



Solicitation of Proposals for

## **Early Identification Campaign**

The Louisiana Developmental Disabilities Council (Council) wants to help families and professionals recognize the early signs of intellectual and developmental delays in young children. The Council is looking for a group to create clear, easy to understand materials that explain the importance of early identification, what to look for, and what steps to take when there are concerns about a child's development.

### **What is This Project About?**

This project will develop clear, easy to understand informational materials to help families and professionals recognize and respond to early signs of intellectual and developmental delays in young children.

This project will create informational materials on:

- Early signs of intellectual and developmental delays in young children
- Why early identification is important for a child's growth and learning
- What families and professionals should look for at different ages and stages
- Steps to take when there are concerns about a child's development
- How and where to seek evaluations, supports, and services
- Available community and state resources for families

### **What the Information Should Look Like:**

- Written in plain language that is easy to read and understand, using simple words and clear instructions
- Accessible, including visuals such as pictures or graphics that help explain the information
- Designed for use in both print and digital formats so it can be widely shared
- Developed for both families and professionals, with content that is practical and easy to apply

### **Project Timeline:**

- The project will start on **October 1, 2026**, and end on **September 30, 2027**.

### **How Much Money is Available?**

- Up to **\$10,000**.
- If federal funds are not received, the Council cannot move forward with this project.
- Indirect costs (like office expenses) cannot be more than **8%** of the total budget.

### **Cost-Share and In-Kind Contributions:**

- The group must also provide a **match contribution** of **25%** of the total project budget.
- This can include things like:

- Time spent creating materials
- Staff time or volunteer hours
- Other resources that help the project

### **What You Will Need to Do:**

The group chosen for this project will need to:

- Create easy to understand materials for families and professionals
- Work with families and caregivers while creating the materials
- Follow plain language guidelines
- Provide the final materials in both print-ready and digital formats

### **Who Can Apply?**

The Council will choose a group based on their ability to:

- Show they believe in full inclusion for people with disabilities, including those who need extra support
- Involve families and caregivers in the creating process
- Make sure all materials are easy to understand and follow plain language guidelines
- Keep good financial records and manage the project budget

### **How to Apply:**

**Deadline:** Applications must be received by **4:00 p.m. on Friday, June 26, 2026.**

**How to Apply:** Email your application to [Stephanie.Carmona@la.gov](mailto:Stephanie.Carmona@la.gov)

### **What to Send:**

- **Cover Sheet and Information Packet:**
  - [Application Cover Sheet](#)
  - [W-9 Tax Form](#) (available online)
  - Paper that says who owns your group or a board resolution ([sample](#))
- **Summary of Qualifications (up to 5 pages):** Explain how you meet the project requirements.
- **Proposal/Work Plan:** Include:
  - Activities and timelines
  - How you will measure success
  - Detailed budget
- **Letters of Support:** At least **two letters** from people who believe you can do this work.

You can find more information on the Council's website, including [guidelines](#) and a [funding manual](#).