

Brookdale National Group Respite Program

FOR ALZHEIMER'S FAMILIES

Technical Assistance Office • 2320 Channing Way • Berkeley, CA 94704 • (510) 540-6734 • Fax (510) 540-6771
The Brookdale Foundation Group • 950 Third Avenue, 19th Floor • New York, NY 10022

March 3, 2010

To: Agencies Interested in Establishing a Group Respite or
Early Memory Loss Program for Elders with Dementia
and their Caregivers
From: Brookdale National Group Respite Program
Re: Request for Proposals – The Grant Application Process

I. Background

Alzheimer's Disease (AD) has a devastating impact on both people with the disease and their caregivers. Alzheimer's can lead to premature institutionalization, along with emotional, physical and financial hardship. We award seed grants to service providers that plan to offer new, dementia-specific Group Respite or specialized Early Memory Loss (EML) programming to participants, along with support to caregivers, in order to help individuals remain in their communities.

For over twenty years, we have supported local community organizations through small seed grants, along with training and technical assistance, to develop dementia-specific, social model, day service programs. Our goal is to foster the development of high-quality, cost-effective programs to complement existing community based services for people with dementia, and to encourage and support our grantees to become self-sustaining.

II. New Grants to Be Offered In November 2010

Funding will be available beginning November 2010 for up to 40 Group Respite and Early Memory Loss programs. Funds may be requested by private non-profit 501(c)(3) or public agencies to develop a new dementia-specific, social model program. Grant funds *may not* be used to support or expand the hours, days, or service capacity of existing social, health or medical model programs.

III. Support for Grantees

Selected organizations will receive:

- 1) Grant support of \$7,500 in year one, renewable for \$3,000 in year two based on evaluation of first year's activities and potential for future continuity of the program.
- 2) All-expense-paid participation for one staff member at the Orientation and Training Conference, to be held November 5-7, 2010 in Denver, CO (Grantees may send additional

staff at their own expense). Bi-annual conference attendance continues to be available to all programs that become self-sufficient (see additional information in section V, #7, Reporting) and continue to follow the Group Respite or Early Memory Loss program model (see section IV).

3) Ongoing technical assistance and support from the staff of the Technical Assistance Office in Berkeley, California and from The Foundation in New York City, which includes newsletters, unlimited toll-free telephone support, limited on-site support, periodic online chats, and participation in the Brookdale Respite Network of more than 200 sites. Technical assistance continues to be available to all programs that become self-sufficient and continue to follow either the Group Respite or Early Memory Loss program model.

IV. The Brookdale National Group Respite Program

The Group Respite Program and the specialized Early Memory Loss Program are both community-based, social model, day service programs that provide dementia-specific group activities for participants and respite from caregiving tasks for family caregivers. Programs are open a minimum of one day a week for at least four hours per session, offering people with AD or related dementias, regularly scheduled opportunities for socialization and meaningful group activities in a supportive environment.

At least one paid professional staff member and a core of trained volunteers, students and program assistants, provide staffing for sites. In addition, programs offer access to other services for participants and their families, such as individual counseling for caregivers, information and referral to other health and social services, and support group meetings for family members.

V. Requirements (In order to qualify for funding, applicants must comply with the following components.)

- 1) **Non-Profit Status:** Applicants must be non-profit organizations with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or public agencies as defined under Section 509(a).
- 2) **Dementia-Specific Focus:** All programs must provide a day services program for people affected by AD or other dementia. The program is limited to those who are cognitively impaired. It cannot be a program for frail elders or other populations that includes dementia participants as part of its overall client group.
- 3) **Social Model:** Sponsoring organizations are expected to develop a regularly scheduled, social model day service program. Funds may not be used to develop in-home or overnight respite programs. While cooperation with and referral to other health and social services is highly encouraged, funds may not be used to establish an adult day health care (medical model) program.
- 4) **Minimum Service Requirements:** Programs must be ongoing and provide a minimum of one four-hour session per week, although a longer session or multiple days is preferable.

- 5) **Services to Caregivers:** Other services must be made available to family caregivers, either by the sponsoring organization or in cooperation with other community agencies. These may include:
 - a. Individual caregiver consultation and support;
 - b. Caregiver support groups;
 - c. Caregiver education and training, and
 - d. Information and referral to appropriate health and social services.
- 6) **Staffing and Training:** The program must be staffed by at least one professional paid staff member (such as a social worker, nurse, activities therapist or health educator), who is responsible for supervision of program assistants, which may include volunteers and students. All staff, including volunteers and students, must be trained to work with dementia clients in a day services setting.
- 7) **Reporting:** Sponsoring organizations must meet the reporting requirements, which include monthly statistical and narrative reports, as well as annual fiscal and program reports. Programs that continue to send in reports and follow the Group Respite or Early Memory Loss program model following the grant period will receive ongoing technical support, as well as maintain eligibility to send one staff person, all expenses paid, to future Brookdale National Group Respite Training Conferences.
- 8) **Matching Funds:** Sponsoring organization must provide a 100% match of hard dollars and/or substantive in-kind support. The match may include services and monies from other organizations such as other grants, loaned personnel, in-kind donation of space, etc.
- 9) **Plan for Future Funding:** Organizations must demonstrate that a concrete fundraising plan, including an established fee structure has been developed to sustain the proposed program when this seed grant is completed.
- 10) **Liability Coverage:** Liability coverage sufficient to cover injury to participants while on site must be provided.

Note: Preference is given to programs that have the strong potential for continuity and expansion when this seed grant funding is completed.

Complete guidelines and requirements for the Group Respite Program are outlined in the manual, *How To Start and Manage a Group Activities and Respite Program for People with Alzheimer's Disease and Their Families*. The Early Memory Loss Program model is based on the manual *How to Plan and Implement an Early Memory Loss Program*. Both publications are available at no cost. To order manuals, visit: **www.brookdalefoundation.org**.

VI. Exclusions

Funds cannot be used to develop or expand an overnight or in-home respite program, or for building, renovation or capital improvements. We do not permit the use of grants for indirect costs. Grant funds may not be used to support or expand the hours, days or service capacity of existing social, health or medical model programs.

VII. Submission of the Proposal

Interested organizations must submit eight (8) copies of the proposal application and one (1) copy of their annual report.

Each of the 8 copies of the proposal must:

- 1) Include only the basic proposal and required attachments. Be sure to answer every question completely. **Please do not submit additional materials.**
- 2) Be typed on the proposal application provided, or be an exact replica of the original format and number of pages.
- 3) Be printed double-sided on white paper.
- 4) Be securely stapled. **Please do not paper clip copies of the proposal or put them in binders or folders.**
- 5) The one copy of the annual report should be in a separate, labeled folder.

All eight copies of the application and the one copy of the annual report must be received at the Brookdale Foundation Group Office by **the deadline of 5:00 PM (EDT) on Thursday, July 1, 2010.** Late submissions and proposals sent by facsimile will not be accepted.

Submit completed applications and attachments to:

**The Brookdale Foundation Group
950 Third Avenue, 19th Floor
New York, NY 10022**

VIII. For additional information regarding the proposal please contact:

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