

Developmental Disabilities Mini Grant Guidelines

ABOUT THE TRUST

The Alaska Mental Health Trust Authority is a state corporation that administers the Alaska Mental Health Trust, a perpetual trust, to improve the lives of beneficiaries. The Trust operates much like a foundation, using its resources to ensure that Alaska has a comprehensive integrated mental health program.

Beneficiaries of the Trust include the following broad groups of Alaskans with:

- mental illness
- developmental disabilities
- chronic alcoholism and other substance related disorders
- Alzheimer’s disease and related dementia
- traumatic brain injuries

The Trust also works in prevention and early intervention services for individuals at risk of becoming beneficiaries. The Trust considers prevention of these conditions, where possible, to be part of its mandate.

DEVELOPMENTAL DISABILITIES MINI GRANTS

WHAT?	The Trust awards mini grant, with a limit of one grant per fiscal year (July 1 – June 30) of up to \$2,500 per beneficiary, depending upon need. Mini grants are awarded to an agency on behalf of a beneficiary. Developmental disabilities (DD) mini grants are awarded on a monthly basis throughout the fiscal year.
WHO?	For the DD mini grant program, beneficiaries of the Trust include the following broad groups of individuals: <ul style="list-style-type: none"> ▪ People with developmental disabilities, and ▪ Youth enrolled in early intervention or an infant learning program.

WHY?	The mini grant program provides beneficiaries of the Trust with a broad range of equipment, supplies and services to improve their quality of life, increase independent functioning, and help them attain and maintain healthy and productive lifestyles.
HOW?	<p>The DD mini grant program is managed by Information Insights on behalf of the Trust. Community agencies may access the online application via the Trust's website at http://mhtrust.org/grants/mini-grants/developmental-disabilities/.</p> <p>The application deadline for requests is the close of business on the 15th of each month. If the deadline falls on a weekend or holiday, the deadline rolls to the next business day.</p>

GENERAL APPLICATION GUIDE

To be considered, all funding requests MUST:	<ul style="list-style-type: none"> ▪ Clearly identify the specific Trust beneficiary group (or groups) to which the individual qualifies.
	<ul style="list-style-type: none"> ▪ Provide a clear and strong connection between the beneficiary being served and how the proposed funding will directly benefit or improve the beneficiary's quality of life. Include a letter of support, prescription, and/or therapeutic or medical justification from a licensed health care provider that is familiar with the individual and his or her needs.
	<ul style="list-style-type: none"> ▪ Request items that are <u>not</u> able to be purchased or acquired through other funding sources.
	<ul style="list-style-type: none"> ▪ Request items that are developmentally appropriate for the beneficiary at the time of the application.
Can a community agency seek more than one grant?	<p>Typically community agencies 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.</p> <p>Agencies are encouraged to prioritize their requests over the course of the year.</p>

<p>What are the funding priorities?</p>	<p>Requests will be reviewed in order of the following priority: 1) medical equipment and services, 2) dental equipment and services, 3) vision equipment and services, 4) hearing equipment and services, 5) physical, occupational or speech therapy equipment and services, and 6) home improvements or environmental modifications. If requesting multiple items, please prioritize the items requested in order from highest need to lowest need.</p>
<p>What additional information is needed for the application?</p>	<p>The more background information provided about the beneficiary and justification for the request, the better. How will the grant improve their quality of life? What other services and funding is the client currently receiving? How is the request connected to the beneficiary's plan of care? If the item(s) requested involves an on-going expense, how will it be paid for in the future?</p> <p>For most requests, a letter of support, prescription and/or therapeutic or medical justification from a licensed health care professional is needed.</p>
<p>What is the community agency responsible for documenting?</p>	<p>After a mini grant is approved, community agencies must sign a grant agreement that outlines the terms of the grant. Once the signed grant agreement is received by Information Insights, the community agency will receive the full approved grant amount for the purchase of the item(s) or service(s) listed in the grant agreement.</p> <p>Community agencies must document how funds were spent within 45 days of the date of the award. Documentation consists of an invoice or a billing statement from a vendor showing the items purchased or service provided, as well as a copy of the check or other proof of purchase showing payment to the vendor. An extension may be requested in cases where the items or services cannot be obtained within the 45-day period.</p> <p>Upon successful submission of final documentation, the community agency will receive a \$50 stipend.</p>

EXAMPLES OF ALLOWABLE ITEMS

<p>Medical, Vision, Hearing, and Physical, Occupation or Speech Therapy Services, Equipment and Activities</p>	<p>Requests will not be considered that fund direct general medical treatment. Requests that address health and well-being, or safety will be considered if they are related to a plan of care or individualized family service plan, and prescribed by an appropriate licensed health care professional.</p> <p>Requests for vision equipment and services, that include corrective lenses, will be considered.</p> <p>Requests for hearing equipment and services, including hearing aids, will be considered.</p> <p>Requests for physical, occupational, and/or speech therapy equipment and services will be considered if prescribed by a licensed health care professional with expertise regarding the need for such therapy.</p> <p>Requests for therapeutic activities (equine therapy, swimming, etc.) will be considered for funding up to \$1,350.</p> <p>In general, requests for therapeutic equipment will be considered if they are developmentally appropriate, and are connected to a plan of care.</p>	<p>YES</p>
<p>Dental Services and Equipment</p>	<p>Grants of up to \$250 are available for the purpose of obtaining an estimate. These grants are the exception to the one grant per fiscal year guideline. A second request is filed for the dental work when a dental treatment plan has been obtained. Depending on the nature of the dental work required, mini grants may be approved for amounts greater than the \$2,500 limit.</p> <p>Requests for dental work in Anchorage and Fairbanks are referred to the Anchorage and Interior (Fairbanks) Neighborhood Health Centers. An exception may be granted when the beneficiary requires a familiar setting with an existing provider due to fears or anxiety related to the services and/or the beneficiary's mental or physical status.</p>	<p>YES</p>

	<p>The amount of a mini grant is based on the beneficiary's available benefits. If the beneficiary has part or all of their annual benefits available, grant funds may pay the remaining balance for dentures, partials, fixed bridges, and/or other dental needs. If all of the beneficiary's annual benefit has been expended, grant funds may cover the dentures, partials, fixed bridges, and/or other dental needs.</p> <p>An estimate from a dental office must be provided prior to review of the request.</p>	
<p>Home Improvements, or Environmental Modifications</p>	<p>Requests for home improvements or environmental modifications, which will enable the beneficiary to function with greater independence or to access the community, will be considered. If the improvements or modifications requested are necessary to keep the beneficiary safe (i.e., installing special locks or alarms on windows or doors) they will be considered only if they are permanent. If the improvement or modification is temporary, the application must demonstrate portability of the item, should the beneficiary change residences. If the residence in which the beneficiary resides is rented, please include documentation from the landlord indicating that the improvement or modification is allowable.</p> <p>Requests submitted for improvements or modifications require an estimate of costs for both labor and supplies. The PEC may request additional information, if needed.</p> <p>General home repairs may not be funded unless there is a health and safety issue that is not covered by another funding source. Beneficiaries are referred to weatherization or energy assistance programs as appropriate.</p>	<p>YES and NO</p>

<p>Electronic Devices and Assistive Technology</p>	<p>Requests for electronic devices, such as computers, laptops, netbooks, and tablets will be considered for funding up to \$700, including peripherals (case, warranty, etc.) and software. The need must be justified by a licensed healthcare or teaching professional, including information on the therapeutic benefit of the device for the beneficiary. Exceptions to the \$700 limit may be made when there is a need for a more high-end computer such as graphic arts or voice recognition software. A request for software may be considered above the limit; however it must be clearly justified. Requests must demonstrate the need for the specialized equipment.</p> <p>Requests for assistive technology will be considered for funding if the application demonstrates how the device will enhance the beneficiary's quality of life and increase their independence. Please note whether or not the beneficiary has experience with using the device previously with success.</p>	<p>YES</p>
<p>Education</p>	<p>Requests for classes, training or specialized conferences will be considered on a case-by-case basis depending upon the relation to the beneficiary's plan of care or vocational rehabilitation plan, and if no other funding source is available.</p>	<p>YES</p>
<p>Service Animals</p>	<p>Requests for service animals and/or service animal training will be considered on a case by case basis. Please refer to the <i>Service Animal Funding Guidelines</i> for additional information.</p>	<p>YES</p>
<p>EXAMPLES OF NON – ALLOWABLE ITEMS</p>		
<p>Gift Cards/ Certificates and Gas Cards</p>	<p>Due to lack of accountability, requests for gift cards, gift certificates, and/or gas cards will not be funded.</p>	<p>NO</p>
<p>Reimbursements</p>	<p>Requests to reimburse items or services that have already been purchased or rendered will not be funded.</p>	<p>NO</p>
<p>Trampolines</p>	<p>Due to safety concerns, trampolines will not be considered for funding.</p>	<p>NO</p>

QUESTIONS?

What other funding is available from the Trust?	Complete details and application procedures for all Trust grant opportunities can be found on the Trust's website at http://mhtrust.org/grants/ . For additional information, call Lucas Lind, Grants Administrator, at 907-269-7999 or email lucas.lind@alaska.gov .
Who can provide additional information?	For more information about the DD mini grant program, visit the Trust's website at http://mhtrust.org/grants/mini-grants/developmental-disabilities/ or call the Trust at 907-269-7960.