

Board of Vocational Rehabilitation Organizational Application for Funding

The South Dakota Board of Vocational Rehabilitation (BVR) has designated funds available to assist organizations to:

- Promote vocational rehabilitation opportunities for individuals with disabilities.
- Assist individuals with disabilities to prepare for, secure, retain, or regain employment.
- Develop and implement innovative approaches to expand and improve the provision of vocational rehabilitation services to individuals with disabilities.

Who can apply for assistance?

- Agencies which provide services for individuals with disabilities.
- Other disability related organizations, profit or nonprofit, which provide services for individuals with disabilities.

When are applications accepted?

- Applications should be submitted to coincide with the quarterly meetings of the BVR. Applications will be accepted at the following timeframes:
 - February 1st ; May 1st ; August 1st; November 1st
 - This allows the BVR's Executive Committee to review each application prior to the quarterly meeting, and provide a recommendation to the full board.

How much assistance is available?

- Funding is dependent upon the availability of federal/state funds;
- Funding is approved on a first come, first serve basis;
- The BVR will provide partial funding of any approved project/event.
 - Marketing and outreach - \$500 maximum
 - Sponsorship of an event – up to \$2,000 maximum
 - Studies and analysis - \$2,000 maximum
 - Emerging project training to improve employment opportunities for individuals with disabilities – up to \$2,000 maximum
- The BVR reserves the right to reject any and all applications.

What can the assistance be used for?

- To provide services to individuals with significant disabilities, who are considered to be underserved or unserved;
- To demonstrate ways to expand and improve vocational rehabilitation services (i.e., how to improve earnings, how earnings impact benefits, resume and job interviewing skill development, and career advancement);
- To increase capacities that support activities of profit or nonprofit agencies and organizations;
- To develop comprehensive approaches or systems for providing vocational rehabilitation services;
- To conduct studies that enhance vocational rehabilitation opportunities for individuals with disabilities;
- To train individuals with disabilities and individuals providing services to individuals with disabilities and others about vocational rehabilitation services or providing employment opportunities for those with disabilities;
- To provide outreach and/or training to populations that are underserved or unserved, including minority groups in the urban and rural populations.

Criteria for Awarding Funding:

- First time applicants for funds;
- One time projects/programs, not ongoing operating expenses;
- Projects which will enhance vocational rehabilitation opportunities for individuals with disabilities;
- Projects designed to reach underserved or unserved populations.
- Demonstrate partnerships with other agencies or organizations to host an activity (i.e., SHRM, Chamber of Commerce, Mayor's Committee, Centers for Independent Living);
- Applications will be reviewed for evidence of partnering as a benchmark for approval;
- Letters of collaboration from project partners that include their role in the project if funded, i.e., organizations investment of staff time, finances, and/or in-kind donations that support the project.

Funds are not available for:

- Purchase of equipment.
- Consumer stipends.
- Programs/projects funded through other agencies.

How do we apply?

- Complete the application packet, including a one-page abstract, and a budget justification, and mail to the BVR's office. Applications will be accepted four times a year: February 1st; May 1st; August 1st; November 1st. (Completed applications can also be submitted by email to colettew@sd-ccd.org).
- Applications should be submitted to: SD Board of Vocational Rehabilitation; 221 South Central Avenue, Ste 34A; Pierre, SD 57501
- The BVR's Executive Committee will review all applications and make a recommendation to the full board at the next regularly scheduled quarterly meeting.
- The BVR will take action on the Executive Committee's recommendation(s) and all applicants will be notified as to the outcome of their application, within 15 days of the BVR's quarterly meeting.
- Application materials are available in alternate formats by request.
- Please call BVR staff at 1-800-210-0143 or (605) 945-2207, or email staff at colettew@sd-ccd.org (Colette Wagoner) or faithe@sd-ccd.org (Faith Korkow) for assistance in completing the application.

After we receive funding, then what?

- Funds are provided on a reimbursement basis.
- All bills associated with the proposed event/activity will be submitted to the BVR, as approved in the award letter, no later than 60 days after the event.
- Approved applicants will be asked to complete and submit a *Follow Up Report* to the BVR. (A copy of the *Follow Up Report* will be included in the award letter.)
- An approved applicant might be asked to provide a report in person during a quarterly meeting of the BVR, on what was accomplished by the effort and how it supported vocational rehabilitation opportunities for individuals with disabilities.
- All information (bills, Follow Up Report) will be submitted to:

Board of Vocational Rehabilitation
221 South Central Avenue, Ste 34A
Pierre, SD 57501

**Board of Vocational Rehabilitation (BVR)
Organizational Application for Funding**

Agency/Organization Name: _____

Organizational Contact Person: _____

Address: _____

City, State, Zip Code: _____

Daytime Telephone Number: _____

Email Address: _____

Preferred Method of Contact: ___ phone number ___ email ___ mail

Check one of the following:

_____ Public agency, which provides vocational rehabilitation services for individuals with disabilities.

_____ Disability related organization, which provides technical information or other assistance for individuals with disabilities.

_____ Other, please identify: _____

This project/event falls under which of the following appropriate uses of available funds:

_____ Marketing and outreach

_____ Sponsorship of an event

_____ Studies and analysis

_____ Emerging project training

Title of Project/Event: _____

Date of Event: _____ Location: _____

How your project/event will promote vocational rehabilitation opportunities for individuals with disabilities in South Dakota? (Response limited to two full pages)

Please explain the purpose of the project or activity:

Please specify how funds will be utilized (i.e., speaker fees/mileage; meeting room costs); or identify the specific activities for which the funds are requested:

Who is the target audience, including the number of people involved or impacted?

Please provide a brief description of the expected benefits to the attendees:

Have you received assistance from the BVR before? ___ Yes ___ No

If yes, when did you last receive assistance? _____

Amount received \$_____

By signing below, I verify that the information provided is accurate to the best of my knowledge.

Signature of authorized person/contact of agency or organization:

_____ Date: _____

**Board of Vocational Rehabilitation (BVR)
Organizational Application for Funding**

Follow-Up Report (Page 1 of 2)

Agency/Organization Name: _____

Address: _____

City, State, Zip Code: _____

Daytime Telephone Number: _____

Email Address: _____

Title of Project/Event: _____

Date & Location of Event: _____

Please specify how funds were utilized (i.e., speaker fees/mileage; meeting room costs, stipend assistance).

What was offered through the training sessions or conference, in general (i.e., examples of sessions, breakout sessions)?

Organizational Application for Funding
Follow-Up Report - Page 2

How did your project/event promote vocational rehabilitation opportunities for individuals with disabilities in South Dakota?

Please describe audience makeup if applicable (number of individuals with disabilities, family members, providers, others).

If you have evaluation results from attendees, please provide a summary of findings:

Please identify any other information that you would like to share about your event.

Please submit completed form to:
Board of Vocational Rehabilitation
221 South Central Avenue Ste 34A
Pierre, SD 57501