

South Carolina Lt. Governor's Office on Aging  
1301 Gervais Street  
Columbia, South Carolina 29201

## **South Carolina Eldercare Trust Fund**

OFFERS GRANTS TO DEVELOP INNOVATIVE SERVICES THAT  
HELP OLDER ADULTS REMAIN IN THEIR HOMES AND COMMUNITIES

### 2011 Request for Proposals

- Request for Proposals:** You are invited to submit an application that describes your proposal and includes a budget and a budget narrative.
- Purpose of Grant:** To develop innovative services that help older adults remain in their homes and communities with maximum independence and dignity.
- Who May Apply:** Public and private nonprofit agencies and organizations
- Level of Funding:** One-year seed grants up to \$10,000 will be offered to 2-3 organizations. Continued funding for an additional 2<sup>nd</sup> and 3<sup>rd</sup> year may be available with satisfactory outcomes.
- Funding Source:** Eldercare Trust Fund grants are made possible by contributions through the Eldercare Trust Fund Tax Check-Off and from the community.
- Proposal Due Date:** Applications will be available February 3, 2011 at [www.aging.sc.gov](http://www.aging.sc.gov). Completed applications are due no later than 4:00pm on **March 24, 2011**. The grant period begins on July 1, 2011 and continues through June 30, 2012.
- Pre-Application Workshop:** Those who have never applied for a grant like this before are encouraged to come to the workshop on **February 18, 2011** from 10:30am – 12:30pm in Columbia at the Office on Aging. Please call to [register for the workshop](#).
- Mail, Fax, E-Mail or Hand Deliver Applications To:** Eve Barth  
Lt. Governor's Office on Aging  
1301 Gervais Street, Suite 350  
Columbia, SC 29201  
Phone (803) 734-9900  
Fax (803) 734-9887  
E-mail [barthe@aging.sc.gov](mailto:barthe@aging.sc.gov)

Grants are made possible by the Eldercare Trust Fund Tax Check-Off & contributions from the community.  
This grant application request is being issued under S.C. Code § 43-21-160, -170 and -180.  
Hearing impaired individuals may call TDD telephone number: 1 (803) 929-2549

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# South Carolina Eldercare Trust Fund

OFFERS GRANTS TO DEVELOP INNOVATIVE SERVICES THAT  
HELP OLDER ADULTS REMAIN IN THEIR HOMES AND COMMUNITIES

## Instructions, Application Form and Timeline 2011-2012 Grant Year

### PART I: GENERAL INFORMATION AND INSTRUCTIONS

#### A. Purpose

The Eldercare Trust Fund was created by the Legislature in 1992 to be administered by the Lieutenant Governor's Office on Aging (§ 43-21-160 et seq.): ***"All monies received from a voluntary tax check-off contribution system (§ 12-6-5060) must be used to award grants to public and private nonprofit agencies and organizations to establish and administer innovative programs and activities that assist older South Carolinians to live with dignity and vitality in their communities."***

Lieutenant Governor's Office on Aging recognizes that every community and its needs are unique. Therefore, the Lieutenant Governor's Office on Aging will consider any community grant proposal that addresses the purpose of the Eldercare Trust Fund, as stated above.

#### B. Eligibility

Applicant will only be accepted from public or private nonprofit organizations. Special consideration will be given to applications from community coalitions or partnerships of several agencies, groups or community organizations that plan innovative programs that meet a community need. Applicants must show evidence of organizational capability to effectively manage the project.

#### C. Lead Agency

Applicant community coalitions must designate one entity as the lead applicant organization to serve as the fiscal agent for the project. **The fiscal agent must be a public or private non-profit organization. Evidence of 501(c)(3) or other documentation of nonprofit status must be attached.**

#### D. Time Frame

Successful grantees may begin to incur costs related to the grant beginning after the grant agreement has been negotiated in July 2011 and ending on or before June 30, 2012.

**E. Funding Restrictions**

Grants will not be awarded to supplant other sources of funding, to fund capital projects, to replace lost funding, or to support currently operating programs. Funds from this grant shall not be used for land purchases; cost of building(s) or facilities; bad debts; cost of life insurance when the grantee is the beneficiary; late payment charges; contingency funds; contributions; entertainment; fines and penalties; actual losses which could have been covered by insurance; interest; fund raising costs; investment management costs; profit/losses on disposition of depreciable property or other capital, legal fees, equipment; or promotional expenses.

Funding for equipment may be allowable if is for an integral part of the proposed project. Such a request is subject to review and approval during the grant evaluation process. Promotional expenses which directly support dissemination of information about the Eldercare Trust Fund check-off or the proposed project may be allowable, but are also subject to review and approval during the grant evaluation process.

**F. Grant Proposal Constitutes Offer**

By submitting a grant proposal, the applicant agrees to be governed by the terms and conditions described in the Notice of Grant Award document, except where subsequent amendments of any grant resulting from this grant application request are specifically agreed, by the parties in writing, to supersede any such provision of this grant application request.

**G. Amendments**

If it becomes necessary to revise any part of the grant application request, all amendments will be provided in writing to all applicants. Verbal comments or discussions cannot add, delete, or modify any written provision.

Should a grantee find it necessary to revise the original grant, the grantee will submit a request for revision in writing to the Office on Aging designee.

**J. Option to Extend / Continue Funding**

Based on availability of funding, the Office on Aging may extend a grant for a second or third year if successful outcomes are demonstrated.

**PART II: SPECIAL INSTRUCTIONS AND CONDITIONS****A. Receipt of Grant Proposal**

It is required that the grant proposal be received at the Lieutenant Governor's Office on Aging no later than Thursday, **March 24, 2011**, at 4:00 p.m., either by mail, fax, e-mail, or hand delivery. Grant proposals received after the deadline will not be considered.

**B. Preparation of Grant Application**

Each applicant must submit one completed copy of the grant application, with all attachments and supporting documentation attached. Grant proposals and attachments should not have hard covers or be spiral bound.

Grant proposals should be prepared simply and clearly, providing a straightforward description of the proposed project and a concise description of the applicant's ability to satisfy the requirements of the grant application request. All grant proposals should be complete and must convey all of the information requested.

Those who have never applied for a grant like this before are encouraged to come to the Pre-Application Workshop on **February 18, 2011** from 10:30am -12:30pm in Columbia, SC at the Lt. Governor's Office on Aging. Registration is required. Please email or call to register for the free workshop before February 16, 2010.

### **C. Right of Rejection**

The Lieutenant Governor's Office on Aging reserves the right to accept or reject any or all grant proposals received as a result of this grant application request, to negotiate with all qualified applicants, and to cancel, in part or in whole, this grant application request if it is in the best interest of the Lieutenant Governor's Office on Aging to do so.

### **D. Reporting Requirements**

Grantees must meet the reporting requirements of the Eldercare Trust Fund and the Lieutenant Governor's Office on Aging, which include two program reports and a year-end fiscal report. Brief progress reports are required to draw down funds.

**Program Reports** The grantee will be required to submit two program reports describing outcomes and specifying how grant funds were spent. The first report, which is due on or before February 1, 2012, will summarize activities from July 1, 2011 through December 31, 2011. The second report, due on or before September 1, 2012, will summarize activities for the entire year from July 1, 2011 through June 30, 2012. Reports must include a description of public awareness activities conducted (a) to inform the public about the proposed project and how it will meet the needs of older adults in the community, (b) to promote community investment in developing and maintaining the proposed program, and (c) to promote the Eldercare Trust Fund Tax Check-off and the activities of the Eldercare Trust Fund.

**Fiscal Report** The grantee will be required to submit a final fiscal report that includes all cost data, claims for reimbursement or other fiscal adjustments allowable under this grant. This report shall be submitted to the Lieutenant Governor's Office on Aging no later than September 1, 2012.

### **E. Site Visits**

Representatives from the Eldercare Trust Fund Board and the Lieutenant Governor's Office on Aging may make on-site visits to review the status of each project.

### **F. Termination**

This agreement may be canceled and terminated by either party at any time within the agreement period whenever it is determined by either party that the other has failed to comply with its obligations. Failure to meet outcomes identified in the grant proposal would be grounds for the Office on Aging to deny payment of award funds. The parties agree that their liabilities and responsibilities shall be contingent upon the availability of funds, and that this agreement shall be terminated if such funding ceases to be available. Notification of termination will be sent by Certified Mail, return receipt requested.

## G. Grant Proposal Structure and Content

**Grant Application** All sections must be completed in order for the proposal to be considered. The completed application, without attachments, may be no longer than seven (7) pages.

**Project Description** Briefly and clearly describe your proposal. Questions to help applicants clearly and briefly describe their proposal, include: What exactly do you plan to accomplish with your proposal? Describe what identified need your proposal will address or resolve. How do you know your approach will be successful? Is your proposal based on best practice or evidence-based research? How many people will you serve? What qualifications does your organization and staff have to be successful? Will your program be able to continue after the one-year grant period?

**Budget and Budget Narrative** provides budget breakouts and sub-totals for the proposed project. In the budget narrative, provide a brief line-item justification for each entry. It is important that the budget summary form and the budget narrative provide a clear picture of how resources will be used to conduct the proposed project. Include concrete plans for acquiring funds after the original grant funding is reduced and/or ends.

If equipment and/or furniture are included in the budget, detailed descriptions and justifications must be provided, indicating lack of availability. Applicants are encouraged to use existing and/or donated facilities and equipment and to demonstrate how community contributions of cash and/or in-kind contributions will support the project. Administrative costs may not exceed 10% of grant budget.

**Documentation of 501(c)(3) / non-profit status of the lead applicant.**

**Attachments** may consist of copies of cooperative agreements, pledges of resources, letters of support, and any other applicable and relevant documentation which supports and enhances your grant proposal.

**Proposal Checklist** is provided with this *Request for Proposals*.

## H. Documents Required Of Selected Applicants

Before grant negotiations are finalized, selected applicants may be required to provide the following information to the Lieutenant Governor's Office on Aging: (This information does not need to be submitted with your grant application.)

- Organizational Chart
- Properly completed W-9 IRS Tax Form
- Evidence of Signatory Authority
- Staff/Cost Allocation Plan
- List of Current Board Members of Governing Body
- Disclosure of Ownership Form
- Certification Regarding Debarment
- Minority Business Form
- Drug-Free Workplace Form
- Annual Report

**PART III: EVALUATION CRITERIA**

In order to be considered for review, all sections of your application must be completed, the completed application, without attachments, may be no longer than 7 pages, and the proposal must be received by 4:00 pm on March 24, 2011.

| <b><u>POINTS</u></b> | <b><u>CRITERIA</u></b>  |
|----------------------|---|
| 15                   | <b><u>GRANTEE CAPABILITY</u></b> Implementing organization has the capability and resources to manage the project effectively and produce the proposed outcomes.  |
| 15                   | <b><u>APPROACH</u></b> Proposed approach is based on best practice or evidence-based research. Approach includes realistic plans for project development, implementation and operation throughout the life of the grant and beyond. Goals and objectives are measurable.  |
| 15                   | <b><u>SUSTAINABILITY</u></b> Proposal shows evidence of planning for realistic ways to ensure that the program will continue when funding through the Eldercare Trust Fund ends.  |
| 15                   | <b><u>RELATIONSHIP TO PURPOSE</u></b> Proposed project goals and objectives meet an identified community need and are clearly related to the purpose of the Eldercare Trust Fund, which is to 'support innovative programs and activities that assist older South Carolinians to live with dignity and vitality in their communities'.  |
| 15                   | <b><u>COLLABORATION</u></b> Proposal uses a coalition or partnership of several agencies, groups or community organizations to establish an innovative project or activity that meets a community need. Planned collaboration is demonstrated by pledges of financial and/or in-kind support from the community.  |
| 15                   | <b><u>BUDGET</u></b> Dollars requested are reasonable, related to the scope of the proposed project, and show resource planning.  |
| 10                   | <b><u>PUBLIC AWARENESS</u></b> . Grant proposal includes a specific plan (A) to inform the public about the proposed project and how it will meet the needs of older adults in the community, (B) to promote community investment in developing and maintaining the proposed program, and (C) to promote the Eldercare Trust Fund Tax Check-off and the activities of the Eldercare Trust Fund. |

## GRANT APPLICATION CHECKLIST

The application (1 copy only) and any attachments must be received no later than 4:00pm on **March 24, 2011** at the Lieutenant Governor's Office on Aging.

1. The grant application may be no longer than 7 pages and must contain the following:
  - \_\_\_\_\_ Grant Application that describes the proposal
  - \_\_\_\_\_ Project Budget
  - \_\_\_\_\_ Project Budget Narrative
  
2. Attachments are not counted as part of the 7 pages
  - \_\_\_\_\_ Designation as 501(c)(3) or other documentation of nonprofit status
  - \_\_\_\_\_ Letters of Collaboration / Support / Commitment
  - \_\_\_\_\_ Resume(s)
  - \_\_\_\_\_ Annual Report
  - \_\_\_\_\_ Other

# South Carolina Eldercare Trust Fund

*Offers grants to develop innovative services that help older adults remain in their homes and communities with maximum independence and dignity*

## Grant Awards Timeline for FY 2012

(July 1, 2011 – June 30, 2012)

|                   |   |
|-------------------|---|
| February 3, 2011  | Memo announcing funding opportunity posted on web<br>Grant application available at <a href="http://www.aging.sc.gov">www.aging.sc.gov</a>  |
| February 16, 2011 | <b>Deadline to Submit Written Questions</b><br><b>Deadline to Register for Pre-application Workshop</b>   |
| February 18, 2011 | <b>Pre-application Workshop</b> , 10:30am – 12:30 pm<br>Lt. Governor's Office on Aging, 1301 Gervais Street,<br>Suite 350, Columbia, SC (corner of Gervais and Sumter)<br>Please register by email or phone (803) 734-9900. |
| March 24, 2011    | <b>Deadline for Submission of Grant Application - 4pm</b>   |
| April 13, 2011    | Review Team Meets to Decide Grant Awards  |
| May 15, 2011      | Notification of grant awards  |
| June 17, 2011     | Grant Procedures Workshop for new grantees, 10:30am   |
| July 1, 2011      | Grant Period: July 1, 2011 – June 30, 2012  |
| July 10, 2011     | Signed grant agreements are due from grantees   |

State of South Carolina  
Lieutenant Governor's Office on Aging



**ELDERCARE TRUST FUND GRANT APPLICATION**

For Grant Period: July 1, 2011 – June 30, 2012

|   |   |
|---|---|
| Project Name  |   |
| Brief Project Description<br>(1 – 3 sentences)  |   |
| Outcome Statement   |   |
| Counties to be Served   |   |
| Type of Proposal<br><i>(New Program Development or Expansion of Existing Program)</i>   |   |
| Funds Requested   | \$  |
| Name and Address of Implementing Organization   |   |
| Federal Identification Number   |   |
| Name, Title, Phone #, E-Mail Address, and Fax Number of Person with Signatory Authority |   |
| Name, Title, Phone #, E-Mail Address, and Fax # of Project Coordinator/Administrator    |   |
| Is implementing organization a public or private non-profit agency?                     |   |
| Is evidence of 501(c)(3) status or other documentation attached?                        |   |
| Name of Partner Organization(s)   | Name, Phone #, and E-Mail of Contact Person |
| 1.  |   |
| 2.  |   |
| 3.  |   |
| 4.  |   |
| Signature of Authorized Authority:  |   |
| Date:   |   |

| PROGRAM DESCRIPTION   |              |                                      |
|---|--------------|--------------------------------------|
| <p><b>Short Project Description</b></p> <p>What is being proposed?<br/>                     Who will be served?<br/>                     How many?<br/>                     Where?<br/>                     How will it work?<br/>                     Who will provide services?<br/>                     When will the activity begin?</p>  |              |                                      |
| Project Goal(s)   | Objective(s) | How will the objectives be measured? |
| 1.  | a.           |                                      |
|   | b.           |                                      |
|   |              |                                      |
|   |              |                                      |
|   |              |                                      |
|   |              |                                      |
| Briefly describe how your proposal meets the following criteria.  |              |                                      |
| <p><u>Relationship to Purpose</u> (15 points)</p> <p>(1) Does this project address a community need? What is that need and how will your project do this?</p> <p>(2) The purpose of the Eldercare Trust Fund is to <i>'support innovative programs and activities that assist older South Carolinians to live with dignity and vitality in their communities'</i>. Is your project clearly related to this purpose?</p> |              |                                      |
| <p><u>Approach</u> (15 points)</p> <p>(1) Project Goal(s) and Objectives are clearly stated and measurable.</p>   |              |                                      |

|  |   |
|--|---|
| <p>(2) Our proposal includes realistic plans for project development, implementation and operation throughout the life of the grant and beyond.</p> <p>(3) The proposed approach is based on best practice or evidence-based research.</p>   |   |
| <p><u>Grantee Capability</u> (15 points)</p> <p>What qualifications do your staff and organization have to successfully manage this project? Does your organization have experience developing a similar project?</p>  |   |
| <p><u>Collaboration</u> (15 points)</p> <p>Are you partnering with other agencies, groups, or community organizations to plan and develop your project?</p> <p>Have your partner organizations agreed to provide financial or in-kind support for the project?</p>   |   |
| <p><u>Sustainability</u> (15 points)</p> <p>How will you continue your project when funding through the Eldercare Trust Fund ends? Are your plans specific and realistic?</p>  |   |
| <p><u>Public Awareness</u> (10 points)</p> <p>What is your plan to address the following three questions? Be specific.</p> <p>(1) How will the public be informed about your project and how it will meet the needs of older adults in the community?</p> <p>(2) How will you encourage the community to help develop and maintain your program?</p> <p>(3) How will you promote the Eldercare Trust Fund Tax Check-off and encourage people to contribute to future projects such as yours?</p> |   |
| <p><u>Budget</u> (15 points)</p> <p>Is it clear that your budgeted income and expenses are reasonable and appropriate for the size of your project? Does your budget show careful resource planning? Will the reviewer be able to understand how you plan to spend your funds?</p>   | <p><b>Complete a separate <i>Project Budget</i> form and <i>Project Budget Narrative</i> form for each year of funding requested.</b></p> |

\_\_\_\_\_  
Name of Implementing Organization

| Project Budget<br>July 1, 2011 – June 30, 2012 |                        |                                 |  |  |   |
|--|------------------------|---------------------------------|--|--|---|
|  |                        | ECT Grant<br>Funds<br>Requested | Sponsoring<br>Agency &<br>Community<br>Resources<br>( \$ or In-kind<br>resources ) | Other Funds<br>Allocated to<br>the Project | <b>TOTAL<br/>Funds<br/>Allocated to<br/>the Project</b> |
| 1  | Personnel              |                                 |  |  |   |
| 2  | Benefits (At _____ %)  |                                 |  |  |   |
| 3  | Travel                 |                                 |  |  |   |
| 4  | Transportation         |                                 |  |  |   |
| 5  | Equipment              |                                 |  |  |   |
| 6  | Supplies               |                                 |  |  |   |
| 7  | Contractual            |                                 |  |  |   |
| 8  | Evaluation             |                                 |  |  |   |
| 9  | Other (Please Specify) |                                 |  |  |   |
|  | <b>TOTAL</b>           |                                 |  |  |   |

\_\_\_\_\_  
 Name of Implementing Organization

Please also provide a brief explanation of every budget item. It is important that the *Project Budget* and the *Project Budget Narrative* provide a clear picture of how resources will be used.

| Project Budget Narrative<br>July 1, 2011 – June 30, 2012 |                        |
|--|------------------------|
| 1  | Personnel              |
| 2  | Benefits (At _____ %)  |
| 3  | Travel                 |
| 4  | Transportation         |
| 5  | Equipment              |
| 6  | Supplies               |
| 7  | Contractual            |
| 8  | Evaluation             |
| 9  | Other (Please Specify) |