Michigan Developmental Disabilities Council's Empowerment Fund

What is the Empowerment Fund?
The Michigan Developmental Disabilities Council's Empowerment Fund will provide money to support people with an intellectual disability or developmental disability (I/DD) and family members to attend conferences, seminars and training to gain access to opportunities, experiences, resources and information, to actively participate in decisions that impact them personally.

This is a reimbursement process for individuals with I/DD and their family members to receive money for expenses for seminars conferences and trainings designed to improve their knowledge, networking and skill levels for advocacy; and that are consistent with the DD Council's values of helping people with I/DD and their families to take control of their lives, be fully included in their communities and exercise their rights as a full citizens to hold systems accountable to them. This money is to be used to help offset the cost to the person or family to attend the event.

The way the process works:
Requests will be considered on a first come, first serve basis. However, priority will be given to applicants that are:
- First time users of the fund
- First time attendees at a particular activity or event

How much funding is available, and how often can I apply?
- You may receive up to $500 for in-state events and $1000 for out of state events.
- You may apply for funding once a year (The State of Michigan uses a Fiscal Year, which is October 1 thru September 30 of the following year).

Expectations if you receive money from the council:
- You must share with the council what you learned from attending the event and your plan to use the information learned.
- You may submit a written summary or present at a council meeting or write a letter to your legislator telling them you were at the event and what you learned and how they can help your advocacy.

What the Empowerment Funds can be used for
- Registration fees
- Child care or respite care (while attending an approved event)

- Personal Assistant (which is not already covered by other means)
- Hotel/lodging
- Meals
- Transportation or mileage
- Other (at the discretion of the Council)

Items NOT Reimbursable
- Materials provided by conference at an extra cost (e.g. books, tapes, DVD, shirts, etc.)
- Phone calls or other incidental charges to your hotel room
- Souvenirs
- Alcoholic beverages

Who can apply for support through the Empowerment Fund?
- People with an intellectual disability or developmental disability with a financial need.
- Parent or family member of person with I/DD with a financial need.

How to apply?
- Submit an application prior to the event (give as much lead time as possible).
- 2 ways to submit an application:

    o Mail to:
      Michigan Developmental Disabilities Council
      320 S. Walnut St.
      Lansing, MI 48910

    o Email to: **mdhhs-dd-council@michigan.gov**

- If you need assistance in completing an application for use of empowerment funds contact the Council office at 517-335-3158.
- Along with the application include:
    o A complete copy of the official conference/training/seminar brochure, showing registration information including cost, dates, times, locations of the event, and designated hotel for overnight stays.
- The Council will review applications as received and as quickly as possible.
- Once the application has been reviewed by the Council, the applicant will be notified by phone the amount of the award. Then an award letter will

be sent. Included in the award letter will be details for reimbursement of approved expenses.

- If the application is denied, you will receive a phone call and a letter with the reason for the denial.
- **Please note:** funds are reimbursed at the discretion of the council.
- Incomplete applications will delay decisions on reimbursements.

Michigan Developmental Disabilities Council Empowerment Fund

Application	
Name:	Date:
Street Address:	Apt#:

City:	State: **MI**	Zip Code:

E-mail Address:

Phone (include area code):

Check one
☐ I am a person with an intellectual or developmental disability

Describe your disability (mark all that apply):	

☐	Autism Spectrum Disorder	☐	Physical Disability
☐	Hearing Loss and/or Deafness	☐	Vision Loss and/or Blindness
☐	Intellectual Disability	☐	Other, please describe:
☐	Learning Disability		

☐ I am a family member of a person with a disability (check all boxes above that apply)

Name of conference/training you want to attend:	Date of conference/ training:

Please attach a complete copy of the official conference, training or seminar brochure, showing registration information including cost, dates, times and locations of the event, and designated hotel for overnight stays.

The Empowerment Fund only can only be used for conferences, trainings or seminars that are consistent with the DD Council State Plan. Please describe how this conference, training or seminar fits with the DD Council's state plan.

Are there any evening social events you plan to attend? Yes ☐ No☐

If yes, is it included in the registration fee? Yes ☐ No☐

Have you received funding from the Endowment Fund before?

Yes ☐ No☐ If yes, when?

Have you ever attended this conference/training?   Yes ☐ No☐

How will attending this training improve you advocacy or improve your knowledge?

Individuals are required to share with the council what you learned from attending the event and what you plan to do with that information. You may submit a written summary or give a presentation at a council meeting or write a letter to your legislator telling them you were at the event and what you learned and how they can help your advocacy.

How will you share your experience from the event with the Council?

A written summary ☐ A presentation to the Council ☐

Write a letter to my legislator and share letter with council ☐

1. Amount Requested: (Please check all that apply.)

☐	Registration Fees	$_____		☐	Accommodations	$_____
☐	Meals	$_____		☐	Hotel	$_____
☐	Transportation	$_____		☐	Other:	$_____
☐	Other:	$_____				

Total Amount Requested: $_____

Explanation of Expenses: