

## Parent Training Speaker Fund Guidelines

A limited pool of funds provided by the CT State Department of Education are to be used to support training and information activities for families who have children with disabilities. Appropriate activities may include conferences, workshops, informal presentations by speakers knowledgeable in areas that will enhance the development and learning of children with special needs. Specific guidelines and requirements for funding include:

### Prior to the Event

- Funds are available to organizations serving families ages 3-21 that do not receive additional funds from the State Department of Education.
- Organizations may request up to \$300.00 in funds per year. (October 1<sup>st</sup> through September 31<sup>st</sup> is considered one year).
- A completed written application must be submitted to CPAC at least 4 weeks prior to the scheduled event and approved by CPAC and a representative of the State Department of Education.
- Funds may not be requested more than 3 months in advance and will be mailed to the organization no more than one month in advance.
- Events must be open to the community, be well publicized and must be conducted in facilities which are fully accessible to persons with disabilities.
- A flyer of the event must be sent to CPAC prior to the event.
- Funding may not be used to supplement an event which is being held to generate income for the sponsoring organization.
- A brief written summary of the event including information about the number of people attending, a copy of any materials distributed, a sample evaluation and a composite of evaluation data must be submitted along with a copy of the invoices for payment. Funding recipients who do not submit this information will not be eligible for speaker funds during the next year.
- Only one payment, maximum of \$300.00, is available per event, no matter how many sponsoring organizations are involved in the event.
- Funds are available for speaker fees only. Funds may not be used to cover food, parent stipends, mailings, etc.
- Priority will be given to organizations who have not previously received funding through the speaker fund.

For additional information please contact Melissa Royce  
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