

## COMMUNITY ACCESS FUND INDIVIDUAL GRANT CRITERIA AND GUIDELINES

### GRANT-MAKING POLICY:

The purpose of the individual grant funding from the Nysether Family Foundation is to provide individuals with developmental disabilities access to inclusive opportunities in their communities.

### INDIVIDUAL GRANT GUIDELINES:

**Community Access Fund** was created to make grants available for individuals with developmental disabilities in Snohomish County.

Family members or board members of the administering organization are not eligible to apply for or receive grant funds.

Individuals are eligible to receive this grant every two years. This grant eligibility criterion is separate from other grants that the Arc of Snohomish County offers.

To initiate the grant-making process, an individual must complete the grant application form and return by mail to the The Arc of Snohomish County c/o Community Access Fund.

Individuals requesting grant funds must supply documentation to verify the following criteria:

- Verification of a developmental disability (Developmental Disabilities Administration criteria)
- Proof that Applicant lives in Snohomish County
- Verification of Financial Need (copy of Medicaid, Waiver or SSI). Other documents could include Personal Tax Return or Family Tax Return if individual is living in the family home and/or a letter explaining financial need. Any other supporting documents. *(Please delete all personal information such as social security numbers.)*
- Letter from applicant that describes grant fund requests
- Invoices or Documentation for cost of goods or services requested in grant

**Applications without requested documentation will not be considered for funding.**

### DISBURSEMENT REGULATIONS:

- 1) Preceding each disbursement, the grantee must submit a written request including:
  - Amount requested
  - What NEW specific inclusive class, camp, or recreation requested
  - How this grant will help with community involvement
  - Name and address of payee
- 2) Grant funds will pay the vendor directly or receipt will be provided after purchase only with special permission from the Arc of Snohomish County.
- 3) The primary purpose of the Community Access Fund is to help individuals with disabilities access inclusive opportunities in their community. As manager of the Community Access Fund, The Arc of Snohomish County maintains executive authority over all disbursements and reserves the right to deny any individual request on a discretionary basis.