South Carolina Lifespan Respite Care Project
Creating Sustainable Respite Grant Program
Request for Proposals - Released by the South Carolina Respite Coalition
May 25, 2013

Creating Sustainable Respite Care
Through the Faith Community

Proposal Due: Postmarked by July 12, 2013 (One week after July 4th)

Awards to be made by July 30, 2013

Expected project period: August 1 – December 15, 2013 (If we are granted an extension, this may be longer, but at present we cannot promise.)

Request for Faith-Based Program Proposal
FACE PAGE

Name of Organization: _________________________________________________________

Proposed Respite Program Name: ________________________________________________

Address: _____________________________________________________________________

City/State/Zip: ________________________________________________________________

Telephone Number: ________________________       Fax: ________________________

Person Completing the Request for Proposal: ______________________________________

Email Address: ________________________________________________________________

Checklist

_____ Project Narrative (no more than 1,500 words)

_____ Budget

_____ Proof of 501(c)(3) Status
Background and Purpose

The purpose of this funding is to support and encourage the development of additional respite services through mini-grants to faith-based programs that will continue after the funding ends. The ultimate goal is to generate actual respite for family caregivers and others providing informal care for someone of any age with a special need. A secondary goal is to demonstrate how effective small investments in respite can be and to develop models to show to faith communities elsewhere in the state and nation.

Assumptions

1. Respite (regular breaks) is essential for the mental and physical health of any family caregiver who is responsible full time for someone with special needs. It is the top stated need of family caregivers of all ages.
2. Faith communities have religious and moral imperatives to care for members.
3. Family caregivers mainly trust family members to provide respite care. The faith community is next best to “kin.” Trust can more easily be built among members.
4. Family caregiver’s willingness to “let go” depends greatly on loving, trusting relationships.
5. Faith communities can mobilize effectively and affordably because they are established, non-profit organizations accustomed to accomplishing much of their ministry with volunteer leadership and staffing.
6. Faith communities are flexible and can tailor ministry to individual and family needs. Many social services were initiated by faith communities in past centuries. The nation needs every new model we can develop, and immediate, creative solutions more likely in the private sector.
7. Focus will be on family caregivers now tied down and unable to leave their loved ones for any length of time OR on those for whom this will soon be very true.
8. The earlier we can intervene in providing respite for a family caregiver the better (before they become completely isolated or are too “burned out” to be able to train, organize, and use respite volunteer help.)
9. Faith Communities want to keep their members active and involved AND inclusion of the loved one in typical faith community activities can sometimes be respite.
10. Counseling and supporting family caregivers to make use of offers of help, to use their resources for respite, to understand that respite benefits the loved one as well as the caregiver is part of respite ministry.

Number of Grants to be Awarded: Up to 5 respite grants will be awarded. These grants of up to $1,000 will focus on family caregiver respite provided or initiated by faith communities in South Carolina. They may serve unpaid caregivers who are caring for someone of any age or disability/special need.

Stipulations:

1. No member of the awarded faith community planning committee can be a recipient of funds issued by this grant, UNLESS first approved by the S.C. Respite Coalition.
2. Funds cannot pay for food.
3. Funds will be on a reimbursement basis, after receipts are submitted.

Eligible Applicants: Faith-based organizations that are already underway with planning or have already begun developing a respite ministry or program and are close to provide respite care services will be most likely to be awarded a grant. This is due to the desire to provide actual respite...
in a short period of time. These mini-grants are not planning grants, but are designed to help programs move to the next level. They are to establish new respite programs.

**Due Date:** July 12, 2013  
**Project period:** August 1, 2013 – December 31, 2013

**Proposal structure**  
Program Narrative should include:
- Description of your faith-based organization AND your planned respite program, whom the program will serve (e.g., parents of children with any disability/special need, a family caregiver of someone with mental illness, family caregivers of people with dementia, etc.) and the status of where you are in the planning/development process (how close you are to providing respite).
- Description of how the grant funds will be used to enable the provision of new respite.
- How you will determine/measure success of the program.
- Who will work in this program (e.g., paid staff, volunteers, youth group, etc.).
- How the program will be sustained after grant funds have been spent.
- Timeframe – major activities and expected timeframe for implementation respite.
- Budget and justification for proposed expenses.
- Documentation of 501(c)(3) status.

**Reporting requirements**  
**Programmatic reports:** Grantees will be required to submit a short progress report by October 15, 2013 indicating progress to date and a final report by January 15, 2014. The final report will include a description of the program and how grant funds contributed to the implementation of respite as well as documentation of actual respite hours provided and the number of people/caregivers receiving respite.

**Fiscal reporting:** Funds must be encumbered by October 15, 2013 or an explanation of any other time frame is required. Invoices may be submitted on a monthly basis. The final invoice must be submitted no later than January 15, 2014. All invoices must include all cost data and claims for reimbursement.

**Timeframe:** Costs may be incurred between the award date and December 31, 2013.

**Questions should be addressed to:** Susan Robinson, Allison Poole, or Renee Gibson, SC Respite Coalition at respite@screspitecoalition.org, 803-935-5027 or 1-866-345-6786.

**Mail/fax or email proposal to:** SC Respite Coalition  
P.O. Box 493  
Columbia, SC  29202-  
respite@screspitecoalition.org

**Evaluation criteria**  
Those applicants demonstrating the ability to make a practical plan for future respite, possibly provide actual respite within the grant’s timeframe and can show planning to sustain the activity will be deemed strongest applicants.

**Clarification:** Funds are to provide short, temporary or intermittent breaks from family care giving. They are not full time breaks that allow someone to work, such as child or adult day care.
However a faith community that expands a child day care program to include a child with special needs for a period of time each week could be granted funding.

Examples of appropriate activities include, but are not limited to:

1. Establishing a benevolence fund to help pay for respite for families. See Benevolence Policy Paper as: [http://www.scrspitecoalition.org/Downloads/Respite_Benevolence_Policy.pdf](http://www.scrspitecoalition.org/Downloads/Respite_Benevolence_Policy.pdf). Grant funds could be used to pay filing fees or for printing materials. Part of your ministry can be to help people locate providers, and to screen and train them, if they cannot do it alone.

2. Recruiting and training pastoral visitors to coach and enable family caregivers to accept offers of help from family and others. Or assist those with adequate resources to locate, interview, train and make use of private “sitters” or organizations that already exist to provide respite.

3. Developing/adapting programs within the faith community to be inclusive of the care receivers with special needs. (e.g. children, young adults or older adults with disabilities or special needs, included in such activities as Vacation Bible School, youth group ministries, regular religious education classes, Women’s or Men’s groups.) Grant funds could be used to recruit volunteers to “shadow” loved ones with special needs, dementia, autism, etc. and to train them for work with that group of individuals or to buy adaptive or special materials to enable their participation.

4. Expanding an existing ministry to include people with special needs and address the needs of family caregivers.

5. Providing training on how to care for members who want to provide a ministry of hands-on care. This could be for Sunday school teachers or bible school committees to plan for inclusion of loved ones with special needs. It could be for care team members or those starting a respite cooperative. It could be for older adults who attend luncheons or other activities, so that the family caregiver can leave them with faith community volunteers.

6. Hosting caregiver support groups and providing respite during support group meetings, either at your own faith community or offering volunteer help at another faith community. (Note, studies show that family caregivers are more likely to attend events and support groups if the loved one is down the hall nearby.)

7. Having a new on-site program during the day at your facility for people with dementia, especially on Saturday for working family caregivers. You may want to use grant funds to develop a brochure and market the program.

8. Developing a Care Team that would provide respite as part of their Care Team activities. (e.g., stay with a person with Alzheimer’s disease or other disability while the family caregiver goes out, sleeps, reads a book or some other activity of choice. e.g. stay with a child who has special needs while parents spend time with other “typical” children or go on a date.)

9. Partnering with a neighboring congregation by recruiting members of your congregation to attend their existing respite program. Grant funds could be used for brochures/materials or meetings/trainings. Recruiting caregivers to enroll their loved ones (outreach) and/or providing volunteers for the project would be considered “NEW” respite activity.

10. Hosting single special events during which respite is provided, such as evenings out, seasonal shopping days, Valentine’s day or a Saturday off a few times a year.

11. Starting a respite cooperative. Funds could be used to purchase materials/activities.

12. Using your vehicle or other resources to assist with providing respite. (Supporting a program in another faith community or other provider by helping family caregivers with transportation might be helpful. SCRC knows of affordable liability insurance for you)