

**MARYLAND STATE COUNCIL KNIGHTS OF COLUMBUS
COMMUNITY INTEGRATION SCHOLARSHIP PROGRAM
AT THE ARC OF MARYLAND**

PROGRAM DESCRIPTION

January 2005

The Knights of Columbus Councils across the State of Maryland have a long history of work on behalf of individuals with mental retardation. Through the years, they have seen individuals' participation in community life broaden, and their dignity, self-respect and esteem improve through meaningful opportunities within local communities. To that end, and in an effort to support the work of our local Councils, the Maryland State Council, Knights of Columbus has developed the "Community Integration Scholarship Program." Assistance for program implementation is provided by the Arc of Maryland.

SOMETHING ABOUT THE PROGRAM

The Community Integration Scholarship Program supports initiatives on behalf of an individual with mental retardation, directed at improving his or her ability to function within the community, strengthening his or her understanding of the responsibility which accompanies citizenship, and enabling the individual to contribute to, as well as receive, benefits from community life. Upon receipt of an application consistent with the objectives listed above, the Maryland State Council, Knights of Columbus will consider funding requests up to \$400.00 per application for costs related to:

- (1) Enrollment fees, books and instructional materials, and education-related expenses for
adult education classes, community college or university-level courses or such other formal training as will enhance the concept of this program;
- (2) Expenses related to in-service training, consumer-oriented conferences, neighborhood
associations or community organizational boards, when such training or participation clearly enhances the individual's acceptance by the community and their ability to give back to the community-at-large.

The Community Integration Scholarship Program was conceived for the sole purpose of assisting with the individual's assimilation into community life. The program is also intended to create positive experiences on which to build for the person with mental retardation and, for the community, good impressions on which to form constructive conclusions about the benefits of including persons with mental retardation into community activities. Thoughtful planning and coordination must be reflected in each application submitted for funding consideration.

Applications will not be considered for routine or on-going training initiatives which are part of an individual's habilitation plan and would normally be funded through existing channels.

PROGRAM CRITERIA

Each application submitted to the Maryland State Council, Knights of Columbus, Community Integration Scholarship Program, must meet the following program criteria:

- (1) The individual to benefit from the scholarship must be a resident of the State of Maryland.
- (2) The individual to benefit from the scholarship must have a primary disability of mental retardation.
- (3) The activity funded by the scholarship must be provided in an integrated setting, i.e. students with mental retardation interacting with their non-disabled peers.
- (4) The initiative for which funding is sought must be part of a total community integration objective directed at enhancing one's successful assimilation into community life.

HOW TO SUBMIT AN APPLICATION

An application for a scholarship under the Knights of Columbus Community Integration Scholarship Program should be submitted to the Maryland State Council, Knights of Columbus, Community Integration Scholarship Program at The Arc of Maryland, 49 Old Solomons Island Road, Suite 205, Annapolis, MD 21401. An application form is included with this program description.

An application for scholarship may be submitted by the individual seeking scholarship assistance, by a parent or advocate on behalf of such an individual, or by an advocacy or service provider organization acting in the interest of the individual.

All applications are reviewed by a five (5) member review committee comprised of three (3) members designated by the Maryland State Council Knights of Columbus and two (2) members designated by The Arc of Maryland. The result of the committee's review will be communicated, in writing, to the applicant and/or sponsor of the applicant.

Upon approval of application, payment in the amount indicated by the approval will normally be directed to the agent providing the service or conducting the initiative.

Payment can be made to the sponsor or applicant when expenses are properly documented.

While there are no restrictions on the number of applications submitted by or on behalf of an individual during a twelve month period, approval of applications will be governed by funds available and number of requests received. At no time will the amount of funds allocated to one applicant exceed \$1,200.00 over a twelve month period.

When a Community Integration Plan for an individual calls for multiple activities of the type eligible for scholarship funding, an application can outline specific requests for a twelve month period as long as the portion covered by the scholarship funding request does not exceed \$1,200.00. In this situation, priority will be given to a proposal that demonstrates community integration activities for an individual in excess of those being considered for scholarship funding.

Funding priority will be given to applicants whose assimilation into community life (contributing to others and developing relationships) is most likely to result in the greatest personal gain for the applicant and to create positive community reaction which may then result in increased community integration opportunities.

WHAT HAPPENS AFTER COMPLETION OF THE SCHOLARSHIP INITIATIVE

The only obligation the applicant or sponsor for the applicant has to those administering the scholarship program is to submit a follow-up report within three (3) months after funding has been issued. If the initiative being funded continues for longer than three months, follow-up reports are required at three (3) month intervals during the initiative and upon completion of the initiative. The report should simply state whether the community integration initiative has been completed and the result of the initiative. The report format is attached to the program and is considered part of the application packet.

APPLICATION FORM

**MARYLAND STATE COUNCIL, KNIGHTS OF COLUMBUS
COMMUNITY INTEGRATION SCHOLARSHIP APPLICATION**

APPLICATION SUBMITTED BY:

Name:

Organization:

Address:

PERSON TO BENEFIT FROM SCHOLARSHIP:

Name:

Address:

Telephone:

TYPE OF INITIATIVE FOR WHICH FUNDING IS REQUESTED:

BASIC INFORMATION ABOUT THE COMMUNITY INTEGRATION INITIATIVE:

Does the individual to benefit from the scholarship have a primary disability of mental retardation?

_____ YES _____ NO

Will the course/activity initiative be provided in an integrated setting?

_____ YES _____ NO

Describe how the course/activity/ initiative is part of the individual's total community integration objective and how it will enhance their assimilation into community life:

AMOUNT OF FUNDS REQUESTED: (Not to Exceed \$400.00 per Initiative)

\$ _____

Who should the check be made out to:

Pay to the Order of

***If the check is made out to the applicant or to the individual submitting this application on behalf of the applicant, please send documentation of expenses with your follow-up report.**

PLEASE SUBMIT COMPLETE APPLICATION TO:

Maryland State Council, Knights of Columbus
Community Integration Scholarship Program
The Arc of Maryland
49 Old Solomon's Island Road, Suite 205
Annapolis, MD 21401
(410) 571-9320 (Annapolis) (410) 974-6139 (Baltimore)
(410) 974-6021 Fax

FOR OFFICE USE ONLY

Date Application Received: _____ Date Action Taken: _____

Approved: _____ Amount: _____

Disapproved: _____

Authorized Signature: _____

Date Action Communicated in Writing: _____

COURSE/ACTIVITY FOLLOW-UP REPORT

**MARYLAND STATE COUNCIL, KNIGHTS OF COLUMBUS COMMUNITY
INTEGRATION SCHOLARSHIP PROGRAM**

REPORT COMPLETED BY:

Name: _____

Organization: _____

Address: _____

Telephone: () _____

NAME OF SCHOLARSHIP RECIPIENT:

CERTIFICATION

I certify that the scholarship recipient completed the course/activity for which funding was authorized.

Signature

COMMUNITY INTEGRATION INITIATIVE OUTCOME:

Please provide a brief statement on the outcome of the Community Integration Initiative:

RETURN THIS COMPLETED REPORT TO:

Maryland State Council, Knights of Columbus
c/o The Arc of Maryland
49 Old Solomon's Island Road
Suite 205
Annapolis, MD 21401