



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

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

*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**

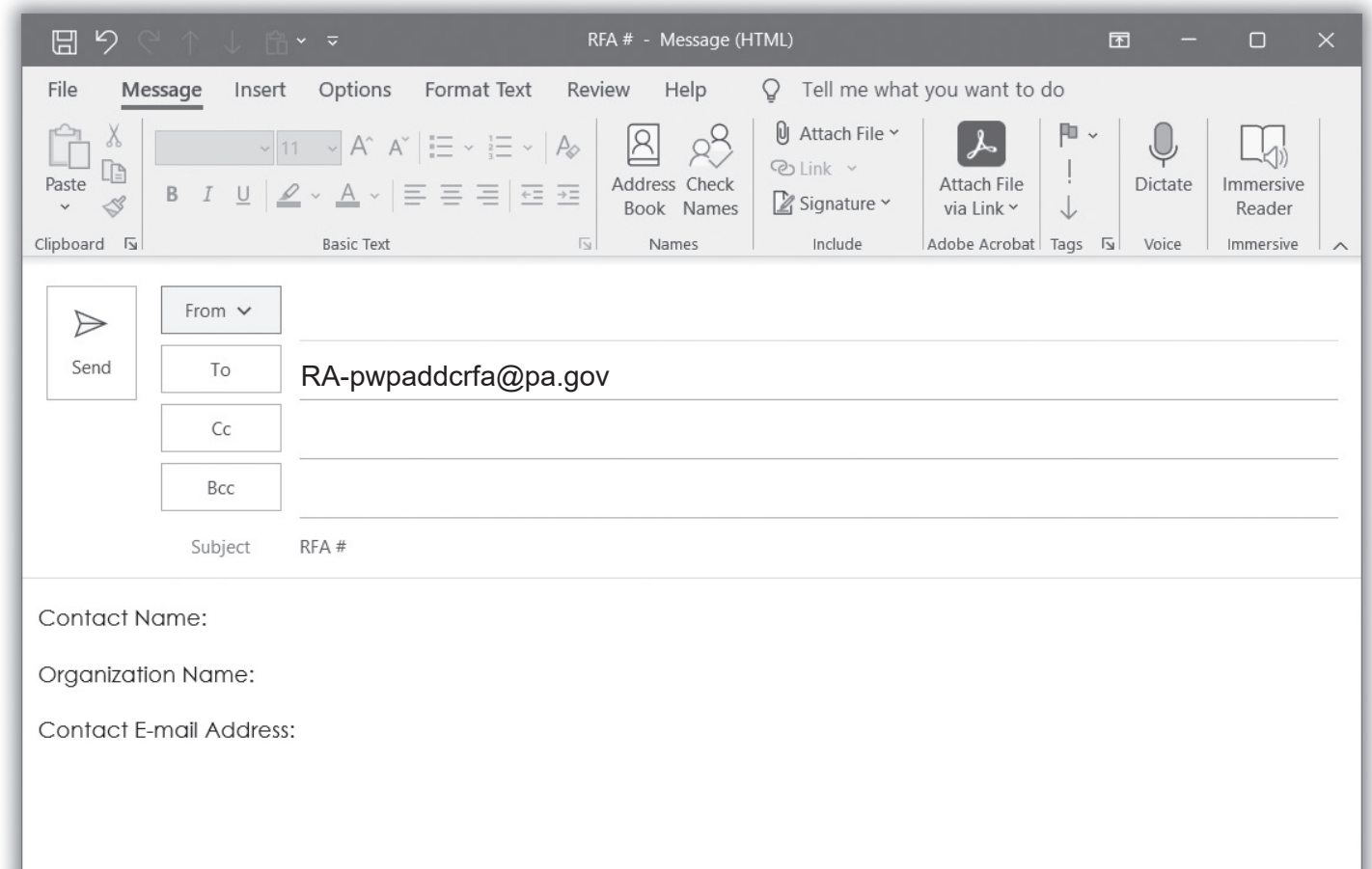
### Interest E-mail

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.



The image shows a screenshot of an email client interface. The window title is "RFA # - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", "Review", and "Help". The "Message" ribbon is active, showing options like "Paste", "Clipboard", "Basic Text", "Names", "Include", "Adobe Acrobat", "Tags", "Voice", and "Immersive". The email composition area has a "Send" button on the left. The "To" field is filled with "RA-pwpaddcrfa@pa.gov". The "Subject" field is filled with "RFA #". Below the fields, there are three text input areas labeled "Contact Name:", "Organization Name:", and "Contact E-mail Address:".

**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):

Applicant's Unique Entity Identifier Number:

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.

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*(Signature of Applicant's Authorized Official)*

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

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

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and submitted as one file to: **RA-pwpaddcrfa@pa.gov**

**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 application 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>			



# Pre-application Conferences

## Goal 1: Self Determination

## Goal 2: Social and Systems Change

## Goal 3: Community Living

Community Alliance .....April 18, 2023, at 9 a.m.  
Universal Design .....April 19, 2023, at 9 a.m.

## Goal 4: Self Advocate Leadership

Gather for Change.....April 17, 2023, at 1 p.m.  
Leading the Way: Advocates and Allies.....April 17, 2023, at 9 a.m.  
Meeting Coordination .....April 17, 2023, at 11 a.m.  
Policy Information Exchange .....April 17, 2023, at 3 p.m.

## Notes:

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