

# Intellectual and Developmental Disabilities Mini Grant Guidelines & Required Documentation

About the Mini Grants	
What are the Mini Grants?	<p>The mini grant program provides beneficiaries of the Trust with a broad range of equipment, supplies, and services to improve the quality of life, increase independent functioning, and help them attain and maintain healthy and productive lifestyles.</p> <p>The Trust awards mini grants, up to \$2,500 per beneficiary, depending on need, with a limit of one grant per fiscal year (July 1 - June 30). Mini grants are awarded to an agency on behalf of a beneficiary.</p> <p>Intellectual and Developmental Disabilities (I/DD) mini grants are awarded monthly throughout the fiscal year.</p>
Who is eligible for an Intellectual and Developmental Disabilities Mini Grant?	<p>For the I/DD mini grant program, beneficiaries of the Trust include the following broad groups of individuals:</p> <ul style="list-style-type: none"> <li>• People with intellectual and developmental disabilities, and</li> <li>• Youth enrolled in early intervention or an infant learning program.</li> </ul> <p>The State of Alaska criteria can be found here:  <a href="https://www.akleg.gov/basis/statutes.asp#47.80.900">https://www.akleg.gov/basis/statutes.asp#47.80.900</a></p>
Who can apply for the Intellectual and Developmental Disabilities Mini Grant?	<p>The Trust is not able to grant directly to an individual or their family member, so an agency must apply on behalf of the beneficiary and be responsible for accepting the grant funds if awarded.</p> <p>Community agencies may access the online application via the Trust's website at:  <a href="https://alaskamentalhealthtrust.org/alaska-mental-health-trust-authority/grants/mini-grants/developmental-disabilities">https://alaskamentalhealthtrust.org/alaska-mental-health-trust-authority/grants/mini-grants/developmental-disabilities</a></p> <p>All applying organizations <b>must</b> have a current state of Alaska business license.</p> <p>Also, organizations may <b>not</b> apply for funds that will go to pay for items or services provided by the applicant organization.</p>
When are applications accepted?	<p>Applications are accepted monthly throughout the year. The application deadline for requests is <b>5pm on the 15th of each month</b>. If the deadline falls on a weekend or holiday, the deadline rolls to the next business day.</p>

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Can a community agency seek more than one grant?	<p>Community agencies will be limited to three (3) mini grant applications per month, for a total of 36 per fiscal year (July 1 through June 30).</p> <p>Organizations with multiple geographic locations may submit up to three (3) mini grant applications per month per location.</p>
How are grant decisions made?	Each grant request is reviewed by a committee and funding decisions are made based upon the application information and the available grant funding for that period.
<b>Important Application Guidelines</b>	
By submitting a mini grant application, the applying agency is attesting that to the best of their knowledge:	<ul style="list-style-type: none"> <li>• The individual that the application is for meets the definition of a Trust beneficiary,</li> <li>• The items or services being requested could not be purchased with another funding source such as Medicaid, private insurance, or any other grant program,</li> <li>• There is a clear and strong connection between the beneficiary being served and how the proposed funding will directly benefit or improve their quality of life.</li> </ul>
Can applications be submitted for more than one item or service?	<p>Yes, multiple items or services can be requested in a single application, but each should be prioritized from highest to lowest need.</p> <p>It is common for requests to be partially funded, so this information is very important.</p>
Is the submission of Protected Health Information required to apply?	<p>As part of the mini grant processes, the Trust is <b>not</b> requesting any documentation regarding the diagnosis or other Protected Health Information (PHI) regarding the applicant individual.</p> <p>Your organization, as the entity working directly with the individual, is being asked to make sure to the best of your ability that they qualify as a Trust beneficiary. Your organization may gather documentation, such as diagnosis forms, letters of support, and medical records, but this information is not needed as part of the application process and is not to be included with this application.</p>

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<p><b>Can an application be expedited or reviewed on an emergency basis?</b></p>	<p>Due to the volume of requests this program receives and the turnaround time to administer the grants monthly, we are not able to consider requests on an expedited basis.</p>
<p style="text-align: center;"><b>What are examples of allowable items or services?</b></p>	
<p><b>Medical, Vision, Hearing, and Physical, Occupation or Speech Therapy Services, Equipment and Activities</b></p>	<p>Requests will not be considered that fund direct general medical treatment. Requests that address health, well-being or safety will be considered.</p> <p>Requests for vision equipment and services, including specialized 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 speech therapy equipment will be considered.</p> <p>Requests for therapeutic activities (equine therapy, swimming, etc.) will be considered</p>
<p><b>Dental Services and Equipment</b></p>	<p>Dental requests will be considered on a case-by-case basis.</p> <p>All requests for dental services must contain the following to be considered:</p> <ul style="list-style-type: none"> <li>• A statement in the application describing in general terms the services to be provided and the cost of those services.</li> <li>• A statement in the application that the beneficiary has exhausted any other available funding sources (Medicaid, private insurance, etc.).</li> <li>• An explanation of how any dental costs that exceed the Trust funded portion will be paid for.</li> </ul> <p>Grants of up to \$250 are available to obtain an estimate. These grants are the exception to the one grant per fiscal year guideline. Once a dental treatment plan has been established and reviewed by the applying agency or provider, a second request for dental work is submitted. Depending on the nature of the required dental work, grants may be approved for amounts greater than the \$2,500 limit.</p>

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	<p>Please remember that the mini grants may not be used to reimburse for any services that have already been received, and this includes payment for dental work.</p>
<b>Home Improvements or Environmental Modifications</b>	<p>Requests for home improvements or environmental modifications will be considered if they:</p> <ol style="list-style-type: none"> <li>1) Enhance a beneficiary's ability to live independently or access the community,</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2) Support the beneficiary's health or safety needs, like installing special locks or alarms. Ideally, home improvements or environmental modifications will be permanent fixtures. If it's a temporary modification, demonstrate its portability if the beneficiary moves. For rented homes, a landlord's approval for the modification is needed.</li> </ol> <p>When submitting a request, provide cost estimates for both labor and materials. Additional information may be requested if necessary.</p>
<b>Electronic Devices and Assistive Technology</b>	<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. Exceptions to the \$700 limit may be made when there is a need for a more high-end computer that can accommodate graphic arts or voice recognition software. A request for software may be considered above the limit but 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 using the device previously with success.</p>
<b>Classes, Trainings or Specialized Conferences</b>	<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>

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<b>Service Animals</b>	Requests for service animals and training will be considered case by case. Please refer to the <u><a href="#">Service Animal Funding Guidelines</a></u> on the grant website for additional information.
<b>Other Items or Services not listed</b>	All mini grant applications will be reviewed on an individual basis, so if an item or service is not listed, it would still be considered for funding.
<b>What are examples of items or services that are NOT allowed?</b>	
<b>Gift Cards/ Certificates and Gas Cards</b>	Gift cards, gift certificates, and gas cards will not be funded through this program.
<b>Reimbursements</b>	Requests to reimburse goods or services already purchased or rendered will not be funded.
<b>Safety Advisory Restrictions</b>	Items included in this category are based on advisories, warnings, or guidelines from recognized health and safety organizations, including but not limited to the Food and Drug Administration (FDA), American Academy of Pediatrics (AAP), etc. Teething Necklaces/ Beads, Trampolines, Hoverboards, Sleep Positioners, Crib Bumpers, and Infant Walkers
<b>General Education-Related Expenses</b>	General tuition, tutoring, and incidentals (i.e., textbooks) will not be considered for funding.
<b>Ongoing Housing-Related Expenses</b>	Housing-related expenses, such as monthly rent, mortgage, and utility payments will not be considered for funding.
<b>Questions?</b>	
For more information about the mini grant program, please email us at <a href="mailto:minigrants@mhtrust.org">minigrants@mhtrust.org</a> .	