

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

**PROGRAM DESCRIPTION**

Updated: January 2017

The Knights of Columbus Councils across the State of Maryland have a long history of work on behalf of individuals with intellectual disabilities. 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 Program." Assistance for program implementation is provided by The Arc Maryland.

**SOMETHING ABOUT THE PROGRAM**

The Community Integration Program supports initiatives on behalf of an individual with intellectual disabilities, directed at improving his or her opportunity to participate in community activities or programs with individuals without disabilities, and enabling the individual to contribute to, as well as receive, benefits from community involvement. Upon receipt of an application consistent with the objectives listed above, the Maryland State Council, Knights of Columbus will consider funding requests up to \$500.00 per applicant per Fiscal Year (July 1- June 30) 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 inclusive programs, conferences (registration fees only), or other activities wherein participation clearly supports an individual's right to participate in their community.

The Community Integration Program was conceived for the sole purpose of assisting with the individual's participation in typical community life. The program is designed to supplement funding when alternative resources are unavailable. The program is also intended to create positive experiences on which to build for the person with intellectual disabilities and, for the community, good impressions on which to form constructive conclusions about the benefits of including persons with intellectual disabilities 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 service plan and would normally be funded through existing channels.

**PROGRAM CRITERIA**

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

- (1) The individual to benefit from the program must be a resident of the State of Maryland.
- (2) The individual to benefit from the program must have a primary disability of an intellectual disability.
- (3) The activity funded by the program must be provided in an integrated setting, i.e. students with intellectual disabilities interacting with their typical peers.
- (4) The initiative for which funding is sought must reflect a fully inclusive community opportunity.
- (5) Applicant submitting the request agrees to complete and return follow up report within 90 days of award notice. **If a report is not received within 90 days of award notice that applicant will not be considered for future funding in this program.**
- (6) Applicant must show denial of funding (in current fiscal year) from two (2) sources prior to submitting application.
- (7) Provide a printout of the interested community integrated program, along with costs/fees.
- (8) In order to best serve individuals, applicants may not receive funding for consecutive years. For example, individuals who received funding during FY12 would not be eligible in FY13.

#### **HOW TO SUBMIT AN APPLICATION**

An application (included at the end of this program description) for scholarship may be completed by the individual seeking 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.

An application for a scholarship under the Knights of Columbus Community Integration Program should be submitted to:

Knights of Columbus Community Integration Program  
c/o The Arc Maryland  
130 Lubrano Drive, Suite 212  
Annapolis, MD 21404-7035

For expedited processing, applications may be submitted electronically via email to: [info@thearcmd.org](mailto:info@thearcmd.org) or via fax to: 410-974-6021

The Arc Maryland will review the application and submit it to the Knights of Columbus (Micheal W. Thumm, 19244 King James Parkway, Lexington Park, MD 20653-3627; e-mail – thummer75@md.metrocast.net) with their recommendation.

All applications are reviewed by two members of the Maryland State Council Knights of Columbus (the State Council Community Integration Program Chairman and the Executive Secretary of the

State Council) and two individuals designated by The Arc Maryland. The result of the review will be communicated, in writing, to the applicant and/or sponsor of the applicant.

Upon approval of application, a check in the amount indicated by the approval will be made payable to The Arc Maryland. The Arc Maryland will disburse payment to the agency/organization conducting activity.

Funding priority will be given to applicants whose community participation (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.

**All applications will be reviewed on a case by case basis.**

## **APPLICATION FORM**

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

Date: \_\_\_\_\_

#### **APPLICATION SUBMITTED BY:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### **APPLICATION SUBMITTED ON BEHALF OF (PERSON TO BENEFIT FROM FUNDING):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

#### **TYPE OF INITIATIVE FOR WHICH FUNDING IS REQUESTED:**

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#### **BASIC INFORMATION ABOUT THE COMMUNITY INTEGRATION INITIATIVE:**

Name of Course/Activity:

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#### **AGENCY OR ORGANIZATION CONDUCTING COURSE/ACTIVITY INITIATIVE:**

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Address: \_\_\_\_\_

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Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Location of Course/Activity/Initiative: \_\_\_\_\_

**TIMEFRAME FOR COURSE ACTIVITY/INITIATIVE:**

From: \_\_\_\_\_ To: \_\_\_\_\_

**PROGRAM CRITERIA REQUIREMENTS**

Is the individual to benefit from the program a resident of the State of Maryland?

\_\_\_\_ YES    \_\_\_\_ NO

Does the individual to benefit from the program have an intellectual disability?

\_\_\_\_ YES    \_\_\_\_ NO

Is Initiative an inclusive program?

\_\_\_\_ YES    \_\_\_\_ NO

Two (2) sources who denied funding request for this activity:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Please describe the setting of the course/activity/initiative and how it meets a general definition of integrated setting.

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Describe how the course/activity/initiative supports full participation in the community:

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**AMOUNT OF FUNDS REQUESTED:** (Not to Exceed \$500.00)

\$ \_\_\_\_\_

Pay to the Order of: \_\_\_\_\_

**PLEASE SUBMIT COMPLETE APPLICATION TO:**

Maryland State Council, Knights of Columbus  
Community Integration Program  
The Arc Maryland  
130 Lubrano Drive, Suite 212  
Annapolis, MD 21404-7035

***For expedited processing submit electronically:***

Via email to: [info@thearcmd.org](mailto:info@thearcmd.org)

Via fax to: (410) 974-6021

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**For Office Use Only**

Date Application Received by The Arc Maryland: \_\_\_\_\_

Date of Approval/Denial by Knights of Columbus: \_\_\_\_\_

Approved: \_\_\_\_\_ Amount: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Knights of Columbus Representative Authorized Signature: \_\_\_\_\_

Date Letter of Award or Denial Mailed to Recipient: \_\_\_\_\_

Authorized Arc Maryland Representative Signature: \_\_\_\_\_

## **COURSE/ACTIVITY FOLLOW-UP REPORT**

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

#### **REPORT COMPLETED BY:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**RECIPIENT:** \_\_\_\_\_ **Distribution #** \_\_\_\_\_

#### **CERTIFICATION**

I certify that the 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:

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Describe how participation in this course/activity increased the individual's opportunity for interaction with community members:

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#### **RETURN THIS COMPLETED REPORT WITHIN 90 DAYS FROM AWARD LETTER TO:**

Maryland State Council, Knights of Columbus  
c/o The Arc Maryland  
130 Lubrano Drive, Suite 212  
Annapolis, MD 21404-7035  
Or Electronically via email to: [info@thearcmd.org](mailto:info@thearcmd.org)

Or via fax to: (410) 974-6021