



## GRANT POLICY

Adopted by the Board of Directors March 11, 2016

### Eligibility

- A. Applicants:** The Able Trust (Foundation) will accept for review complete proposals and supplemental materials from organizations that are either governmental agencies or are currently qualified as tax exempt under Internal Revenue Code Section 501(c)(3) and demonstrate outcomes in serving the employment needs of individuals with disabilities in the state of Florida.
- B. Types of Grants:** The Foundation makes the following types of Grants:
1. **Strategic Employment Placement Initiatives** –this is the primary grant program of The Foundation and such proposals address the employment and/or internship placement of Floridians with disabilities. Consideration for these large grants will occur according to published dates. Awards in this competitive category range up to \$250,000 and cover up to a three year grant period.
  2. **Board Directed Initiative Grants** – This program is defined by the Board of Directors for proposals that address a specific issue. The release of an Initiative Request is by invitation of the Board of Directors and may occur at any time during a fiscal year. Funding parameters in this category will be described in the invitation.
  3. **General Support for Employment Placement Programs** - this program is for general support of employment and/or internship programs for a grant year. Requests should result in employment placement for participating individuals with disabilities and could encompass equipment and/or staffing needs of an applicant organization to expand an existing program in a new way or create a new program. Awards for this category will occur according to published dates. Awards in this competitive category range up to \$65,000 for a one year grant period.
  4. **Supplemental Grants** – the Foundation Board may at its discretion add funds to existing grants.
- C. Proposal Evaluation and Limitations**
1. Proposals must address the successful employment and/or internship placement of Floridians with disabilities. Successful employment is defined as an individual, entering or retaining full time, or if appropriate, part time competitive employment in the integrated labor market at minimum wage or above for at least a year. This may include supported or transitional employment in an integrated setting consistent with the individual’s strengths, resources, priorities, concerns, abilities, capabilities’ and interests. Applicants are responsible for following up with individuals placed to capture their employment data for up to three years in a follow up study period. See additional information below in number 11.
  2. Only one competitive grant proposal at a time from an organization will be considered.
  3. Proposals must include a detailed “Project Plan and Description” on how employment will be secured for individuals from a defined community and/or disability population group.

4. Proposals must present a thoughtful and realistic “Plan for Future Funding” that addresses the sustainability of the proposed program and project objectives when the grant period is complete.
5. Where possible, proposals should demonstrate an identified gap between services the Organization can provide, and the needs of the community.
6. Proposals must present a line item budget to implement the program goals under consideration. Administration cost is limited to 15% of the total program costs demonstrated on the line item budget.
7. In the review process, the geography served by the program is taken into consideration as the Foundation is responsive to all 67 counties in Florida.
8. In the review process, the disability populations proposed to be served will be considered as the Foundation strives to serve diverse populations of disabilities.
9. Proposals should outline how employment outcomes will be measured up to three years after the grant period has ended. Outcome measures will be required and may be requested by the President/CEO, Senior Vice President or their authorized designee. Outcome measures will be stated in contract language on a case by case grant basis, as a condition of award.
10. Applicants must be able to provide contact information for all individuals who are placed in employment. The contact information should include at a minimum, the full name of the individual, address, phone, email, position info & job title, pay scale at placement, business name, supervisor’s name & title, and signed waiver allowing for follow-up research by The Foundation.
11. Proposals with multiple sources of funding are encouraged.
12. In the interest of transparency, a grant applicant should disclose any known relationship, donation of funds and/or volunteer hours with (a) a Director of The Foundation and the staff/co-worker of that Director at their place of business and (b) staff of The Foundation and/or their immediate family.

**D. Length of Grant:** The Foundation will consider grants of one, two or three year time lengths from eligible organizations. Multi-year grant awards will be structured and outlined in the Grant Award contract at the discretion of the Foundation and are subject to acceptable annual reviews during the grant period and availability of funds.

**E. Non-Discrimination:** There are no restrictions on the granting or use of the grants with respect to abilities, race, color, creed, sex, sexual orientation or religion. All awarded organizations are expected to maintain ADA accessible environments and positively promote the hiring of individuals with disabilities.

**F. Exclusions:** The Foundation will not consider for funding any proposal outside the description provided above “Applicant” (Section A). For additional clarification, the Foundation will not consider:

1. Proposals from Applicant organizations where the overall Administrative Cost of the organization is greater than 25%.
2. Proposals from individuals.
3. Proposals that do not demonstrate other funders or plans to gain other funders for support.
4. Proposals that deliver services outside the state of Florida.
5. Proposals that include medical treatment, prescriptions or therapy.
6. Proposals which include requests for fellowships, scholarships or travel grants.
7. Proposals that include a request for the purchase of real estate or for building improvements.
8. Proposals that do not address employment placement for persons with disabilities in Florida.

### **G. Application Process:**

1. Deadlines for Application for all categories will be published on The Able Trust website or are available by calling 850-224-4493.
2. The Grant Committee recommends and the Board of Directors approves proposals for funding at scheduled meetings.
3. All decisions of the Board of Directors are final.
4. Required Supplemental Materials are:
  - i. Copy of IRS 501(c)(3) Designation
  - ii. Copy of most recent Financial Audit or Financial Statements
  - iii. Copy of most recent Annual Report. If Agency does not produce an official Agency Report then a one page summary of services provided in the previous year will suffice.
  - iv. Copy of the most recent Internal Revenue Service 990 filing.
  - v. Copy of state of Florida Charitable Solicitation Registration
  - vi. Contact list of current Board of Director Members (Addresses & Phone Numbers)
  - vii. Two Letters of Support about the project under consideration.

### **H. Grant Proposal Review Process:**

1. Pre-Award site visits may be required of any proposal at the discretion of the Board of Directors or staff. However multi-year grants will always require a pre-award site visit conducted by a staff member or members, as assigned by the President/CEO.
2. Proposals will be reviewed by an Internal Staff Committee consisting of the President/CEO and additional staff members selected by the President/CEO. This Internal Committee will select proposals that will comprise the Agenda for the relevant Grant Committee's consideration.
3. The Chair of The Able Trust will make Grant Committee review assignments. The Strategic Employment Placement Initiatives will be reviewed and selected by The Able Trust Board of Directors.

### **I. Grant Award Administration and Monitoring**

1. Distribution of funds: The Grant awards will be paid by a schedule outlined in the Grant Award Contract.
2. All grant recipients shall complete progress reports as scheduled in the Grant Award Contract.
3. Follow-up site visits after a grant award are at the discretion of staff and site visits can be conducted at any time.
4. Compliance Audits may be conducted on any grant funded project that the President/CEO or The Able Trust Board of Directors deems necessary.

This document constitutes the Grant Making policies and procedures of The Able Trust which are subject to periodic review and modification by its Board of Directors.

Approved by Able Trust Board of Directors March 11, 2016.

  
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Richard L. Cole, Jr.  
Chairman of the Board