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**PROCEDURES FOR REQUESTING EVENT SUPPORT**

In order to achieve or move forward specific State Plan goals and objectives, the Virginia Board for People with Disabilities (“the Board”) may support an event/conference. (Please see the Board’s State Plan, available [here](http://www.vaboard.org/reports.htm). Applicants must identify at least one State Plan objective on the **Application for Event Support** that the event or conference will support.

**Eligibility:**

* Applicants may be state or local agencies, other public agencies, institutions of higher education, 501(c)(3) non-profit organizations or for-profit organizations.

**Funding Criteria:**

* Applications must show direct support for a specific State Plan Objective (https://vaboard.org/reports.htm). The objective must be identified in the application, including a description of how the event addresses the objective.
* The applicant must agree to provide outcome information to the Board within 2 months of the end of the event that is specific to the relevant state plan objective. Outcome information may include:
  + federal performance measures such as the number of individuals trained, participant satisfaction, and impact on participants’ advocacy levels (reported separately for people with disabilities and family members of people with disabilities). Please see [this link](http://itacchelp.org/federal-reporting-resources/dd-council-performance-measures/) for more information; and/or
  + other agreed upon outcome measures such as the impact of the event on participants’ knowledge levels.
* Applications for which the applicant has engaged Board staff as participants in the development of the event agenda prior to submitting the request for support will receive priority for funding. Note, however, that Board involvement in planning, is **NOT** a commitment for funding support.

**What we fund:**

The Board will consider funding events and conferences that are designed to promote systems change, capacity building, and policy/advocacy work consistent with the tenets of the DD Act. The DD Act is designed to ensure development of person and family-centered, comprehensive systems with a coordinated array of services, supports and other assistance that will enable people with developmental disabilities to achieve maximum independence, productivity and integration and inclusion in the community for individuals with DD and other disabilities.

**What we do not fund:**

* Conferences/events that do not support community inclusion and integration for individuals with DD and other disabilities, including ensuring that people with DD and other disabilities are included in event planning and implementation in meaningful ways.
* Conferences/events that do not demonstrate a commitment to cultural diversity by including persons of color and/or ethnic or other minorities in the planning and implementation of the conference, including as presenters.
* Conferences/events with a primary focus on entertainment or on highlighting an individual’s or group’s skills and talents.
* Conferences/events that are not inclusive of people with and without disabilities, unless such event is a self-advocacy event focused on advocacy and policy goals.
* Conferences/events that do not directly align with one or more of the Board’s current [State Plan Objectives](https://vaboard.org/reports.htm).
* Conferences/events that do not directly support individuals with DD and other disabilities in the state of Virginia.

**Funding Level:**

The amount of funds awarded for event support generally ranges between $500 and $2,500. The total available Board funds for event support are typically limited to $10,000 each year. Please check the VBPD website for availability of funds.

**Application Procedures:**

Requests for Conference/Event funding will be considered four times per year with approximately one-fourth of the annual budget for event support available for each round. Applications must be received, not postmarked, by the deadlines below.

| **For events occurring in the following months:** | **The deadline for applications is:** | **Applications will be reviewed at Board meetings in:** |
| --- | --- | --- |
| July through September | May 1st | June |
| October through December | August 1st | September |
| January through March | November 1st | December |
| April through June | February 1st | March |

**\*** Specific Board meeting dates are posted on-line [here](http://www.vaboard.org/boardmeetings.htm).

**Requests that do not meet this timeframe will not be considered.**

A completed [Application for Event Support](http://www.vaboard.org/grants.htm%23support) should be addressed to the Board’s Grants, Contracts and Program Information Manager via [jason.withers@vbpd.virginia.gov](mailto:jason.withers@vbpd.virginia.gov).

**Requests which fail to provide the required information in the Application for Event Support will not be considered**.

**Review/Approval Process**:

All applications will be reviewed by one of the Board’s Standing Committees, which will then make a recommendation to the full Board. Applicants are notified in writing of the Board’s decision within 1 week following the Board meeting.

If funds are approved, conditions may apply:

* Funding approval may not be for the full amount requested, but for a lesser amount.
* The Board may specify the budget line item(s) for which the funds may be used. (See the Grants Manual, pages 7-11, for information on funding terms and conditions for Board projects.)