be limited to projects that support the *Early On* Michigan system. Preference will be given to proposals with:

- Clearly stated goals and objectives;
- A specific, feasible plan of action to accomplish well-defined objectives;
- A reasonable, appropriate, and specific budget;
- Clearly articulated family-centered approach

**Activities funded must benefit children and families eligible for early intervention services under Part C of IDEA.**

**Requirements:** Applications/proposals may be **no longer than four pages**. Resumes and supporting documentation may be attached, in addition to the four pages. For funded projects, any products purchased or developed must be identified with an acknowledgement of the *Early On* Michigan Foundation as the funding source and include the Foundation logo. A final report of activities, products, outcomes and budget expenditures, including photos of any products, must be submitted to the *Early On* Michigan Foundation at the conclusion of the grant period/project, December 30, 2021.

**No indirect costs may be applied to these funds.**

## Criteria for Evaluating Proposals

1. With regard to the **PROPOSAL IN GENERAL (25 points)**
  - Does the proposal describe how use of funds will improve or support early intervention in their area?
  - Are the goals, objectives, and primary tasks set forth feasible?
  - Are the project goals stated clearly? Are they concrete and specific enough to be measurable?
  - Does the project relate to priorities and objectives established by *Early On* Foundation?
  
2. With regard to the **PLAN OF WORK**, does the proposal **(25 points)**
  - Describe the work to be performed associated with people or a person who will do the work?
  - Tie work to be done to a timetable?
  - Provide sufficient time for the accomplishment of project goals?
  - Include a description of any follow-up or continuing activity that will occur after project completion?
  - Make sense? Is there a more logical manner of proceeding to accomplish stated project goals?
  - Include a clearly articulated family-centered approach?
  
3. With regard to the **PERSONNEL**, does the proposal **(10 points)**
  - Use personnel qualifications that are appropriate for the duties assigned to them?
  - Include a job description and statement of qualifications for any increase in staff hours?
  - Describe the names and qualifications of any consultants, advisory board members, or other paid or non-paid advisors or contractors?
  
4. With regard to the **BUDGET**, does the proposal **(15 points)**
  - Indicate what costs are to be paid for with the grant and what costs will be met by the applicant or other sources?
  - Provide any matching funds?
  - Describe how budget figures were arrived.
  - Account for all expenditures describe in the proposal narrative?
  - Make sense?
  - No indirect costs may be applied to these funds.

Questions: Please email [earlyonfoundation@gmail.com](mailto:earlyonfoundation@gmail.com).