



Collaboration, Outreach, Recruitment, and Education (CORE) Grant Program Overview & Application

Background and Purpose

The Respite Care Association of Wisconsin's (RCAW) CORE Grant Program funds are from a grant from the Wisconsin Department of Health Services - Division of Medicaid Services.

The **purpose** of the CORE Grant Program is to:

- 1.) Expand the pool of trained respite care providers by hosting **recruitment** and **outreach** events,
- 2.) **Educate** family caregivers about long-term care resources, including respite care, and
- 3.) **Collaborate** with agencies that support family caregivers, including but not limited to ADRCs, County CLTS, and CCOP staff, Tribes.

Eligible Applicants

- *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.*

Funding Criteria & Eligibility

Applications will be available until **06/31/23** or until funding runs out – whichever occurs first. **All events must occur before 06/31/23.**

- Only one (1) **collaborative** group from each county will have the opportunity to receive CORE funds,
- Grant applicants who have not received an award in the prior 24 months have priority,
- RCAW will not fund an event where the applicant is from a different agency but is serving the same county with a CORE Grant award within the prior 24 months,
- Applicants may only apply one time for each specific county.

If you have any questions regarding which counties have already received a CORE Grant, please get in touch with RCAW Project Manager [Rachel Watkins-Petersen](#).

Collaboration Requirements

The **applicant will be the leader** who plans, develops, and executes the CORE event. The applicant is also expected to form a planning committee and must devise a **collaborative** effort that includes:

1. An **Aging and Disability Resource Center** that serves adults and older adults,
2. Local County **Children's Long-Term Support** or **Children's Community Options Program**.

We encourage the involvement of other collaborating agencies such as:

- **Area Aging Agencies**,
- Other agencies that support family caregivers, such as **Managed Care Organizations** and **IRIS Consulting Agencies**,
- Care provider agencies who are looking to hire additional respite care providers.

Examples of Allowable Expenses

- Rental of **audio/visual**,
- Light refreshments for the event, **cost not to exceed 15%** of the total grant request,
- **Site rental**,
- **Respite care** to enable family caregivers' participation in the event,
- **Promotional** and **marketing materials** (advertising, social media, printing, copying),
- **Other specified incidentals** that do not exceed the agreed-to maximum.

Note: Additional RCAW Expenses: Travel and hotel expenses for the RCAW staff, and the cost of RCAW instructional materials, including copying and other related materials costs, are covered by RCAW and do not need to be factored into the CORE Grant request.

Disbursement of Grant Award

We offer **two options** in how we disburse the grant award.

1. 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.

2. Applicant/awardee of grant funds can incur expenditures. Upon submittal of all documentation of eligible expenses to RCAW, we will reimburse the awardee up to \$3,000 (or grant award) for all accrued costs.

Examples of Events (not limited to)

- Resources fairs for primary caregivers to become **educated** on community resources,
- Provide **outreach** to the community members and connect primary caregivers to respite care providers,
- Provider agencies can **collaborate** and host a job fair to **recruit** respite care providers.

What RCAW Can Offer

RCAW has the potential, based on the availabilities of trainers and staff, to supplement the event with in-person (or virtual) **education** and training. Descriptions of these courses are on our website:

- Respite Care Certification Program,
- Charting the Life Course,
- Wisconsin Respite Care Registry,
- What is Respite Care and its Benefits?
- Managing Behaviors that Challenge Us (geared towards those living w dementia),
- Caring for Challenging Moments (geared towards children and adults),
- How to Hire, Train and Retain a Respite Care Provider,
- How to Market Yourself as a Respite Care Provider / Sole-Proprietor,
- Caregiver Respite Grant Program,
- CORE Grant Program,
- Group Grant Program.

Roles and Responsibilities

The approved CORE grant applicant and RCAW will each have a set of roles and responsibilities. The applicant must serve as the lead coordinator and can delegate other roles and responsibilities to those on the planning committee that meets the collaboration requirements.

Applicant:

1. Serve as the lead coordinator for the event, including planning meetings, logistics, etc.,

2. Record meeting minutes, and send them to the planning committee and RCAW,
3. Manage the budget,
4. Manage registration of the event,
5. Manage the promotion of the event. The event should be widely publicized, including through the media (radio, newspaper, social media, etc.),
6. Acknowledge RCAW on all marketing and promotional materials with the following statement "*This event was made possible by a CORE Grant through Respite Care Association of Wisconsin,*"
7. Include a table featuring materials provided by RCAW,
8. Secure an accessible meeting site for the event.
9. The applicant must supply a minimum of a 20% in-kind or cash match. This match can be met by documenting coalition members' volunteer hours 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.

RCAW:

1. RCAW will be available as a consultant through the process and to answer questions that the applicant may have,
2. RCAW cannot guarantee their attendance at planning meetings,
3. Provide examples of prior successful events, outreach flyers, radio ad script, the timeline for tracking planning steps, etc., and other tips on what has helped make previous events successful,
4. Provide the applicant with RCAW marketing materials to be included on an exhibit table during the event. We will mail a box of marketing materials to your office.

Get Started!

CORE GRANT APPLICATION

