

LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL

Solicitation of Proposals For the Youth Leadership Forum

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INTRODUCTION

The Louisiana Developmental Disabilities Council is soliciting proposals to implement a Youth Leadership Forum in the state of Louisiana for youth with developmental disabilities. The Youth Leadership Forum will teach personal and systems advocacy skills, promote disability culture through networking with other self-advocates and empower young people with disabilities over the course of a 3-day period in the summer. The Youth Leadership Forum will include educational presentations on a variety of topics, social opportunities and activities and a visit to the Capital. Future years of the Youth Leadership Forum will likely expand, adding more days/nights to the Forum, additional programming and increasing number of youth self-advocates that are participating.

PROJECT GOAL

The project goals are for youth self-advocates to learn personal and systems change advocacy skills and for youth self-advocates' perspective on disability and culture to improve. The Louisiana Youth Leadership Forum will adhere to the standards and best practices set forth by the National Association of Youth Leadership Forums to ensure the highest quality experience for all student leaders. The contractor will serve as the fiscal agent for the Louisiana Youth Leadership Forum (YLF).

PROJECT PERIOD

It is anticipated that this project will begin October 1, 2022, and may be funded annually based on inclusion in the Council's Plan

PROJECT FUNDING

The anticipated maximum amount allocated per year for this project is \$30,000. Allowable costs are listed in the categories on the budget page online (see Reply Procedure below). Submitted proposals with a minimum of overhead expenses will be looked upon favorably. In addition, it is anticipated that additional funds will be needed to successfully develop and conduct a Youth Leadership Forum in Louisiana annually. The contractor will also be responsible seeking/locating additional funding and managing the additional funds.

WORK PLAN

Proposals must include a work plan showing how the project would accomplish the following

1. Coordinate with the Council and related stakeholder organizations and individuals to ensure fulfillment of their roles and responsibilities as approved by the Council.
2. Recruit and support a part-time Youth Leadership Forum Coordinator.
3. Develop an alumni network membership through
 - a. Providing outreach activities,
 - b. Collaborating with relevant organizations, and

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- c. Providing promotional activities and materials.
4. Provide opportunities for youth delegates to
 - a. Become an empowered member of their community;
 - b. Learn how to identify their needs and supports, learn interpersonal relationship skills, and how to develop healthy relationships;
 - c. Gain an understanding of self and legislative advocacy, and
 - d. Have the opportunity to learn and take pride in disability history and culture.
5. Monitor the YLF Coordinator's progress on the development and successful implementation of the Youth Leadership Forum
 - a. Maximize funding by leveraging funds provided by the DD Council;
 - b. Utilizing other sources to support funding from the DD Council, and
 - c. Ensuring that the integrity of YLF is protected by mirroring National YLF standards.
6. Serve as fiscal agent and report activities and expenditures to the Council.

QUALIFICATIONS OF CONTRACTOR

To be considered, applicant organizations/agencies must demonstrate the following:

- A. Understanding and commitment to principles consistent with those of the DD Council [found here](#).
- B. Demonstrated experience with planning and implementing educational programs with the goal of empowering people with disabilities.
- C. Collaboration with persons with disabilities, their families, community organizations, and public policymakers.
- D. Fiscal stability and capacity to manage contract dollars and reporting requirements.

PROJECT SELECTION AND REVIEW

A Council committee will evaluate proposals and make a recommendation to the Council. If approved, the Contractor will follow the National model for project materials and activities. Selection will be determined by the applicant's overall ability to meet the project requirements in an effective and efficient manner

<p>Note: Proposals not completely satisfying the Reply Procedure below in its entirety <u>will not</u> be considered for funding.</p>
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REPLY PROCEDURE

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“The Guidelines for Funding Applications” is available online at https://laddc.org/wp-content/uploads/2021/06/Application_for_Funding_Guidelines_2021.pdf

A. Information Requested

1. Cover Sheet and Information Packet
 - a. Application for Funding Cover Sheet (online)
 - b. W-9 tax form (online)
 - c. Board Resolution or Disclosure of Ownership (online)
2. Summary of Qualifications - clearly demonstrate Contractor Requirements above.
3. Proposal/Work Plan (maximum of 5 pages)
 - a. Activities
 - b. Timelines
 - c. Methods of Evaluation
 - d. Budget Details
4. Diversity Inclusion – Describe how you or your organization intend(s) to conduct outreach and assure inclusive participation among diverse communities relative to race, ethnicity, sexual orientation, gender, and all marginalized communities.
5. Letters of Support (no less than 2)

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B. Deadline - 4:00 p.m., Friday October 7, 2022

Applications for Funding must be received in the Council office by the time and date listed above.

Note: Applications for Funding received after the deadline will not be considered for funding.

C. Method of delivery

All Applications for Funding must be delivered using the contact information below via email by the time and date listed above.

Amy.Deaville@la.gov

Amy Deaville

Executive Director

Louisiana Developmental Disabilities Council