

## AVD Grant Application Process and Timeline (Updated January 2018)

AVD accepts applications throughout the year.

The application process/timeline is as follows:

- Download or print the application from our website or send an email if you would like an application mailed to you.
  - [www.avoicediscovered.com](http://www.avoicediscovered.com)
- Email or mail the application to A Voice Discovered. Please email with any questions about the process.
  - [grants@avoicediscovered.com](mailto:grants@avoicediscovered.com)
  - [info@avoicediscovered.com](mailto:info@avoicediscovered.com)

A Voice Discovered  
Attn: Grant Committee  
PO Box 7389  
Ventura, CA  
93006  
Phone: (805)651-3906

- You will be notified within one week of receipt of the application. **If allocated funds have been exhausted for the year, you will be notified about Targeted Fundraising. Please see the Targeted Fundraising Guidelines for more details.**
- One of the grant committee members will screen the applications on a monthly basis and will call the contact person on the application with any questions or if further information is required in order to make a determination.
- The applications will be reviewed once a month by members of the grant committee to make a grant determination.
- The contact person on the application will be notified by email or mail of grant status within 2 weeks of the grant committee decision. **If allocated funds have been exhausted, Targeted Fundraising will begin once the details have been discussed with the contact person.**

- With the grant award letter, a Release of Liability Form will be emailed or mailed. This Release of Liability needs to be read and signed by a parent or legal guardian and then returned to AVD within 90 days of receiving them. **Due to the high volume of grant applications we receive each year, if the Release of Liability of form is not returned within 90 days of receiving it then the grant will be considered for other applicants if we have reached our maximum allocation for the year and have started targeted fundraising.**

A Voice Discovered  
Attn: Grant Committee  
PO Box 7389  
Ventura, CA  
93006

- **If the application is time sensitive please indicate as such in your email or on your application.**
- **With Targeted Fundraising, services cannot begin until funds have been raised.**

#### AAC Assessment/Therapy Grant Timeline

- Once a grant has been awarded, the client advocate (person who filled out that grant form), parent or guardian will need to contact the therapist who will be providing the assessment, therapy, and/or training within 90 days of receiving the grant determination\*. The speech and language pathologist will need to be somebody who specializes in AAC or has sufficient experience providing AAC assessments and AAC therapy/training with a variety of communication systems.
  - If the person does not have a therapist, AVD can provide the names of speech and language pathologists specializing in AAC local to that person if possible.
- The SLP providing the services will be contacted by AVD with a contract and a work order outlining the services. If there are any questions the therapist can contact AVD at [grants@avoicediscovered.com](mailto:grants@avoicediscovered.com) and a grant committee member will respond to those questions.
- The SLP will need to sign both the contract and work order and email a scanned copy or mail a copy to AVD. The SLP will also need to provide a copy of his/her professional liability insurance. Once the contract, work

order and copy of the professional liability insurance are received, services may begin but not before then.

- Once services start (e.g., AAC assessment, AAC therapy, AAC training of staff, family, etc.) the therapist will need to complete the services within 12 months of the start date. If additional time is needed, an extension can be discussed with the grant committee members.

### Equipment Grant Timeline

- Justification for equipment purchase must be provided either in an AAC evaluation report (e.g., purchase of an iPad with case and AAC app) or as an addendum to a previously written AAC report (e.g., mount for switches, iPad, dedicated device, switches, etc.) by a speech and language pathologist specializing in AAC or in some cases an occupational therapist or physical therapist with AAC experience (e.g., switches, mounting equipment, joysticks, etc.).
- Once a grant has been awarded for equipment purchase, the client advocate (person who filled out that grant form), parent or guardian will need to contact AVD with an outline of the cost for the equipment, as well as a contact at the company where the equipment will be purchased.
- The cost of the equipment and the company information must be submitted within 90 days of receiving the grant award notification.
- If an iPad is being purchased AVD will purchase the iPad, agreed upon iPad case and then provide the family, guardian, or client advocate with the iPad and an iTunes card to purchase the app that was recommended through an AAC assessment by a speech and language pathologist specializing in AAC.
  - Prior to receiving the iPad, case and/or iTunes card a training must be arranged and scheduled with an SLP who specializes in AAC. That may be the person's current SLP or a an SLP suggested/recommended by AVD.
  - Once the iTunes card is used to purchase the app, a receipt must be scanned and emailed, forwarded by email or a copy mailed to AVD. This must be completed within 90 days of receiving the iTunes card.

