



## REQUEST FOR PROPOSALS

**Background:** REAL Transition Partners is a five-year collaborative project funded by the Rehabilitation Services Administration serving Connecticut, Delaware, Washington, DC, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and the U.S. Virgin Islands. Funding for this grant is from October 1, 2025 – September 30, 2030.

**Purpose:** REAL Transition Partners will offer a Community-Based Organization (CBO) Mini-Grant opportunity **yearly during the five-year project period**. Mini-Grants provide up to **\$2,500 per initiative**, and **up to three (3) awards will be made per grant cycle**. Each year, awards will be made in **three (3) different states** within the REAL Transition Partners service area. For the 2026 release, **New Hampshire, New York and Puerto Rico** are the eligible for 2026.

### Project Timeline:

- January 1, 2026 - Announce/Notify Public of RFP
- February 9, 2026 - Questions Due
- February 16, 2026 - Answers Posted
- April 10, 2026 - Proposals Due
- April 24, 2026 - Awards Announced
- December 31, 2026 – Project Completion
- January 29, 2027- Reporting due on project

**Why Limit to Only Three States:** To support equitable access to capacity-building resources across the full REAL Transition Partners service area, the Mini-Grant program funds a limited number of states per year. Over the project period, REAL Transition Partners will offer the CBO Mini-Grant opportunity once per year and will prioritize rotating eligibility across states that are in our regions.

**What type of project can be funded:** REAL Transition Partners plan to contract with organizations in **New Hampshire, New York** and **Puerto Rico**. Only 501(c)3 nonprofit organizations (not individuals, schools or school districts, or for-profit entities) may apply. **Eligibility is limited to community-based organizations. Parent Centers are NOT eligible to apply.**





**Parameters:**

1. The project must include young people and parents in the project planning process.
2. The project may be an event, an honorarium, product, or other project (not salaries) supporting families through the transition process, as determined by the grantee.
3. The project must be completed by December 31, 2026, and a report submitted by January 29, 2027.
4. Grantees may be asked to present the outcome of their project to the broader transition community at upcoming regional conferences.

**Instructions:** Complete the answers to the following questions and email responses to Nancy Campbell at [nsc@parentnetworkwny.org](mailto:nsc@parentnetworkwny.org) by **Friday, April 10, 2026, by 5:00 pm.**

- Qualification of the organization (300-word limit)
- Proof of 501(c)3 non-profit status
- Project description (300-word limit)
- Project plan/timeline (300-word limit)
- How young people and parents will be involved (200-word limit)
- Projected outcomes and evidence of completion (300-word limit; template attached)
- Budget and budget narrative
- Proposal should not exceed three pages (excluding Proof of 501(c)3 Status and budget form)

**Questions about this RFP** may be submitted by email to [nsc@parentnetworkwny.org](mailto:nsc@parentnetworkwny.org) no later than Monday, February 9, 2026, at 5 pm.

**All responses will be available** by Friday, February 16, 2026. To view the responses to the questions, visit: <https://spanadvocacy.org/programs/real> or <https://parentnetworkwny.org/real-transition-partners/>

All project submissions should be submitted in a .pdf document and emailed to [nsc@parentnetworkwny.org](mailto:nsc@parentnetworkwny.org) no later than **Friday, April 10, 2026, by 5:00 pm.**

Grantees will be notified of awards by the **week of April 20, 2026.**





## REAL Transition Partners Local Initiatives PROPOSAL COVER SHEET

### Organization General Information

Applicant organization: \_\_\_\_\_

Organization address: \_\_\_\_\_ City, zip: \_\_\_\_\_

Organization contact person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Certifications of the Organization

- My organization is a nonprofit 501c(3) organization (other than an institute of higher education).
- I certify the activities in this project will serve young people with disabilities and/or their parents/families, particularly in underserved communities.
- I understand that we must maintain records on all activities and submit a final report by January 29, 2027.
- I commit to sharing the results of the project with the transition community as requested by REAL Transition Partners.

Submission of this application must be approved by the organization's executive director or person with similar authority.

\_\_\_\_\_  
Executive Director (Print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

