



SCDD SPONSORSHIP POLICIES AND PROCEDURES

The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills. Toward that goal, organizations may apply for Council sponsorships for events that promote consumer and family self-advocacy. The Council will give special consideration to entities that provide free or discounted services or event registration fees to consumers and their families or offer other help so that consumers and their families can fully participate. The Council especially seeks to support events where consumers participate as panelists and presenters.

Section 1

Agencies and organizations may apply for a sponsorship. To apply, the agency/organization must:

1. Submit a signed written request to the SCDD **at least 90 days** before the event. Request must be signed by an individual with authority to represent the agency/organization and the responsibility to ensure that all sponsorship requirements are met.

The request must include this information:

- a. The name, date, location and description of your event/conference;
- b. How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized;
- c. How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers;
- d. The number and type of expected attendees (i.e. teachers, providers,

- administrators, etc.), including how many of those attendees are expected to be consumers and family members;
- e. How you will conduct outreach to increase consumer and family involvement in the conference;
 - f. A complete and total budget, including the amount you are requesting (**\$ 2.500 limit**), details on the amount and sources of other funds solicited or obtained;
 - g. A list of other SCDD sponsorships and grants you have previously requested and/or received; and
 - h. A letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy.
2. During the event, provide acknowledgement that consumer and family participation in the event is made possible, in part, with funding from the California State Council on Developmental Disabilities.

Section 2

Applicants should be aware of the following:

1. The Council is responsible for all Sponsorship decisions.
2. All requests are subject to the availability of funds, and are paid as reimbursements in arrears, in accordance with State administrative procedures.
3. No portion of funds awarded may be used for lobbying or campaign activities, any event that is solely a fundraising event, or non-event related overhead expenses of the agency/organization.
4. No portion of funds awarded may be earmarked for payments for travel by any individual(s) or for conference registration fees for any individual(s). However, there is an exception if the individual is officially performing services for the State of California and all State of California rules are met.
5. Funds shall not be used to purchase food or beverages nor to purchase free giveaway or gift items commonly referred to as S.W.A.G. ("stuff we all get") such as water bottles, t-shirts, key chains, etc. unless such items qualify as advocacy, capacity building, or systems change materials as approved by the Executive Director.