



2010 Developmental Disabilities Grant Guidelines

The Foundation seeks to enhance service delivery for children, adolescents, and young adults to age 26 with developmental disabilities.

A **developmental disability** is defined as a disability that is manifested before a person reaches 22 years of age, which constitutes a substantial disability to the affected individual, and is attributable to mental retardation or related conditions. Such conditions include cerebral palsy, epilepsy, autism or other neurological conditions resulting in impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation.

Eligibility

- Organizations with 501(c)(3) classifications from the Internal Revenue Service that are neither private foundations nor described as 509(a)(3) organizations
- Diocesan and public school districts
- Nonprofit public benefit corporations

Geographic Areas

Massachusetts

- Barnstable County
- Dukes County
- Essex County
- Nantucket County

New York State

- Erie County
- Niagara County

Project Focus

Only projects addressing the following will be considered:

- early intervention, *i.e.*, identifying children with developmental disabilities and linking them with appropriate services
- services for children and youth who are dually diagnosed with developmental disabilities and mental illness
- staff development leading to enhanced service delivery
- delivery of state-of-the-art treatment

Additional Information

- Typical funding range is \$25,000 - \$75,000 per year.
- Multi-year grants are encouraged.
- Priority is given to projects where the majority of costs are both new to the organization and directly related to the proposed initiative.
- Sustainability of the project after grant funding terminates is of paramount importance to the Foundation.

Submitting a Letter of Inquiry

The first step in applying for a grant is submitting a letter of inquiry **not to exceed five pages**. The Foundation accepts only one letter of inquiry per applicant.

To be considered for a grant in 2010, letters must be received by 5:00 p.m. on July 21, 2010. E-mailed and faxed copies are not accepted.

Letters of inquiry **must** include the following:

1. General Information (approx. 1 page)
 - Discuss your organization's history and current mission;
 - Describe your target population and geographic area served.
2. Project Rationale (approx. 1 page)
 - Identify and discuss the need, problem or opportunity that will be addressed;
 - Describe how you came to know about the need, problem, or opportunity.
3. Project Description (approx. 2 pages)
 - Describe what you are trying to accomplish;
 - Describe the primary activities that will be required;
 - Provide approximate project start and end dates;
 - Identify the number of individuals that will be directly affected by the proposed project.

4. Financial Information and Support (approx. 1 page)

- Identify the total project cost;
- Identify the dollar amount requested from the Foundation (for multi-year grants specify the amount for each year);
- Provide a brief summary of how the funds will be used;

5. Signature

- Signature of organization's executive director, superintendent or headmaster

Notification of Interest

All letters of inquiry are reviewed to determine if the Foundation wishes to request a grant application. Applicants will be notified by August 18, 2010 of the result of this review. A request for an application is not an indication of likely support. The deadline for grant applications, if requested, is September 30, 2010.

The Foundation does not accept unsolicited proposals.

Restrictions

The Foundation does not fund programs or projects that:

- provide private benefits for any grant recipient or affiliated person
- attempt to influence legislation or intervene in any political campaign
- contribute to capital improvements or capital campaigns
- consist of scholarships, services, or treatment for specific individuals
- consist largely of general operating support

Timeline Summary

	<i>Deadline</i>	<i>Expect response by</i>
Letter of Inquiry	July 21, 2010 5:00 p.m.	August 18, 2010
Grant Application <i>(if requested)</i>	September 30, 2010	December 19, 2010

Send Letter of Inquiry to

Glenda M. Cadwallader
Executive Director
The Peter and Elizabeth C. Tower Foundation
2351 North Forest Road
Getzville, NY 14068-1225

If you have any questions about the guidelines, please feel free to contact us.