



## **Appendix C: Forms and Attachments**

- Interest E-mail
- Title Page
- Budget Form
- Pre-application Conference

*All forms are available on the Council's website at [www.paddc.org/grant-funding-opportunities/rfp-book](http://www.paddc.org/grant-funding-opportunities/rfp-book).*

**Applications will be accepted electronically via email ONLY.**

All documents should be converted to Adobe Acrobat PDF  
and submitted as one file to: **RA-pwpaddcrfa@pa.gov**

## Interest E-mail

Your first step in applying for a Council grant is to send an interest e-mail message immediately. If you are considering submitting multiple applications, please send a separate interest message for each grant.

Send Interest E-mail to: **RA-pwpaddcrfa@pa.gov**

- Include the RFA # in the subject line
- In the body of the e-mail, list your contact name, your organization's name, and the e-mail address to which further information should be sent.

In order to receive the pre-application meeting minutes for any given activity, you must inform us of your interest in submitting an application via e-mail. Remember that these pre-application meeting minutes may contain important information regarding the preparation of your application or any addenda to this RFA.

RFA # - Message (HTML)

File **Message** Insert Options Format Text Review Help Tell me what you want to do

Paste

Clipboard Basic Text Names Include Adobe Acrobat Tags Voice Immersive

Send

From

To RA-pwpaddcrfa@pa.gov

Cc

Bcc

Subject RFA #

Contact Name:

Organization Name:

Contact E-mail Address:

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**TITLE PAGE**  
PENNSYLVANIA DEVELOPMENTAL DISABILITIES COUNCIL  
REQUEST FOR APPLICATIONS

Name of Grant:

RFA #:

Name of Applicant:

Street/P.O. Box #:

City/State/Zip + 4:

Contact Person & Title:

Telephone #: ( )

Contact E-mail:

Applicant's Federal Identification Number: \_\_\_\_\_

Applicant's Vendor Number (if applicable): \_\_\_\_\_

County of Applicant:

County(ies) Where Project Services Will Be Provided:

Are you applying to operate in a Federal Poverty Area: \_\_\_ yes \_\_\_ no

If yes, description of why your area of operation meets the definition of Federal Poverty Area is found on page \_\_\_ of this application.

You must include the descriptions and plans to address Systems Change, Meaningful Participation, Disparate Impact and Generic Social Change, as detailed in the Grant Application Instructions of the Request for Applications book. Please note the pages in your application where those descriptions are located.

Generic Social Change – Page \_\_\_                      Meaningful Participation – Page \_\_\_

Systems Change – Page \_\_\_                              Disparate Impact – Page \_\_\_

Submission of this application constitutes agreement to the following:

- You certify that you will comply with all policies noted in Appendix A of the RFA Book.
- You certify that staff, once assigned, will not be transferred to other projects without the prior consent of the Council.
- You certify that you are willing to work with other Council grantees as seen as appropriate by the Council.

The authorized signature on this Title Page indicates the applicant's acceptance of the condition that this application remains valid for 150 days from the date of submission.

\_\_\_\_\_  
*(Signature of Applicant's Authorized Official)*

\_\_\_\_\_  
*(Printed Name and Title of the Authorized Official)*

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**Note: We recommend creating your budget in a Microsoft Excel spreadsheet. A budget template and other resources are available at:  
[www.paddc.org/grant-funding-opportunities/rfp-book](http://www.paddc.org/grant-funding-opportunities/rfp-book).**

Using the proper Excel form during the application process will expedite your approval process if your proposal is accepted for funding.

# Budget Form

GRANT # \_\_\_\_\_

GRANTEE: \_\_\_\_\_  
 GRANT NAME: \_\_\_\_\_  
 GRANT PERIOD: \_\_\_\_\_

BUDGET CATEGORY	PLANNED ALLOCATION	LOCAL MATCH	TOTALS
<b>PERSONNEL TITLE:</b>			
SUBTOTAL PERSONNEL			
<b>OPERATIONS:</b>			
SUBTOTAL OPERATIONS			
Indirect Costs			
<b>TOTAL</b>			