Mini-Grant Application Overview

Background

The Respite Care Association of Wisconsin’s (RCAW) Mini-Grant Program funds are from a grant from the Wisconsin Department of Health Services - Division of Medicaid Services. RCAW will award up to 10 Mini-Grants annually.

The purpose of the Mini-Grant Program is to:
- promote, support, and expand the pool of trained Respite Care providers,
- educate primary family caregivers about respite resources, and
- be collaborative, i.e., include other agencies that support family caregivers including but not limited to ADRC’s, County CLTS and CCOP staff, and Tribes.

Eligible Applicants

Eligible applicants include:
- County or local government agency,
- Tribe or band,
- A community-based private, non-profit entity, or,
- A community-based, private entity that operates for profit.

Only one (1) agency or organization (government or non-profit) can serve as the applicant. The applicant will serve as the lead coordinator who plans, develops, and holds an event. The applicant must develop a collaborative effort that includes both:

- Local Aging and Disability Resource Center (ADRC) or consortium of ADRC’s coalition, and; (serving adults and older adults),
- Local county Children’s Long-Term Support (CLTS) programs or Children’s Community Options Program (CCOP) staff at a minimum (serving children).

Including both your local ADRC and CLTS or CCOP helps serve caregivers and care recipients across the lifespan and is parallel with RCAW’s mission.

RCAW highly encourages the applicant to engage with other collaborating agencies such as Area Aging Agencies (AAAs), Managed Care Organizations (MCOs), IRIS Consulting Agencies (ICAs) agencies looking to hire additional respite care workers.

Grant Awards

RCAW will award up to ten (10) Mini-Grants, not to exceed $3,000 to one (1) county per grant year. Mini-Grant applicants who have not received an award in the prior 24 months will take
priority. To clarify, RCAW will not fund a Mini-Grant where the applicant is a different agency but is serving the same county or region via a Mini-Grant award within the prior 24 months.

**Eligible Activities**

RCAW’s Mini-Grant intends to support activities that:

**Improve the overall quality of respite services via:**

- **Respite Care Provider/Worker Recruitment:**
  
  Respite Care Provider/Worker Recruitment can include creating & implementing a marketing campaign for your community or region to solicit/recruit those who may be interested in providing respite care. RCAW can provide information & education, or host can do so on their own.

- **Respite Care Worker/Training**
  
  Respite Care Provider/Worker Training can be in addition to a recruitment activity or a stand-alone activity where attendees can learn about various free training opportunities. Participants will learn about both online training and in-person training opportunities.

**Improve coordination and dissemination of respite services via:**

- **Respite Vendors/Exhibitors**
  
  Include opportunity for respite vendors to exhibit and promote their programs and resources available in your community.

- **Activities that streamline access to respite programs**
  
  Provide specific opportunities to streamline connectivity between respite resources, respite providers, and family caregivers seeking respite.

**Fill gaps in service where necessary**

- RCAW can provide an in-person or webinar on all or some of our respite programs and resources: (You can identify which program(s) you would like us to present on):
  
  - Information/education about RCAW’s **free** online Respite Care Certification Program,
  - Information/education about RCAW’s **free** Wisconsin Respite Care Registry,
  - Information/education about RCAW’s Caregiver Respite Grant Program
  - Information/education about RCAW’s Mini-Grant Program
  - Information/education about RCAW’s Group Respite Grant Program

- **Other Activity – be prepared to be specific and explain how it ties into the purpose of the grant.**

**Roles and Responsibilities**

**Applicant:**

1. Serve as the lead coordinator for the event, including planning meetings, logistics, etc.,
2. Host a videoconference link for attendees to join planning meetings remotely,
a. RCAW may or may not be available to join every planning committee, and the applicant is required to send notes/meeting minutes to RCAW,

3. Must get the proposed date of the Mini-Grant event approved by RCAW before coordinating planning meetings and securing location,

4. Manage grant budget,

5. Manage event registration,

6. Manage the promotion of the event. The event should be widely publicized, including through the media (newspapers and radio) and social media, etc.,
   i. Note: RCAW can provide a flyer template for the event. The applicant will be responsible for making changes to the flyer, as appropriate, and sending it to potential planning committee members and attendees. The free software for the flyer is Canva.

7. Acknowledge RCAW on all marketing and promotional materials with the following statement “This event was made possible from a Mini-Grant from Respite Care Association of Wisconsin,”

8. Include a table featuring materials provided by RCAW,

9. Secure an ADA compliant and accessible site for the event,

10. The applicant will be responsible for the maintenance of such meeting logistics, including AV equipment, PPT screen, and cable setup.

11. Arrange for a survey that attendees can complete while at the event and provide RCAW with the data within 60 days of the event. This data should include:
   a. Number of attendees,
   b. Age groups of attendees,
   c. How they identify (primary/unpaid/family caregiver, professional, interested in becoming a respite provider),
   d. How they heard about the event,
   e. Level of satisfaction.

RCAW:

1. Provide tool kit w/examples of prior successful outreach flyer, radio ad script, timeline for tracking planning steps, etc. and other tips on what has helped make prior events successful.

2. Provide the applicant with RCAW marketing materials to be included on the exhibit table. We will mail a box of marketing materials to your office if RCAW is not there in person,

3. Depending on the activities that the applicant requests in the applications, RCAW will provide information regarding education either in-person or via webinar on the programs offered by RCAW.

4. RCAW will be available as a consultant through the process and that RCAW cannot guarantee their attendance at planning meetings

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<tr>
<th>Examples of how grantees have used funds</th>
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<td>1. Rental of audio/visual equipment if necessary (e.g., microphones, screens, cables, LCD projector),</td>
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<td>2. Site rental if necessary,</td>
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<td>3. Respite to enable family caregivers’ participation in event*</td>
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<td>4. Promotional and marketing materials (advertising, social media, printing, copying),</td>
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<td>5. Light refreshments (not to exceed 15% of the total grant) for attendees,</td>
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<td>6. Other specified incidentals that do not exceed the agreed-to maximum.</td>
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*If you choose to use any funds for family caregiver honorariums, we require the use of a form for each family caregiver designated by the applicant to receive an honorarium. RCAW will reimburse family caregivers directly and will coordinate with the Applicant/Host.

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**Disbursement of Grant Award**

We offer two options in how we disburse the grant awards:

- Applicant/grantee can submit a check request to RCAW using RCAW’s grant check request form for eligible expenditures where RCAW pays the vendor directly.

- Successful awardee of grant funds can incur expenditures, and upon submittal of all documentation of eligible expenditures to RCAW, we will reimburse awardee up to $3,000 (or grant award) for all eligible costs.

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**Terms and Conditions to Mini-Grant:**

As a condition of receiving funds, the following Terms and Conditions apply:

- **The applicant must collaborate** with: At least one (1) representative(s) from each County/Regional Aging and Disability Resource Center, (1) representative from each county involved in the grant, and if possible/applicable other key local respite care provider agencies, and family caregiver support agencies. Regional efforts are encouraged.

- **Document goals and objectives** for grant established, i.e., recruit/engage X# of Respite Care Workers; educate X# of family caregivers, engage X# of employers, etc.

- All written materials must contain appropriate RCAW acknowledgments and logos.

- The applicant must supply a minimum of a 20% in-kind or cash match. This match can be met by documenting volunteer hours by coalition members or others in planning, facilitating and holding the event, donations, or purchased (not with grant funds) supplies or food for the meeting, donated room space and AV equipment, and any other nonfederal sources.