

441—160.4(234) Request for proposals for project grants.

160.4(1) Application. The department will announce through a request for proposals the opening of an application period. The request shall state the purpose for which grant funds shall be spent. A grant application shall be included in the request for proposals. Applicants shall submit their grant proposal using Form 470-2910, Application for Adoption Opportunity Grant Funding, by the deadline specified in the announcement.

160.4(2) Project proposal requirements. Requirements for project proposals shall be specified in the “Adoption Opportunity Grant Application Packet.” If a proposal does not contain the information specified in the application packet, or if it is late, it will be disapproved. Proposals accepted for review shall contain the following information:

- a. Application for Adoption Opportunity Grant Funding, Form 470-2910.
- b. Proposal summary.
- c. Reason for grant request, including statement of problems and needs.
- d. Agency background information and demonstrated effectiveness.
- e. Project goals, objectives and methods.
- f. Project monitoring and evaluation.
- g. Project budget and budget forms.
- h. Plans for future funding.
- i. Assurances and certification.
- j. Letters of support.
- k. Explanation of grantee share of matching funds, when applicable.
- l. Project checklist.

Projects will demonstrate that they can be replicated for use with families and special needs children in other parts of the state.

Projects will be coordinated with other local agencies or groups.