

Council Empowerment Funds Program

The Massachusetts Developmental Disabilities Council may reimburse expenses for individuals with developmental disabilities and/or a family member or guardian of an individual with a developmental disability to attend conferences or other events in Massachusetts or another state. Applications must be received and approved before the event. The Council will respond to requests based on the Council Empowerment Funds Program Guidelines.

If you would like to receive more information please email, call or write to:

Email: Harold.Lieberman@state.ma.us

Voice: (617) 770-7676 ext 115

TTY: (617) 770-9499

Facsimile: (617) 770-1987

Address: Attn: Council Empowerment Funds Coordinator
Massachusetts Developmental Disabilities Council
Third Floor Suite 300
1150 Hancock Street
Quincy, MA 02169-4340

Council Empowerment Funds Program Guidelines

The goal of this program is to promote the empowerment of individuals with developmental disabilities and their families by assisting them in their efforts to achieve independence, productivity, integration and inclusion.

Definition of Developmental Disabilities

A "developmental disability," as defined in federal law, is a severe, chronic, often lifelong disability that causes substantial limitations in several major life activities such as: self care, receptive and expressive language, learning, mobility, self-direction, the capacity for independent living, and economic self-sufficiency. It is attributable to a mental, emotional, sensory, and/or physical impairment that is apparent before the age of twenty-two.

Who Can Apply?

- An individual with a developmental disability.
- A family member of an individual with a developmental disability.
- A guardian of an individual with a developmental disability.

How Much Can I Apply For?

In order to extend Council Empowerment Funds to as many people as possible the following limits apply:

- The Council will provide a maximum of \$500.00 for one event per person/family per year.
- A person/family cannot apply for an annual event in two consecutive years.
- The Council will provide a maximum of \$2,000.00 per event regardless of how many people apply. This may result in individual applications receiving approval for less than \$500.00.
- Individuals will not receive reimbursement of expenses to events specifically related to their professions.

What Types of Events May I Attend?

Eligible events include:

- Training in self-advocacy, educating policymakers and citizen leadership skills.
- Training to obtain access to services, supports and other assistance.
- Parent training and information under Part D of the Individuals with Disabilities Education Act <http://www.cec.sped.org/pp/idea-d.htm> and other federally funded projects that assist parents of children with developmental disabilities.

How Do I Apply?

Complete the Council Empowerment Funds Application Form and attach a copy of the brochure/application for the event and a brief summary describing how attending the conference or event will benefit you and/or others. Applications must be received and approved at least ten days prior to the event in order to be considered for approval for reimbursement of expenses. Applications may be mailed, faxed, hand-delivered or emailed to harold.lieberman@state.ma.us.

What Am I Required To Do? When Will I Get Reimbursed?

If you are approved for a reimbursement of expenses, an award letter (your notification), a W9 (Commonwealth payment policy), and a post-event survey will be sent to you. If you have not received a response within fifteen days of mailing in your application, please call to confirm that it was received. You will only be reimbursed for expenses that have been approved. Accompanying paid receipts must support the reimbursement of expenses. Requests for reimbursements must be submitted within 30 days following the event and must be accompanied by the W9 Forms and the completed post-event survey.

- **Standard Mileage Rate:** The rate is adopted from IRS guidance for business use of your car. The current rate is 36.5 cents (as of tax year 2002).
- **Meal Expenses:** The standard federal per diem rate is adopted from IRS guidance. The current rate is \$30.00 per day. Each receipt should include the amount, date, and place.
- **Education Materials:** There is no reimbursement for these materials including books and videos.

**Council Empowerment Funds
Application Form**

Submission Date _____

Name _____

Address _____

City, State, Zip code _____

Telephone () _____

Email Address _____

Please notify me by email ____ Yes ____ No

Place of employment _____

Address _____

City, State, Zip Code _____

Telephone () _____

Check Whichever Applies:

____ I am a person with a developmental disability.

____ I am a family member of a person with a developmental disability.

____ I am the guardian for a person with a developmental disability.

____ Age of family member/child with a developmental disability.

Name of conference or event you wish to attend (please enclose copy of brochure and any other related documents):

Date of Conference _____ Location _____

How many people will be attending this conference with you: _____

Have you attended this conference or event before?

• Yes • No

Have you used Council Empowerment Funds before?

• Yes • No

If yes, when? _____

Please describe in no more than one page why you are requesting a reimbursement of expenses, why you wish to attend this event and how this event will benefit you and/or others.

Expenses

- Registration Fees \$ _____
- Child Care \$ _____
- Personal Care Attendant \$ _____
- Respite Care \$ _____
- Hotel \$ _____
- Meals \$ _____
- Transportation \$ _____
- Total Cost of Event** \$ _____

\$ _____		TOTAL REQUEST TO COUNCIL
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This application must be received and reviewed at least ten days before the event. All awards are based on the availability of funds. Please mail the application form to:

Attn: Council Empowerment Funds Coordinator
Massachusetts Developmental Disabilities Council
Third Floor Suite 300
1150 Hancock Street
Quincy, MA 02169-4340

Any money I receive through this project will be used to pay for costs described in this application.

Print Name

Legal Signature

Date

Council approval of funding for any event is not an endorsement of the event or of organizations involved in the event.