



## MEMORANDUM

TO: Members, NCCDD and Applicants for Funds

FROM: NC Council on Developmental Disabilities

SUBJECT: Council Policy: **Conference Funding**

DATE: October 24, 2005

The Conference Funding policy serves as guidance to the Council in determining when to advance its goals by sponsoring presentations at conferences.

The Developmental Disabilities Assistance and Bill of Rights Act of 2000, at sec. 125(c)(5) states that the Council shall have a number of responsibilities. These include outreach; training; technical assistance; supporting and educating communities; interagency collaboration and coordination; coordination with related councils, committees, and programs; barrier elimination, systems design and redesign; coalition development and citizen participation; and informing policy makers, among others. Many of these responsibilities can be effectively advanced in keynote presentations or workshops at conferences.

The Council will not entertain funding requests over \$3000 per conference. The Council will not entertain any funding requests not directly associated with a speaker sponsored by the Council. Any exception to this rule will only be granted by the Council under only the most extraordinary circumstances, with justification in writing provided in advance by the applicant, at the time of the initial request for funding. Generally, the Council would prefer to sponsor a single presenter, but will consider multiple presenters collaborating to conduct a single presentation, so long as costs do not exceed \$3000.

1. In determining whether to fund a presenter(s) for a conference, the Council gives strong weight to the degree of input from the Council in planning the conference, including development of recommendations of presenters.
2. In addition, the Council will consider other factors including, but not limited to:
  - The target audience for the event (e.g., national, multi-state or regional, statewide; self-advocates, parents, providers, direct support professionals, etc.)
  - Involvement of people with developmental disabilities and family members in the planning of the event

- Responsiveness to the Council's goals and objectives in the US Administration on Developmental Disabilities (ADD) Five-Year State Plan of the NCCDD
- Commitment to compliance with the Americans with Disabilities Act (ADA)\*
  - a) accessibility of conference location, publications, materials and programs;
  - b) inclusion in the grant application of an Action Plan that contains an objective describing how conference planning will determine the accessibility of the facility in which the conference/event will be conducted;
  - c) participant satisfaction with facility accessibility for conferences/events previously funded by the Council (as applicable)
- Outreach to and expected degree of participation of people with developmental disabilities and/or their family members in a conference
- Systems change, advocacy, and community capacity building implications for persons with developmental disabilities and families
- Collaboration with Council projects or inclusion of presentations from Council grantees
- Willingness of the applicant to agree, as a contingency for funding and at Council discretion, to waive registration fees, dependent on conference size, for up to five Council members / staff selected by the Council for attendance at the event
- Conference potential to build or enhance collaboration or partnership with national DD network, state Administration on DD network programs (i.e., P&A, UCE), or other key stakeholders
- Endorsements from agencies, organizations, and individuals

The Council will accept letters of request for conference funding each quarter, preferring to receive these by January 1, April 1, July 1, and October 1 of each year.

All requests for conference funding must be received in the Council office a minimum of three weeks prior to the next Council meeting. The Council meets quarterly, and interested parties should contact the Council office or web site to obtain Council meeting dates. **If a request is received less than three weeks prior to the quarterly Council meeting, the Council reserves the right to defer the request to the following quarterly meeting.** Upon approval of a conference-funding request, a Council performance agreement must be in place prior to the date(s) of the conference to be eligible to request reimbursement of expenses. **Grantees must acknowledge Council sponsorship (per signed assurances) on conference flyers and agendas.**

*\*Per signed assurances in the Performance Agreement, grantees are expected to conduct conferences in ADA accessible facilities. Grantees are strongly encouraged to conduct site accessibility reviews and make accommodations for access needs prior to any funded event. Grantees are also strongly encouraged to include questions about ADA access on participant evaluation forms and to provide the NCCDD with a summary of participant evaluation feedback relative to ADA access. The Council will make materials on ADA and accessible meeting planning available to grantees on request.*

Originally adopted on August 6, 1997

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Bob Rickelman                      Date  
Chairman, NCCDD

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Holly Riddle                                      Date  
Executive Director, NCCDD