



Language Translation Funding

Support for Translating Documents into Other Languages

Each fiscal year the New York State Developmental Disabilities Planning Council (DDPC) makes available limited funding to in-state organizations to support the translation of existing documents or materials related to the NYS DDPC's State Plan into other languages.

The specific objective of the funding is to assist individuals with intellectual and developmental disabilities and their families to have greater access to information, training, and other activities which will increase their ability to influence public policy. This funding support and other activities are intended to strengthen the partnership between individuals with intellectual and developmental disabilities and their families and the state and federal service delivery systems by aiding efforts to improve language access.

Translation Funding Application Process

Requests for funding consistent with the above objectives will be considered only from organizations as follows:

- Submit a written request to the DDPC Executive Director which includes your existing publication, the language(s) you would like it translated into, and how it will benefit individuals with intellectual and developmental disabilities and their families (see page 2 for template).
- Submit a copy of the document(s) you would like translated with your written request. DDPC Requires and internal review of all documents prior to publication and distribution.
- Include a proposed distribution plan (that includes Parent-to-Parent of New York State and the Self-Advocacy Association of New York State) along with a plan for making the document available electronically and in other alternate formats.
- Include in your request, a detailed budget that reflects how you intend to utilize DDPC funds sought. Your budget must also specify that matching funds of an equal amount will be provided from other sources.
- The publication must indicate the participation of DDPC prominently (for example, on the front cover "This document was translated with the support of the NYS Developmental Disabilities Planning Council).
- Provide DDPC with an electronic link to the publication for use on the DDPC's website.
- A maximum of \$2,500 per applicant per calendar year can be approved.

Please Note: Expenses against a Language Translation Funding Grant must be incurred within one year of the award date or the award will be withdrawn.

Request for NYS DDPC Translation Funding Template

PUBLICATION NAME

PUBLICATION GOALS

INTO WHAT LANGUAGE(S) WILL THE PUBLICATION BE TRANSLATED?

NUMBER OF DOCUMENTS TO BE PRODUCED:

HOW WILL THIS PUBLICATION BENEFIT INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES?

HOW WILL THIS PUBLICATION BE DISTRIBUTED?

WHAT IS THE PROPOSED BUDGET?

HOW WILL THE NYS DEVELOPMENTAL DISABILITIES PLANNING COUNCIL BE PROMINENTLY ACKNOWLEDGED IN THE PUBLICATION?