

Attachment 13

Support for Conference Speakers

Request for Proposals

Note: In order to apply for a TCDD grant to support conference speakers, organizations must read and agree to the [TCDD Assurances](#).

Conference Speaker Support

The Texas Council for Developmental Disabilities has funds available to support presentations on disability related issues at conferences in Texas. Funds for these grants are made available to the Texas Council for Developmental Disabilities by the Administration on Intellectual and Developmental Disabilities.

DD Council Intent

TCDD support for conference presentations on disability related topics is available for conference events hosted in Texas to provide participants with information and awareness about best practices in providing services and supports to individuals with developmental disabilities and/or directly promote self-advocacy and self-determination. TCDD believes that such presentations can enhance opportunities for individuals with developmental disabilities to exercise choice and control in their lives, and can promote independence, productivity and community inclusion of people with developmental disabilities. TCDD support for conference presentations is limited to conferences, workshop, or seminars conducted in Texas. Funds under this RFP are available for general session or concurrent (breakout) session presentations.

Individuals are not eligible for these grants.

Project Components

Applications for TCDD support for conference presentations must be received by TCDD at least 90 days in advance of the starting date of the meeting, conference, or legislative seminar. The request must demonstrate that:

- the proposed presentation topic(s) focus on best practices for providing services and supports to individuals with developmental disabilities and/or directly promote self-advocacy and self-determination;
- the proposed presentation will be consistent with the mission, philosophical principles, goals, and/or objectives of the Council;
- the philosophy of the sponsoring organization is consistent with the mission and philosophical principles of the Council.

Limitations

It is **not** the intent of the Council that these funds be used for weekend retreats, summer family camps or similar recreation activities.

- Conference speaker applications will be considered only for in-state conferences, workshops, and seminars and will not be considered for organization board meetings.
- Grants for conference speakers are intended to assist organizations sponsoring a conference, workshop, or seminar to promote change so that all people with disabilities are fully included in their communities and exercise control over their own lives.

- The organization applying for funds for conference speakers must be a sponsoring organization of the meeting, conference, workshop, or seminar.
- TCDD funds for conference speakers may be used for transportation, meals, and lodging for speakers as well as speaker fees.
- Funds are limited to not more than \$6,000 per event except for events with multiple sponsoring organizations in which case funds are limited to not more than \$7,500 per event.
- An organization may not receive more than one award annually during the period June 1 – May 31, with the exception that TCDD may consider more than one conference speaker application annually when the event is a national conference hosted by the state affiliate in Texas.
- Documentation and receipts will be required for all expenditures.

Products

- Program report summarizing the results and benefits of the activity.

Terms

- Organizations that receive funds will be responsible for complying with all rules and procedures of the Texas Council for Developmental Disabilities.
- Obligations must be liquidated within 30 days of the meeting, conference, workshop, or legislative seminar.
- A minimum of 10% matching funds as a share of direct costs are required.
- Funds are limited to one \$6,000 conference speaker grant per organization, per year, for one in-state meeting, conference, or workshop except for events with multiple co-sponsor organizations.
- If two or more organizations jointly sponsor a single event, each organization is eligible for a conference speaker grant for that event if they have not received a separate conference speaker grant during that annual period. No one organization may receive more than \$6,000 for a jointly sponsored event. If multiple applications are submitted for the same event by co-sponsoring organizations, funds are limited to not more than \$7,500 for *all* conference speaker grants awarded for that event.

Application and Submission Process

- To obtain the required stipend information, please review the [TCDD Assurances](#) and check the “accept” box if in agreement to indicate an intent to comply with the stated requirements. The complete application can then be downloaded.
- Submit one hard copy with original signatures by hand or mail to TCDD's physical office at 6201 East Oltorf, Suite 600, Austin, Texas, 78741-7509. Direct proposals to the attention of (name). Faxed proposals cannot be accepted.
- Also, submit one electronic copy at the same time the hard copies are submitted. Address electronic copies to first.last@tcdd.state.tx.us.

Exceptions

- TCDD reserves the right to waive limitations on this RFP on an individual or case-by-case basis based on the merits of the proposal submitted.

CONFERENCE SPEAKER SUPPORT APPLICATIONS: Review Guide

1. Conference / Event Sponsor Organization:
Name:
City:
Executive Director/CEO:
Event Coordinator:
Website:
2. Conference / Event Title:
3. Date(s) of Event:
4. Date Application Received:
5. Received 90 Days in Advance? _____Yes _____No
6. Proposed Speaker(s) and Topic(s)

7. Target audience for conference / event participants:

8. Is the proposed presentation likely to positively impact conference participants?

9. Is the overall mission/purpose of the sponsor organization consistent with the mission and philosophical principles of TCDD?

10. Does the proposed presentation topic focus on best practices in providing services and supports to individuals with developmental disabilities and/or promote self-advocacy and self-determination?

11. Does the proposed presentation promote inclusion of persons with DD?

Other Information Items:

12. Are there public policy implications with the proposed topic(s) or related to the event/sponsor?

13. Has TCDD coordinated with the sponsor organization previously? If so, how?