



NEW YORK *Takes Action* AGAINST
ELDER MISTREATMENT AND NEGLECT



**Request for Proposals (RFP)
Elder Abuse Education and Outreach Program
(EAEOP)
Community Mini-Grant Funding Application Packet**

Long Island project(s)

Issue Date: November 27, 2017

Completed applications must be submitted by email to:
Denise Shukoff, dshukoff@lifespan-roch.org

**Submission deadline:
5:00 pm on January 2, 2018**

For more information, please contact:
Denise Shukoff, dshukoff@lifespan-roch.org

You will receive an email acknowledgment of receipt of your application.

Qualified Applicants

This Request for Proposals (RFP) opportunity is provided for local government, nonprofit, and faith-based organizations serving adults aged 60 and older in counties on Long Island, NY (Nassau and Suffolk Counties).

Purpose of the Elder Abuse Outreach and Education Program Community Mini-Grant

As part of the New York State Office for the Aging's Elder Abuse Education and Outreach Program (EAEOP), funding is being provided through the Monroe County Office for the Aging to be administered by Lifespan of Greater Rochester Inc. (Lifespan) for elder abuse prevention, education and training programs across New York State.

This RFP announcement is released to encourage submission of projects for innovative local community elder abuse prevention, education, and outreach programs by eligible applicants. EAEOP funding for 2017-18 includes a total of \$30,000 for elder abuse prevention, education, and outreach programs on Long Island. Lifespan is offering Community Mini-Grants through this RFP of up to \$30,000 to one or two successful applicants. All mini-grant awards are dependent on funding being made available through the New York State Office for the Aging.

EAEOP Community Mini-Grant Goals and Objectives

The goals of the EAEOP Community mini-grants are to (1) raise awareness and educate professionals and the public about elder abuse, and (2) enhance local community services to victims of elder abuse to complement and enhance the state's EAEOP efforts.

Objectives:

1. Implement outreach and/or education activities to raise awareness among professionals and the public regarding the issues of elder abuse, neglect, and exploitation.
2. Build local capacity to identify and provide outreach, case management, and/or other intervention services to older adult victims of abuse in order to connect them with appropriate services to remediate mistreatment and prevent recurrence.

Application Questions: Questions about the Application should be submitted in writing to **Denise Shukoff** at dshukoff@lifespan-roch.org. Please, no telephone calls regarding the Application. All questions and answers will periodically be posted on the NYS Coalition on Elder Abuse website, www.nyselderabuse.org.

Requirements for Proposals

Local government, nonprofit, and faith-based organizations serving older adults are eligible to apply. No in-kind match is required.

Complete applications must be submitted by e-mail to Denise Shukoff at dshukoff@lifespan-roch.org by 5:00 pm on January 2, 2018 in order to be considered. Partial applications or applications received after the deadline will not be considered.

As part of the submission, proposals must meet at least one of the stated objectives, and must include an agency information page, project narrative including a project abstract, a work plan using the template provided, and a budget including a budget narrative using the template provided.

Amount Available

Funds will be made available by Lifespan in the amount of one or two grants up to a total of \$30,000.

Timeframe

Successful applicants will be notified by January 16, 2018.

Activities should take place during an eight-month period beginning February 1, 2018 and should be completed no later than September 30, 2018 to be covered by this EAEOP Community Mini-Grant.

Eligibility

The applicant must be a nonprofit organization, governmental agency, or faith-based organization.

Proposal Evaluation and Selection Criteria

A grant selection committee knowledgeable in the field of elder abuse will review and score all applications. NYS Office for the Aging EAEOP program and/or budget staff may be part of the review process. Applications will be scored based on the following criteria:

- Clearly meets at least one of the stated objectives.
- Clearly identifies a community gap and how it is being addressed through the program.
- Work Plan aligns with stated program objectives.
- Evaluation plan aligns with program objectives.
- Budget aligns with stated program objectives.

Application Process

Complete applications must be submitted by e-mail to Denise Shukoff at dshukoff@lifespan-roch.org by 5:00 pm on January 2, 2018 in order to be considered.

Applications may be single-spaced. Please use one inch margins and 11- or 12-point type. To submit an application, please include the following:

1. Applicant Organization information:

(one-page limit)

- Provide the following information:
 - Name of Organization submitting the application:
 - Address:
 - City/State/Zip:
 - Telephone Number: Fax Number:
 - Identify the type of organization – local government, nonprofit, or faith-based organization leading the initiative:
 - Person completing the Request for Proposal (Name, Title, Organization):
 - Email Address:
- Briefly describe your organization’s mission and qualifications to receive this grant.
- Briefly describe your organization’s demonstrated experience in elder abuse prevention, intervention, outreach, and/or education.
- If known at this time, list and briefly describe the lead staff and include other staff for the proposed initiative. Include their names, titles, affiliations, and roles in the grant.
- The total budget dollar amount requested for your project.

2. Project narrative: Include the following in your project narrative:

(three-page limit)

- Project Abstract: provide a 375-word abstract of your proposed project.
- Project Overview:
 - Identify the intended service area for the project.
 - State your project goal(s) and which of the project objective(s) the proposal will meet.
 - Briefly describe the community gap you intend to address.
 - Describe the benefits of your proposal to victims of elder abuse. Include how it will improve the system for addressing elder abuse in your county or area.

- Partnerships and Collaborations:
 - Please identify any partnerships or collaborations involved in implementing the project.
 - Evaluation:
 - For each objective, describe your evaluation plan, including the methods you will use to evaluate the measurable outcome(s) stated in your Work Plan.
3. **Work Plan:** Work Plan template provided
For each objective you identified, describe the measurable outcome(s), outline the key tasks, staff (if known), and timetable for implementation and completion.
 4. **Budget:** Budget template provided – two pages
Submit a simple budget outlining the budget numbers (page 1) and a justification for personnel, supplies, and services needed to carry out the proposed activities (page 2). Budgets may not exceed the amount of the award requested unless the budget reflects additional program income and the source of that income. Grant funds may not be used to supplant existing funding for such services. There is an indirect rate total cap of 10% (administrative amounts column on budget template).
 5. **Assurances**
Successful applicants will be required to sign a New York State Office for the Aging assurances document that will be provided to you with your award notification.

Reporting

A four month progress report on the implementation of the project and on progress toward the established goals and objective(s) will be submitted to Lifespan by June 15, 2018. Invoices for expenditures will be submitted to Lifespan on a monthly basis. A Final Report and invoice will be submitted to Lifespan by October 15, 2018.

Program Monitoring and Support

Awardees will submit to Lifespan a schedule of activities in their county/region sponsored through this initiative. A member of Lifespan's staff may make at least one announced visit to each funded community during the eight-month grant period to review progress in grant activities. Lifespan will be available during the grant period for consultation and support in the achievement of project goals.

Additional Documents:

Work Plan Template
Budget Template