

Developmental Disabilities Mini Grant Frequently Asked Questions

In addition to the revised guidelines for the developmental disabilities (DD) mini grant program, the Trust has provided answers to the following frequently asked questions as a result of the changes beginning in FY17.

Must a mini grant be submitted using the online application system?

Yes, mini grant applications must be submitted using the online application process via the Trust's website at <http://mhtrust.org/grants/mini-grants/developmental-disabilities/>. Supporting documentation, such as letters of necessity/support, price estimates, etc., must be attached to the online application as PDF(s), not to exceed five (5) megabytes in total.

Will there be a print or save option for the online application?

Yes. An application in progress can be saved and completed at a later time. Once completed, you may print a copy for your records. However, please remember that the application **MUST** be submitted online.

In the event of staff turnover, can a beneficiary's application be transferred to another agency representative within the same organization who is applying on the beneficiaries behalf?

Yes. Upon request, a beneficiary's application can be transferred to another agency representative within the same organization by contacting Carrie Predeger, Grants Accountability Manager, at carrie.predeger@alaska.gov, 907.269.7965 or Lucas Lind, Grants Administrator, at lucas.lind@alaska.gov, 907.269.7999.

What types of community agencies can apply on behalf of a beneficiary?

Examples of community agencies who may apply for a mini grant on a beneficiary's behalf are the Aging and Disability Resource Centers, STAR programs, Early Intervention/Infant Learning Programs, care coordinators, etc. If you have questions beyond these examples, please contact the Trust for further clarification.

What happens after I submit my online mini grant request?

Mini grant requests are reviewed by a Proposal Evaluation Committee (PEC) once per month. The submission deadline for requests is the 15th of each month, except when it falls on a weekend or holiday when the deadline rolls to the next business day. The mini grant requests and estimates are compiled and distributed to the PEC for consideration. Typically, the PEC meets during the last few days of each month. After the PEC meets, Information Insights will email the results (either in the form of a grant agreement if approved, or a letter of declination if not approved) to the individual applying on the beneficiary's behalf within two (2) business days of the PEC meeting.

If approved, when will I receive the mini grant funds?

After the PEC meets, mini grant requests that were approved will receive a grant agreement within two (2) business days. A signed copy of the mini grant agreement should be sent via email to rick@iialaska.com (preferred) or faxed to 907.450.2470. Mini grant funds will be issued by direct deposit within one (1) week of Information Insights receiving the signed grant agreement.

What do I do once the mini grant funds have been spent?

After the goods and/or services have been purchased, copies of receipts, invoices and/or proof of payment by your organization should be sent via email to Information Insights at rick@iialaska.com (preferred) or faxed to 907.450.2470. Unused grant funds in the amount of \$10 or less do not need to be returned. Amounts greater than \$10 should be returned by check, payable to:

Information Insights
212 Front Street, Suite 100
Fairbanks, AK 99701

Is a stipend provided to the agency who applies on a beneficiary's behalf?

Yes, the agency with whom the representative is employed will receive a \$50 stipend upon successful completion of all required grant documentation.

Is there a limit on the number of applications that a community organization can submit each month?

Typically community agencies/organizations will be limited to three (3) mini grant applications per month. For organizations with multiple geographic locations, each site may submit up to three (3) mini grant applications per month. However, the Trust will continue to review and, if necessary, refine the new process. Therefore, Trust requests your recognition that we may need to revisit who can apply and how many applications are able to be submitted in the future. Should changes become necessary, information about the changes will be communicated to stakeholders within a timely manner.

How can I keep up to date with additional information that may be distributed regarding the developmental disabilities mini grant program?

Pertinent information regarding the DD mini grant program will be distributed via the State of Alaska, Department of Health and Social Services, Senior and Disabilities Services' e-Alert system (to sign up, go to <http://list.state.ak.us/mailman/listinfo/sds-e-news>), as well as posted on the Trust's website at www.mhtrust.org.

Who should I contact if I have additional questions?

If you have questions regarding the DD mini grant program, please contact Carrie Predeger, Grants Accountability Manager at the Trust, carrie.predeger@alaska.gov or 907.269.7965, or Lucas Lind, Grants Administrator at the Trust, lucas.lind@alaska.gov or 907.269.7999.