

## REQUEST FOR PROPOSALS »

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### Grant Awards 2022

**Deadline: Proposals must be received, by 4:00 PM, on August 8, 2022.**

To qualify the grant proposal must be postmarked by the above date or hand delivered to the office on the date specified. **No exceptions will be made.**

#### Background

Wispect Inc. is a private nonprofit organization that administers pooled and community Special Needs Trusts for people with disabilities. Based in Madison, Wispect manages the Special Needs Trusts for more than 3,500 people throughout the state of Wisconsin. The Wispect Foundation is an entity under the auspices and authority of Wispect, Inc.

*The mission of the Wispect Foundation is to improve the quality of lives of persons with disabilities through partnerships with the disability services community. We provide grants to support the mission of client centered organizations assisting Wisconsin residents.*

The Wispect Foundation is seeking competitive grants for organizations that provide support services to, or provide access to, services for persons with disabilities.

#### To be eligible for a grant, your organization must:

- Be a 501(c)(3) tax-exempt nonprofit organization, according to the Internal Revenue Code - tax exempt pursuant to 26 U.S.C. 501(c)(3) - in good standing.
- All grant funds must be used for the benefit of individuals with disabilities who have a designation of Beneficiary.

#### Consideration will be given to, but not limited to, proposals addressing needs in the following areas:

- **Housing** – programs designed to improve the day-to-day living conditions, for persons with disabilities, through the provision of safe living environments and enhancing the accessibility to such environments.
- **Assistive Devices:** Any device that is designed, made, or adapted to assist a person to perform a particular task. Examples include canes, crutches, walkers, wheelchairs, and shower chairs are all assistive devices.
- **Education/Recreation:** Inclusive educational programming including, but not limited to, workshops, summer camps, art classes; and educational equipment such as computers, software, projection equipment, art supplies, etc. which will promote fulfillment and edification for persons with disabilities.
- **Expansion of current services in place**
- **Transportation**

### Wispect Foundation grants are not available to provide support for the following:

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- Capital campaigns
- General operating expenses unrelated to the grant purpose
- Retroactive funding for activities that have already taken place
- Basic research
- Staff development activities
- Supplanting of projects or activities that have existing funding from other sources
- New staff positions
- Individual applicants

The combined value of grant(s) awarded to the same organization may not exceed \$10,000 in a grant-cycle year.

### Post-Award Reporting

Grantees will be required to submit a written final report. The report and budget information should not exceed 3 pages. Documentation such as brochures, photos, sample products, videotapes, CD's or DVD's may be attached as an appendix or in some other appropriate form. Failure to submit a final report will jeopardize your receiving future funds from Wispect.

If your project includes production of written materials or publicity, Wispect requests that you acknowledge our support with the following statement: Project support provided by Wispect, Inc.

### The final report, due on or before July 10, 2023, must include the information listed in items:

- Name of organization
- Contact person
- Amount awarded
- Amount spent
- A copy of final budget —Expenses and remainder funds
- Number of individuals served through project/service

The Final Report should describe the granted project and how goals and objectives were met as a definition of the success of the project.

### Proposal Preparation Instructions

- Each proposal must include a completed cover sheet (attached). All proposals must also be signed by the person in the organization authorized to sign such grants if that person is other than the contact person.**
- Proposals are **limited to three single-spaced one-sided pages**.
- Required Narrative (Please include each area in the application):**
  - Description of the Organization:** Organization's mission; core values; purpose(s); accomplishments and history of services to individuals with disabilities.
  - Population to be served:** The application must include a description of the population that will be served if this grant is approved. What assurances will be made to ensure that all persons benefiting, from this grant, will be for individuals with disabilities who have a designation of 'Beneficiary.' Please see participant form and certification of disability form.
  - Need:** Briefly describe the need to be addressed. Identify the target population for your project. Discuss whether other funding is available to support your project and why Wispect Foundation support is being requested.
  - Project Goals and Expected Outcomes:** Describe the purpose of your project and how it will positively impact the lives of individuals with disabilities. Identify project goals and objectives associated with each goal. Explain how success will be measured.

5. **Project Implementation:** How will the project be carried out? Who are the responsible parties who will ensure the execution of each facet of the project? What is the timeline for implementation?
6. **Budget:** Provide a line-item budget for your request and include a narrative justification below the detailed budget. Identify any other funding sources that have committed resources to the project and identify line-item expenditures where Wispect Foundation grant funds will be utilized.

D. **Required Attachments**

- An IRS letter of tax-exempt status
- Letters of support from any collaborating agencies for projects involving other agencies

**Submission Instructions**

The deadline for proposal submittal is 5 PM on **August 8, 2022**. You may submit your proposal by email, by hand delivery, or by regular mail.

**Mailing Address:** Wispect, Inc. Foundation  
226 Corporate Drive  
Madison, WI 53714

**Email Address:** edegroot@wispect.org  
**Fax Number:** (608) 252-8449  
**Phone:** (608) 268-6006 Ext. 202

**Notification of Grant Award**

Applicants will be notified of funding decisions by **October 31, 2022**.

**Post-Award Reporting**

Grantees will be required to submit a written final report as outlined below. The report and budget information should not exceed 2 pages. Documentation such as brochures, photos, sample products, videotapes, CD's or DVD's may be attached as an appendix or in some other appropriate form. **Failure to submit a final report may jeopardize your receiving future funds from the Wispect Foundation.**

If your project includes production of written materials or publicity, the Wispect Foundation requests that you acknowledge our support with the following statement: ***Project support provided by Wispect, Inc.***

The final report is due on or before July 8, 2022 and must include the following information:

1. Name of organization
2. Contact person
3. Amount awarded
4. Amount spent
5. A copy of final expenditures vs. budget
6. Number of Beneficiaries served
7. Include Beneficiary identifiers – data to show all benefits were for persons with disabilities, i.e., "This grant provided supports 12 Beneficiaries with intellectual disabilities."
8. A description of the project and how project goals and measurable objectives were met



**WISPACT FOUNDATION 2022 GRANT APPLICATION »**

**Grant Awards 2022**

**Cover Sheet**

Organization \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Title of Project \_\_\_\_\_

Amount Requested: \_\_\_\_\_

\_\_\_\_\_ Name of Authorizing Agent (Ex. Dir., President, CEO)

Signature of Authorizing Agent \_\_\_\_\_

Date \_\_\_\_\_

