



Purpose: This document ensures the fair distribution of funds, alignment with organizational goals, and compliance with the Group Respite Grant Program: Overview, Policy, and Procedure.

Overview: The Group Respite Grant Program (GRGP) 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 GRGP 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.

¹ The GRGP provides funds for care recipients engaging in meaningful activities while their family caregivers are 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 is not limited to non-profit or 501c3 organizations.

Scope: This policy and procedure apply to all agencies and organizations applying for the GRGP administered by Respite Care Association of Wisconsin (RCAW).

Disclaimer: Applying to and receiving a GRGP award does not create an employer/employee relationship, contractor/subcontractor, or any similar relationship between the applicant and RCAW. By accepting a GRGP award, the applicant shall defend, indemnify, and hold RCAW harmless from any and all claims, causes of action, charges, fines, taxes, costs, or damages that arise from the use of the GRGP or GRGP-related activities. RCAW's decision to award a GRGP to an applicant does not represent an endorsement of the applicant. RCAW denies all responsibility for any claims, causes of action, charges, fines, taxes, costs, or damages arising from the applicant's use of the GRGP or GRGP-related activities. We do not check the background, references, or other aspects of the applicants, their staff/volunteers, or attendees. GRGP applicants self-report all information disclosed.

This [project/publication/program/website, etc.] is supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$2,042,074 with 75% percentage funded by ACL/HHS and \$689,234 with 25% percentage funded by State of Wisconsin source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

Procedure:

1. **Eligible Applicants:** Community-based agencies, health centers, faith-based organizations (i.e., churches, synagogues, mosques,) and other community agencies (can be for-profit or non-profit) 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.
2. **Application Process:** Applicants must complete the [Group Respite Grant Program Application](#) and any additional information required based on the nature of the grant request. Applicants are **encouraged to apply 60 days before** the event and when they request to have the funds. RCAW **cannot approve** applications if they are submitted within **less than 45 days** of the event and when they request the funds.
3. Grant support is determined based on the application's merit, which depends on group size and length of activity. The application allows the applicant 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.

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Please allow up to **14 days** for RCAW to review and approve a group respite grant application. If approved, the applicant will be notified via email, with an agreement to sign. Applicant **must return the signed agreement** to RCAW within **seven days** of receipt. Funds will be disbursed according to the applicant's response to Section 39 of the application.

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

Policy:

1. **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](#)

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

Note: If an RCAW staff member helps facilitate or volunteers for the GRGP program, attendees may be asked to sign a liability waiver drafted by RCAW.

2. **Unallowable Expenses:** We do not permit using grants for indirect costs or any other costs not directly related to the event/activity described in the application. **Food and beverage are not allowable costs**, and RCAW encourages applicants to either pay for said refreshments themselves or look for organizations to make donations.
3. **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](#).
4. **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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