

CIF ORGANIZATIONAL FACT SHEET

Through the Consumer Investment Fund (CIF), the Council has made a commitment to invest resources in people with disabilities and family members to attend and participate in events that reflect the "community inclusion" mission of the Council.

Funds can be used to attend conferences, seminars, workshops, educational programs, and advocacy activities which will enhance consumer's knowledge about disability issues and citizen participation in the decisions which affect their lives. Such programs and activities should also be consistent with the Alabama Council on Developmental Disabilities' goals and objectives. **The Council reserves the right to further restrict funding based on yearly budget allocations and availability.**

ELIGIBILITY CRITERIA

Programs, handouts, and/or documentation for the conference **MUST** indicate co-sponsorship from the Alabama Council for Developmental Disabilities (ACDD).

Organizations cannot use CIF fund for directors or employees of an agency that provides disability related services, or employees attending a conference to make a presentation, on behalf of their employers.

CIF funds cannot be used as a subsidy for general conference expenses. The CIF expenditures cannot include speaker fees, staff pay, etc. The CIF budget is for registration, travel, hotel and/or other expenses of the sponsored recipients, not for general conference expenses.

APPLICATION PROCESS

Applications **MUST** be submitted a **MINIMUM of 30 days** prior to a conference.

Match - a minimum of 25% of the amount of the CIF request is required as match. (Additional match that can be justified is greatly appreciated. Registration and lodging expenses paid by non CIF scholarship recipients is usually the primary source of match. Match can also include expenses paid by or for the sponsored recipients that will not be reimbursed, or any other actual or in-kind expense not paid with federal funds.)

Accessible transportation, interpreters, attendant care, and parking are examples of other expenses that may be covered. Personal care attendants or nurses that are employed by the organization cannot be reimbursed.

REIMBURSEMENT PROCESS

The organization is responsible for collecting **ALL** bills/receipts and handling/submitting the information needed for reimbursement, and ensure that the match documentation is attached with the receipts. When all documentation and receipts have been received, the Council will begin to process your reimbursement. All reimbursements must be claimed no later than **60** days after the event/activity. Claims submitted after 60 days will **NOT** be eligible for payment.

In order to meet reporting requirements, the Council will send out a conference evaluation program, and in August a follow-up questionnaire will be distributed for the organizations feedback on the benefits, comments, and improvements of this fund. **Failure to submit these forms will jeopardize your organization's eligibility for future funding.**

QUESTIONS?

If you have any question or need additional information, please contact the ACDD Fiscal Manager, Sophia Whitted, 100 North Union Street, Suite 498, Montgomery, Alabama 36130-1410, toll-free at 1-800-232-2158, directly at 334-242-3972 or email: Sophia.whitted@mh.alabama.gov

ALTERNATE FORMATS ARE AVAILABLE UPON REQUEST.