

The Able Trust

Grant Policies, September 2009

Eligibility

- A. Applicants:** The Able Trust will accept for review complete proposals and supplemental materials from organizations that are either governmental agencies or are currently qualified as tax exempt under Internal Revenue Code Section 501(c) 3 and are not private foundations or supporting organizations, which demonstrate an interest to serve the employment needs of individuals with disabilities in the state of Florida. The Able Trust will also consider limited grants to individuals for on-the-job accommodations to accept an employment offer, retain or receive a promotion at a current job.
- B. Types of Grants:** The Able Trust makes the following types of Grants:
1. Agency Grants –this is the primary grant program of The Able Trust and such proposals address the employment placement of Floridians with disabilities.
 2. Requests for Proposal (RFP) Grants – This program is defined by an announcement by the Board of Directors for proposals that address a specific issue. The release of an RFP’s is at the discretion of the Board at any time during a Fiscal Year.
 3. Emergency Agency Grants - this program is for such situations whereby extenuating circumstances or natural occurrences (commonly defined as “Acts of God”) have resulted in an Agency’s Employment Program’s inability to function if assistance is not received within 60 days. Emergency Grants average \$5,000 with \$10,000 being the maximum award.
 4. Individual On-the-Job Accommodations – this program is for individuals currently residing in the state of Florida that need emergency on-the-job accommodations to accept an employment offer, retain or receive a promotion at their current employment and are not currently active clients receiving services with an applicable state agency.
- C. Proposal Evaluation and Limitations**
1. Proposals must address the employment placement of Floridians with disabilities. Employment is defined as an individual, entering or retaining full time, or if appropriate, part time competitive employment in the integrated labor market at minimum wage or above for at least 90 days. This includes supported or transitional employment in an integrated setting consistent with the individual’s strengths, resources, priorities, concerns, abilities, capabilities’, interests and informed choice.
 2. Only one proposal at a time from any one agency or individual will be considered.
 3. Proposals must present a detailed “Project Plan and Description” for how employment will be secured for individuals from a defined community and/or disability population group.
 4. Proposals must present a thoughtful “Plan for Future Funding” that addresses the sustainability of the proposed program and project objectives when the grant year is complete.

5. Proposals should demonstrate an identified gap between services the Agency has funding for and what the community's needs are as a place where The Able Trust could possibly assist with grant funding.
6. Proposals must present a line item budget to implement the program goals under consideration. Administration cost is limited to 10% of the total program costs demonstrated on the line item budget.
7. In the review process, the geography served of the program is taken into consideration as The Able Trust is responsive to all 67 counties in Florida.
8. In the review process, the disability populations proposed to be served are taken into consideration as The Able Trust strives to serve diverse populations of disabilities in any given year.
9. Proposals with multiple sources of funding are encouraged.
10. In the interest of transparency, a grant applicant should disclose any known relationship, donation of funds and/or volunteer hours with (a) a Director of The Able Trust and the staff/co-worker of that Director at their place of business and (b) staff of The Able Trust and/or their immediate family.

D. Length of Grant: The Foundation will consider grants of one, two or three year time length. Multi-year grants will only be considered from eligible agency applicants and subsequent funding will depend on the success of the first year and availability of funds. Multi-year grants awards will be of tiered amounts with the second year less than the first, and the third year less than the second.

E. Non-Discrimination: There are no restrictions on the granting or use of the grants with respect to abilities, race, color, creed, sex, sexual orientation or religion. All awarded organizations are expected to maintain ADA accessible environments and positively promote the hiring of individuals with disabilities.

F. Exclusions: The Able Trust will not consider for funding any proposal outside the description provided above "Applicant" (A). For additional clarification, The Able Trust will not consider:

1. any individual grant for a small business start-up or continuation,
2. proposals from individuals for tuition and related costs,
3. proposals that do not demonstrate other funders or plans to gain other funders for support,
4. Proposals from out of the state of Florida or International,
5. Proposals which include requests for fellowships, scholarships or travel grants,
6. Proposals that include a request for the purchase of real estate or for building improvements,
7. Proposals that do not address employment placement for persons with disabilities in Florida.

G. Application Process:

1. There are no deadlines for submission of an application, except when specified on a particular released "Request for Proposal".

2. The Grant Committee recommends and the Board of Directors approves proposals for funding four times a year in conjunction with the regularly scheduled Board of Director meetings. Emergency grant requests are considered by the sitting Grant Committee on a as needed basis and as defined by section B.3.
3. All decisions of the Grant Committee and Board of Directors are final.
4. Required Supplemental Materials from **Agency Applicants** are:
 - i. Copy of IRS 501(c)(3) Designation
 - ii. Copy of most recent Financial Audit or Financial Statements
 - iii. Copy of most recent Annual Report. If Agency does not produce an official Agency Report than a one page summary of services provided in the previous year will suffice.
 - iv. Copy of the most recent Internal Revenue Service 990 filing.
 - v. Copy of state of Florida Charitable Solicitation Registration
 - vi. Contact list of current Board of Director Members (Addresses & Phone Numbers)
 - vii. A completed ADA Verification form.
 - viii. Two Letters of Support about the project under consideration.
 - ix. Two Competitive Cost Quotes for Budget items over \$500.
5. Required Supplemental Materials from **Individual Applicants** are:
 - i. A copy of Documentation of Disability – can be from a physician, state or federal agency, a hospital or other disability related service provider. Letter must be signed, dated, have a printed first, last name and job title, mailing address and phone number. This documentation should be as recent as possible.
 - ii. A letter from an employer describing the job offer, the current job held or the advertised promotion opportunity and how the individual is eligible for it.
 - iii. A letter from a representative of the Division of Vocational Rehabilitation (DVR) indicating one of the following options (1)Individual has been denied services by DVR or (2)That your DVR case has been closed and at what date and the reason that DVR cannot provide you with the equipment needed as outlined in the proposal. Either Division of Blind Services or Agency for Persons with Disabilities may be substituted for DVR.
 - iv. Two (2) letters of reference from persons, whom you know well, as related to the proposed project. These letters should not address personal relationships but the employment and accommodations needed.
 - v. Two (2) Competitive Cost Quotes for Budget items over \$500.

H. Grant Award Administration and Monitoring

1. Distribution of funds: The Grant awards can be paid in full or partial amounts as decided by the Grants Committee at its sole discretion. However the Grant Award Contract must indicate the method and amount(s) of disbursements. Grants in excess of \$10,000 must be in at least two payments, the second payment being dependent upon submission and approval of the Project's Initial and/or Interim Progress Report. Any funds needed for the start up of a project shall be included in the first disbursement.

2. All grant recipients shall complete at least two progress reports during the grant year by the due date. Recipients may elect to receive their reporting materials either by the postal mail or electronically.
3. Site visits shall be conducted at a minimum of twenty-five percent of all grant award sites. Site visits for multi-year grant applicants shall be completed before the consideration and review of Year Two or Year Three funding. Site visits can be conducted at any time.
4. Compliance Audits may be conducted on any grant funded project that the President/CEO deems necessary.

This document constitutes the Grant Making policies and procedures of The Able Trust which are subject to periodic review and modification by The Able Trust.