

# Brookdale National Group Respite Program

## For People Living with Memory Loss

February 9, 2017

To: Agencies Interested in Establishing a Group Respite or  
Early Memory Loss Program for Elders with Dementia  
and their Caregivers  
From: Brookdale National Group Respite Program  
Re: Request for Proposals – The Grant Application Process

### **I. Background**

Alzheimer's Disease (AD) and related dementias have a devastating impact on both people with the disease and their caregivers. Alzheimer's can lead to premature institutionalization, along with emotional, physical and financial hardship. We award seed grants to service providers that plan to offer new, dementia-specific Group Respite or specialized Early Memory Loss (EML) programming to participants, along with support to caregivers, in order to help individuals remain in their communities.

For over twenty-five years, we have supported community-based organizations through modest seed grants, along with training and technical assistance, to develop dementia-specific, social model day programs. Our goal is to foster the development of high-quality, cost-effective programs to complement the existing services in the community for people with dementia, and to encourage and support our grantees to become self-sustaining.

### **II. New Grants to Be Offered In October 2017**

Funding will be available beginning October 2017 for up to 15 Group Respite and Early Memory Loss programs. Funds may be requested by private non-profit 501(c)(3) or public agencies to develop a new dementia-specific, social model program. Grant funds *may not* be used to support or expand the hours, days, or service capacity of existing social, health or medical model programs or to serve mixed populations.

### **III. Support for Grantees**

Selected organizations will receive:

- 1) Grant support of \$10,000 in year one, renewable for \$5,000 for the second tier, based on evaluation of first year's activities and potential for future continuity of the program.

- 2) All expense paid participation for one staff member at the Training Conference, to be held October 20-22, 2017 in Denver, CO (Grantees may send additional staff at their own expense).
- 3) Ongoing technical assistance and support from the staff in San Francisco, CA and from The Foundation in New Jersey, which includes newsletters, unlimited toll-free telephone support, and participation in the Brookdale Respite Network. Technical assistance continues to be available to all programs that become self-sufficient and continue to follow either the Group Respite or Early Memory Loss program model.

#### **IV. The Brookdale National Group Respite Program**

The Group Respite Program and the specialized Early Memory Loss Program are both community-based, social model day programs that provide dementia-specific group activities for participants and respite for family caregivers and carepartners.

Programs are open a minimum of one day a week for at least four hours per session, offering people with AD or related dementias regularly scheduled opportunities for socialization and meaningful group activities in a supportive environment. At least one paid professional staff member and a core of trained volunteers, students, and program assistants provide staffing for sites.

In addition, programs offer access to other services for participants and their families, such as individual counseling for caregivers, information and referral to other health and social services, and support group meetings for family members.

**V. Requirements** (In order to qualify for funding, applicants must comply with the following components.)

- 1) **Non-Profit Status**: Applicants must be non-profit organizations with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or public agencies as defined under Section 509(a).
- 2) **Dementia-Specific Focus**: All programs must provide a day program for people affected by AD or other dementia. The program is limited to those who are cognitively impaired. It cannot be a program for frail elders or other populations that includes dementia participants as part of its overall client group.
- 3) **Social Model**: Sponsoring organizations are expected to develop a regularly scheduled, social model day program. Funds may not be used to develop in-home or overnight respite programs. While cooperation with and referral to other health and social services is highly encouraged, funds may not be used to establish an adult day health care (medical model) program.
- 4) **Minimum Service Requirements**: Programs must be ongoing and provide a minimum of one four-hour session per week, although a longer session or multiple days is preferable.

- 5) **Services to Caregivers:** Other services must be made available to family caregivers and carepartners, either by the sponsoring organization or in cooperation with other community agencies. These may include:
  - a. Individual caregiver consultation and support;
  - b. Caregiver support groups;
  - c. Caregiver education and training, and
  - d. Information and referral to appropriate health and social services.
- 6) **Staffing and Training:** The program must be staffed by at least one professional paid staff member (such as a social worker, nurse, activities therapist or adult education facilitator), who is responsible for supervision of program assistants, which may include volunteers and students. All staff, including volunteers and students, must be trained to work with dementia clients in a day services setting.
- 7) **Reporting:** Sponsoring agencies must meet the reporting requirements, which include monthly statistical and narrative reports, as well as annual fiscal and program reports. Programs that continue to send in reports and follow the Group Respite or Early Memory Loss program model following the grant period will receive ongoing technical support, as well as maintain eligibility to send one staff person, all expenses paid, to future Training Conferences.
- 8) **Matching Funds:** Sponsoring organizations must provide a 100% match of hard dollars and/or substantive in-kind support. The match may include services and monies from other organizations such as other grants, loaned personnel, in-kind donation of space, etc.
- 9) **Plan for Future Funding:** Organizations must demonstrate that a concrete fundraising plan, including an established fee structure has been developed to sustain the proposed program when this seed grant is completed.
- 10) **Liability Coverage:** Liability coverage sufficient to cover injury to participants while on site must be provided.

**Note:** Preference is given to programs that have the strong potential for continuity and expansion when this seed grant funding is completed.

Complete guidelines and requirements for the Group Respite Program are outlined in the manual, *How To Start and Manage a Group Activities and Respite Program for People with Alzheimer's Disease and Their Families*. The Early Memory Loss Program model is based on the guide *How to Plan and Implement an Early Memory Loss Program*. Both publications are available at no cost at: [www.brookdalefoundation.org](http://www.brookdalefoundation.org). Click on *Publications* to access the Book Order Form.

## **VI. Exclusions**

Funds cannot be used to develop or expand an overnight or in-home respite program, or for building, renovation or capital improvements. Programs intended for mixed populations will not be considered. We do not permit the use of grants for

indirect costs. Grant funds may not be used to support or expand the hours, days or service capacity of existing social, health or medical model programs.

## **VII. Submission of the Proposal**

Interested organizations must either submit four (4) hard copies of the proposal application and one (1) copy of an annual report, or as an attachment by email, with all of the proposal components appropriately named.

Each of the four copies (or the email attachments) of the proposal must:

- 1) Include only the basic proposal and required attachments. Be sure to answer every question completely. **Please do not submit additional materials.**
- 2) Be typed on the proposal application provided, or be an exact replica of the original format and number of pages.
- 3) Be printed double-sided on white paper if submitted by mail.
- 4) Be securely stapled if sent as a hard copy. **Please do not paper clip copies of the proposal or put them in binders or folders.**
- 5) Include one copy of the annual report in a separate, labeled folder, or as a scanned PDF document.

The application and annual report must be received at the Brookdale Foundation Group office by **the deadline of 5:00 PM (EDT) on Thursday, June 15, 2017**. Late submissions and proposals sent by facsimile will not be accepted.

*Submit completed applications and attachments either:*

**1. By mail to:**

The Brookdale Foundation Group  
300 Frank W. Burr Blvd., Suite 13  
Teaneck, NJ 07666

**2. Via email to:** [rfp@brookdalefoundation.org](mailto:rfp@brookdalefoundation.org)

## **VIII. For additional information regarding the proposal, please contact:**

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