



# NEVADA GOVERNOR'S COUNCIL ON DEVELOPMENTAL DISABILITIES

## CONSUMER LEADERSHIP DEVELOPMENT FUND

**PURPOSE:** The Consumer Leadership Development Fund has been established to make funds available to support self-advocates and parents of children with disabilities to participate in conferences, workshops and other training opportunities that will increase knowledge of disability issues and increase their skills as advocates.

**ELIGIBLE APPLICANTS:** Consumer Leadership Development Funds may be allocated to the following: (Listed by Priority)

- Self-advocates with developmental disabilities
- Parents/guardians of children with developmental disabilities
- Self-advocates with disabilities addressing cross-disability issues

**USES OF CONSUMER LEADERSHIP DEVELOPMENT FUND:** Funds are typically allowed to cover the following expenses:

- Registration fees
- Transportation costs, including mileage
- Lodging
- Meals
- Personal assistant services
- Other reasonable expenses related to attending a training event or conference
- Costs associated with bringing a speaker to a group of self-advocates or parents

**LIMITATIONS:**

- Leadership funds are limited to Nevada residents who are not eligible for conference or workshop reimbursement from other agencies/organizations of which they are an employee or a member. Agency/organization employee's requests will be referred to Executive Committee for review.
- Applicants are limited to one conference or workshop within a year's period.
- Maximum allowable amount per individual for an in-state activity is \$500.00/person or \$750.00/family. Maximum for an out-of-state activity is \$750/person or \$1,000/family.

- A maximum of three applications will be approved for any single out-of-state conference. Applications will be processed on a first in, first considered approach. An exception will be made for self-advocates attending a meeting of their national organization.
- A maximum of ten applications will be approved for any in-state activity unless sponsored by the Governor's Council on Developmental Disabilities or one of its grantees. Applications will be processed on a first in, first considered approach.
- All applications are subject to availability of funds in the Leadership Fund.
- Any applicant who does not complete the follow-up report and provide documentation of their participation (receipts, etc.) will be disqualified from future participation in the Consumer Leadership Fund.

#### APPLICATION PROCEDURES:

- Applications must be received at least 30 days prior to the conference or event.
- Applicants must complete and sign the application form provided by the Council.
- Applications must be supported by a copy of the conference brochure or workshop agenda, registration information, travel itinerary, and estimated costs.
- Applications will be reviewed by Council staff and action will be taken.
- If a waiver of established policy is requested it will be referred to Executive Committee for action.
- A notice of approval of application with allowable amounts or a notice of disapproval will be returned to the applicant.

**PAYMENT/REIMBURSEMENT:** Payment of Consumer Leadership Development Funds will normally be made by reimbursing actual expenses that have been pre-authorized.

- Reimbursement of actual expenses will be made upon receipt of applicant's participation report and copies expense receipts.
- (Meals, Hotel and mileage will be paid at State established rates.)
  - ❖ In accordance with State of Nevada policy, reimbursements will be in compliance with the U. S. General Services Administration (GSA) guidelines. It is your responsibility to confirm that your hotel and per diem (meal) rates fall within the GSA rates in order to not incur additional out of pocket expenses. These rates can be obtained by accessing [www.gsa.gov](http://www.gsa.gov).
- Advanced payment will be made only when a waiver has been granted by the Executive Committee based upon extenuating circumstances.

**DISCLAIMERS:** The Consumer Leadership Development Fund is not an entitlement. The Governor's Council on Developmental Disabilities reserves the right to use discretionary judgment on any application they deem appropriate. Funds will be distributed consistent with the Council's mandate in Federal Law for commitment to systems change, advocacy and capacity building.

Authorization of Consumer Leadership Development Funds for participation by an applicant should not be construed as endorsement of a conference, philosophy or sponsoring agency by the Governor's Council on Developmental Disabilities.

**SUBMIT APPLICATIONS TO:**

NV Governor's Council on Developmental Disabilities  
896 West Nye Lane, Ste. # 202  
Carson City, NV 89703

Fax: (775) 684-8626

Questions may be directed to Sherry Manning at  
(775) 684-8619 or email: [smanning@dhhs.nv.gov](mailto:smanning@dhhs.nv.gov)