



Overview: The Group Respite Grant Program provides funding so agencies and organizations can hire respite care providers to offer **on-site respite care** so primary caregivers can partake in activities like support groups, classes, conferences, etc.

Frequently, a barrier for a family caregiver to attend an event geared towards caregivers is a need for respite care. The Group Respite Grant Program funds **existing agencies** and organizations to hire respite care providers to offer on-site respite care during an event for family caregivers. Examples of on-site activities include but are not limited to support groups, classes, conferences, etc.

The GRGP provides funds for care recipients engaging in meaningful activities while their family caregiver is stepping away for much-needed recreation, education, bonding, support, and a break from their duties.

This grant can help cover the costs of a one-time event or regularly recurring activities such as a support group and are not limited to non-profit or 501c3 organizations.

All approved applicants must complete the [Group Respite Grant Program Grant Report](#) no later than 30 days after the event(s).

Eligible Applicants: Community-based agencies, health centers, faith-based organizations (i.e., churches, synagogues, mosques,) and other community agencies (can be for-profit or nonprofit) that may be involved in the provision of group respite services to care recipients across the lifespan. The organization applying for the grant can be something other than a 501c3 charitable organization, as we recognize that many collaborations, alliances, and coalitions of like-minded organizations may need to be formally formed entities. However, one organization does need to take the lead on the application.

Application Process: Please complete the [Group Respite Grant Program Application](#) and any additional information required based on the nature of your grant request. Grant support is determined on the merit of your application, depending on group size and length of time of activity. The application allows you to make a single event or activity request or support a regularly recurring event, i.e., host a caregiver support group on the first Monday of each month, etc. Please allow up to 30 days to review & approve a group respite grant application.

Background Checks: The applicant assumes responsibility for conducting background checks on all staff and volunteers. RCAW has provided information below on how to do so:

[BACKGROUND CHECK & CRIMINAL HISTORY INFORMATION](#) & [WISCONSIN CAREGIVER PROGRAM: BACKGROUND CHECKS](#)

Program Setting: The setting is required to facilitate safety, comfort, mobility, and independence. Program Setting requirements are as follows:

- The portion of the building utilized for a group respite program (Program Setting) must provide a minimum of 40 square feet of indoor space per participant, with written policies stating the maximum number accommodated.
- Furnishings must include sturdy, comfortable chairs or sofas for informal interaction by all participants.
- An appropriate number of chairs and tables for all participants to engage in table activities is required.
- The Program Setting has two available restrooms. At least one is accessible to individuals with physical disabilities and is ADA-compliant.
- A minimum of one accessible toilet shall be available for every 12 adults (including staff, volunteers, and participants) in the program area.
- The areas in the Program Setting must have adequate lighting for the safety of the participants.
- The program has access to space where caregivers, staff (paid and volunteer), or participants may have private conversations.
- The Program Setting is smoke-free.
- The Program Setting is clean, with no dirt or dust on the floor or furniture.
- Flooring is conducive to safety — no throw rugs.
- A telephone is available during the program's operational hours.
- The Program Setting has adequate heat and air conditioning for year-round use.

Note: Respite is not a licensed program, and as long as there is no overnight respite provided, the facility where respite occurs is also not required to be licensed.

If overnight respite occurs, the applicant assumes responsibility for having a properly licensed facility for serving said care recipients. Applicants must provide a copy of the facility license in the application.

Medications

- Medications cannot be administered to participants by group respite program staff (paid or volunteers) while participants attend the group respite program.
- Participants may self-administer medication while in attendance at the group respite program. Drugs, whether prescription or over the counter, must be in their original bottle or container. Program Managers (see definition above) can open a medication bottle or container if a participant requests. Program Managers can provide verbal cues to participants in the self-administration of medications. Program Managers are not permitted to remove medicines from bottles or containers or calibrate medications and hand them to participants for participants to self-administer.
- Participants are not permitted to have medications on their person while attending the group respite program. Prescriptions must be kept in a locked location and are to be retrieved only by the Program Manager.

Staffing and Training: The program must be staffed by at least one professional paid staff member (such as a social worker, nurse, activities therapist, or adult education facilitator) who is responsible for the supervision of program assistants, which may include volunteers and students. There will be at most six on-site participants for each staff member (paid or volunteer). Therefore, the staff-to-care recipient ratio is 6:1.

RCAW recommends that each staff person/volunteer complete RCAW's free [Respite Care Provider Training](#), although it is not required.

Unallowable Expenses: We do not permit the use of grants for indirect costs or any other costs not directly related to the event/activity described in the application. Food and beverage are not an allowable cost and RCAW encourages applicants to either pay for said refreshments themselves or look for organizations to make donations.

Appeals: RCAW's board of directors will review GRGP applicants' disputes if they have been denied a grant application and provide resolution requirements for RCAW. Anyone who wishes to file an appeal must use the [Grant Denial Appeal Form](#).

Grant Program Fraud Statement: RCAW funds most of its programs with state and federal funds. RCAW is responsible for ensuring funds are used for their intended purpose and in a manner to conduct the goals and objectives identified in the grant. RCAW reserves the right to deny a grant application if it suspects or detects fraudulent information contained on a grant application RCAW also reserves the right to report suspected fraud to the appropriate officials, and applicants will be banned from applying for grants in the future. They may be subject to repayment of said grant funds to RCAW. All parties involved in grant fraud can potentially be charged with government grant fraud. Using state and federal grant dollars for unjust enrichment, personal gain, or other than their intended use is a form of theft, subject to criminal prosecution. Read the [Grant Program Detailed Fraud Disclaimer](#).

For additional information regarding the GRGP application, please contact:

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