



## Family Center for Children and Youth with Special Health Care Needs (Family Center)

### Regional Sibshop Small Grant 2023-2024



## Guidelines

### Grant year:

October 1, 2023, through September 30, 2024 (12-month period)

### Goal:

To provide statewide opportunities for brothers and sisters of children with special health and developmental needs to obtain peer support and education within a recreational context with a certified Sibshop. Sibshops should reflect the community's commitment to the well-being of the family member most likely to have the longest lasting relationship with the person with special needs.

Those applying for the Regional Sibshop Small Grant agree to meet the *objective* of the Sibshop model, which is to:

- Sibshops will provide brothers and sisters of children with special needs an opportunity to meet other siblings in a relaxed, recreational setting that allows the freedom to discuss common joys and concerns. Sibshops will provide siblings a time to learn how to handle situations that they commonly experience and learn more about the implications of their sibling's special needs. Sibshops also provide parents and other professionals with opportunities to learn about the concerns and experiences of brothers and sisters of people with special needs.

### Purpose:

Each Region (see Exhibit A) is eligible to receive a \$1,000 grant to meet the objective listed above. This grant provides a unique opportunity for community-based collaboration where there are more than one Sibshop facilitator/workshop in a specific region. This grant should support Sibshop events (led by a certified Sibshop facilitator) throughout the year for the Region selected.

Here are some examples of opportunities to achieve the grant objective:

- Use grant funds to provide financial assistance to remove barriers for families in order to allow participation in the Sibshop events by offering scholarships to cover the per event fee (if there is one)
- Use grant funds to secure an appropriate location and potential membership fees
- Use grant funds to cover event food and materials
- Marketing of Sibshops



## Family Center for Children and Youth with Special Health Care Needs (Family Center)

### Regional Sibshop Small Grant 2023-2024



## Guidelines (Cont'd)

### Grant Requirements and Award Process:

Please submit the grant application by the deadline listed below. Late applications will not be considered for funding. Please use grant template provided. Applications that are not on the provided template will not be considered for funding. If you were a grant recipient for the prior year, **please submit a progress report on your current project alongside the current application.**

Grant applicants **must**:

- Show proof of registration with Sibshops
- Adhere to the Sibshop Standards of Practice (see Exhibit B)
- Place the Family Center logo and phone number on all marketing materials.

**Funds may not be used to provide wages for the facilitator (Sibshops are based on a voluntarily run facilitator model)**

Applications will be deidentified and reviewed by a diverse committee which includes staff from the Family Center. This is a competitive grant process. Preference will be given to applications that demonstrate the ability to meet/exceed the objective of the grant. In-kind donations and matching fund resources are not required. However, preference will be given to applicants that incorporate these types of contributions to achieve sustainability. Notification of award will be made after Monday, July 3, 2023.

Semi-annual reports are required. Grant reports should be submitted as a narrative that includes proof of deliverables for the Work Plan and Budget in a Microsoft Word document. This may include examples of marketing materials, sign-in sheets for events, satisfaction surveys, proof of outreach efforts, and updated budget with expenditures. Original itemized receipts or scanned copies of original itemized receipts will be required with each grant report.

Sometimes situations occur that create a need for a grant amendment. Grant amendments can be requested once after Sunday January 1, 2024, and once after Sunday April 30, 2024. Grant amendments require committee approval.

### Grant Application Deadlines:

Deadline to have application emailed: **March 17, 2023**

Notification of award after: **July 3, 2023**

Funding awarded to recipient after: **October 1, 2023**

First semi-annual grant report emailed to CSHCS by end of: **April 26, 2024**

Funds expended by: **September 30, 2024**

Final grant report emailed to CSHCS by end of: **October 31, 2024**



**Family Center for Children and Youth  
with Special Health Care Needs (Family Center)**

**Regional Sibshop Small Grant 2023-2024**



**Grant Application**

Please carefully read the criteria for submission. The Family Center may also request additional information after the application is submitted.

Lead Organization Name: \_\_\_\_\_

Lead Sibshop Facilitator Name(s): \_\_\_\_\_

Region Represented: \_\_\_\_\_

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

List collaborative partner agencies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Contact Information:

Phone: \_\_\_\_\_

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

\_\_\_\_\_  
Executive Director Name

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lead Sibshop Facilitator Name

\_\_\_\_\_  
Lead Sibshop Facilitator Signature

\_\_\_\_\_  
Date



## Family Center for Children and Youth with Special Health Care Needs (Family Center)

### Regional Sibshop Small Grant 2023-2024



## Grant Application (Cont'd)

A completed grant application includes:

- **Work Plan Project Narrative** which includes a brief description of the applying organization, project description, overall project goals, project objectives, and a timeline to achieve outcomes. The Narrative should not exceed two (2) pages. *Please use the template provided.*
- **Work Plan Template** (attached) which describes activities that will meet the grant objective, expected outcomes from the project, and specific metrics to measure success. Goals and outcomes should be specific, measurable, attainable, relevant, and time-limited (SMART). *Please use the template provided.*
- **Budget Form** (attached) which outlines the budget for project expenditures. Please include other funding sources and in-kind contributions as appropriate. *Please use the template provided.*
- **Budget Narrative** which includes how project costs were determined, an explanation of expenditures in each category from the Grant Application Budget Form, and description of in-kind or other funding sources. *Please use the template provided.*

Grant Application Deadline: **March 17, 2023**

**Applications received after the deadline will not be considered for funding.**

Grant applications must be emailed to Lisa Huckleberry at [cshcsfc@michigan.gov](mailto:cshcsfc@michigan.gov).

\*\* An email will be sent out to the primary contact for all applications that are received. If you do not receive an email receipt within **two weeks** of sending your application, please call 517-335-0407. \*\*



**Family Center for Children and Youth  
with Special Health Care Needs (Family Center)**

**Regional Sibshop Small Grant 2023-2024**



**Sibshop Grant Budget**

	Scholarship	Other Funds	In Kind	TOTAL
Supplies				
Scholarships				
Refreshments/ Food				
Materials				
Marketing				
* Mileage				
<b>TOTAL</b>				

\* Mileage reimbursement is intended for parents only.



**Family Center for Children and Youth  
with Special Health Care Needs (Family Center)**

**Regional Sibshop Small Grant 2023-2024**



**Budget Justification Narrative**  
(Use additional pages as needed)



**Family Center for Children and Youth  
with Special Health Care Needs (Family Center)**

**Regional Sibshop Small Grant 2023-2024**



**Work Plan Narrative**  
**(Use additional pages as needed)**

A large, empty rectangular box with a thin black border, intended for the user to write the Work Plan Narrative.



**Family Center for Children and Youth  
with Special Health Care Needs (Family Center)**

**Regional Sibshop Small Grant 2023-2024**



**Work Plan Template**

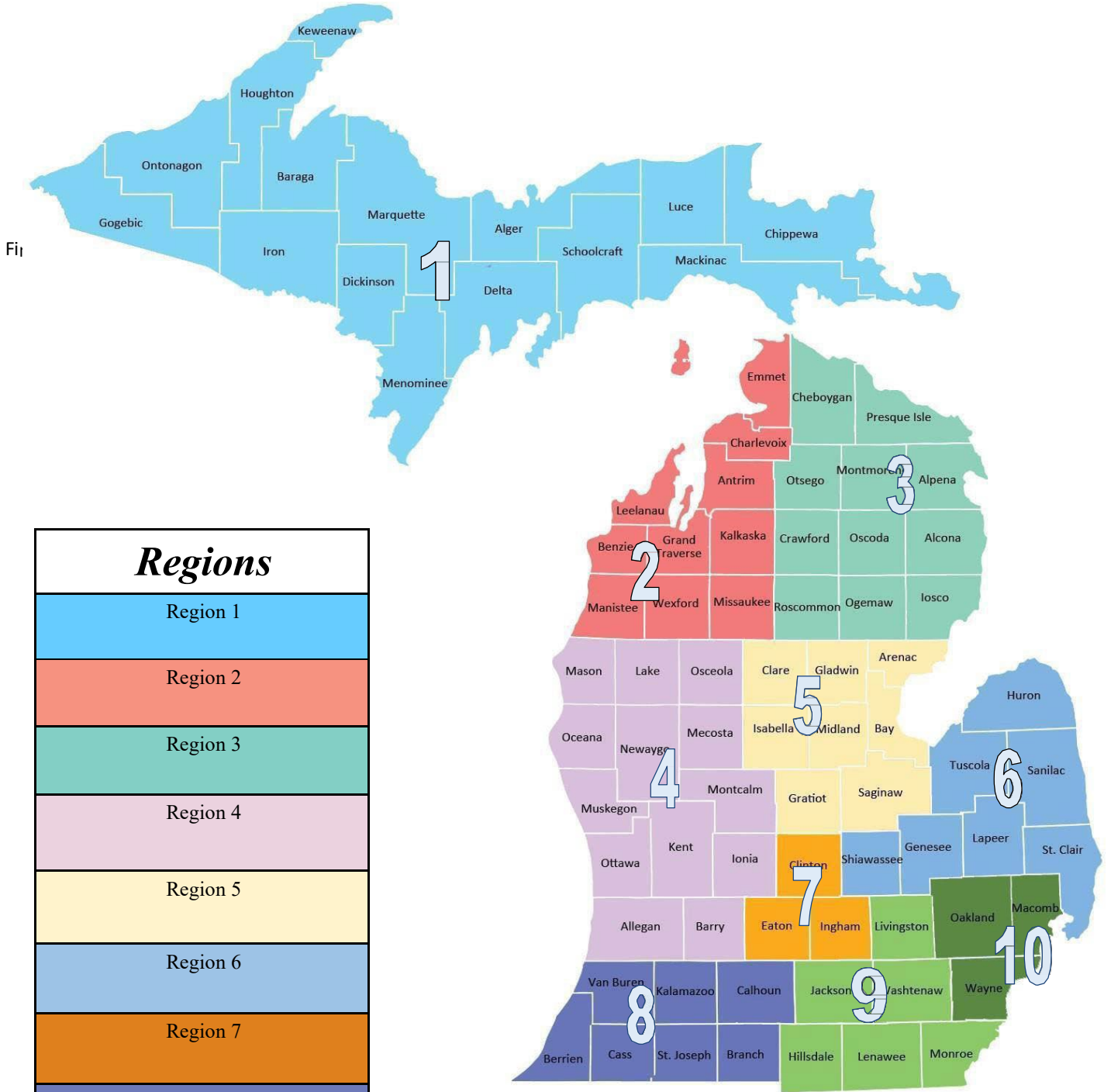
<b>OBJECTIVE:</b>	Sibshops will provide brothers and sisters of children with special needs an opportunity to meet other siblings in a relaxed, recreational setting that allows the freedom to discuss common joys and concerns. Sibshops will provide siblings a time to learn how to handle situations that they commonly experience and learn more about the implications of their sibling's special needs. Sibshops also provide parents and other professionals with opportunities to learn about the concerns and experiences of brothers and sisters of people with special needs. (SMART Goal Criteria)
<b>OBJECTIVE ACTIVITIES:</b>	



**OBJECTIVE  
OUTCOMES:**

**OBJECTIVE  
MEASUREMENT:**

# Exhibit A



<i>Regions</i>
Region 1
Region 2
Region 3
Region 4
Region 5
Region 6
Region 7
Region 8
Region 9
Region 10

## Exhibit B



# The Sibshop Standards of Practice

A simple web search for "Sibshop" or even "Sib Shops" results in literally thousands of hits. In addition to the wonderful community based Sibshops that are being run in almost every state and in countries from Japan to Cork, Ireland, Sibshops are increasingly being offered as part of state and national conferences and as an adjunct to parent support groups throughout the US and elsewhere.

While I am truly pleased that there is such interest in the model, we need to protect young sibs by making sure that when parents send their children to a Sibshop, they are sending them to a program that is true to the spirit and goals of the model.

To this end, I have worked with long-time Sibshop facilitators in drafting Standards of Practice for programs wishing to become a registered Sibshop and use the (trademarked) Sibshop name, a "sound-alike" name (e.g., "Sib Shop") or the Sibshop logo. I am grateful to the members of the Sibshop Standards of Practice Committee for helping me with this important project.

Please make a copy of the Standards of Practice for each adult facilitator of your Sibshop program and extra copies for any staff members who may join your program. Please review the Standards with the other Sibshop facilitators and administrators and be sure to register your Sibshop online as discussed at the end of this document. If you have questions along the way, please do not hesitate to write or call.

Thank you, in advance, for taking the time to work through this document and thanks for understanding the need for high standards in our efforts to provide brothers and sisters with peer support and information.

One final note: As a Sibshop facilitator or administrator, you likely offer Sibshops in addition to many other responsibilities. Still, you and your colleagues find time in your busy schedules and lives because you care deeply about the concerns of brothers and sisters. Local providers like you--who are making a difference in the lives of sibs on a daily basis--are my heroes. I cannot thank you enough for what you are doing for the brothers and sisters in your community. Please let me know how I may support your important work.

All the best,

Emily Holl, Director  
Sibling Support Project  
16120 NE 8th Street Bellevue, WA 98008  
425-362-6421  
emilyholl@siblingsupport.org



## 1. What Sibshops Are—and Are Not.

On the very first page of *Sibshops: Workshops for siblings of children with special needs*, Sibshops are described this way:

For the adults who plan them and the agencies that sponsor them, Sibshops are best described as opportunities for brothers and sisters of children with special health and developmental needs to obtain peer support and education within a recreational context. They often reflect an agency's commitment to the well-being of the family member most likely to have the longest-lasting relationship with the person with special needs.

However, for the young people who attend them and the energetic people who run them, Sibshops are best described as *events*. Sibshops are lively, pedal-to-the-metal celebrations of the many contributions made by brothers and sisters of kids with special needs. Sibshops acknowledge that being the brother or sister of a person with special needs is for some a good thing, for others a not-so-good thing, and for many somewhere in between. They reflect a belief that brothers, and sisters have much to offer one another—if they are given a chance. The Sibshop model intersperses information and discussion activities with new games (designed to be unique, offbeat, and appealing to a wide ability range), cooking and art activities, and special guests...Well run, Sibshops are as fun and rewarding for the people who host them as they are for the participants.

Sibshops seek to provide siblings with opportunities for peer support. Because Sibshops are designed for school-age children, peer support is provided within a lively recreational context that emphasizes a kids'-eye view.

Sibshops are *not* therapy, group or otherwise, although their effect may be therapeutic for some children. Sibshops acknowledge that most brothers and sisters of people with special needs, like their parents, are doing well, despite the challenges of an illness or disability. Consequently, while Sibshop facilitators always keep an eye open for participants who may need additional services, the Sibshop model takes a wellness approach.

Sibshops should also never be confused with childcare. Sometimes, agencies wish to offer Sibshops concurrently with parent support meetings. While this “two ring” approach is acceptable, agencies will need to add a “third ring”: childcare for the children who have special needs *and* for the typically developing siblings who are either not in the target age range or simply do not wish to be a part of your Sibshop.

Sibshops, therefore:

- should be decidedly fun to attend
- provide peer support and information within a recreational context
- may be “therapeutic” to attend but are not therapy, group or otherwise
- utilizes an approach that emphasizes wellness and
- should never be considered childcare

## **Endorsing the Goals of Sibshops.**

As described on pages 4 & 5 of the Sibshop curriculum, Sibshop goals are:

- Goal: Sibshops will provide brothers and sisters of children with special needs an opportunity to meet other siblings in a relaxed, recreational setting that allows opportunities to discuss common joys and concerns. Sibshops will provide siblings and opportunity to learn how to handle situations commonly experience, learn more about implications of their sibling's special needs and provide parents and other professionals with opportunities to learn about the concerns and opportunities frequently experienced by brothers and sisters of people with special needs.

These goals will drive the activities of your Sibshop. Although most Sibshops do an excellent job with goals 1 – 3, goals 4 and 5 are too often overlooked and should not be.

Brothers and sisters will have a life-long and ever-changing need for information about their sibs' disabilities and the services they receive. As a peer support *and* education model, Sibshops are a marvelous opportunity to provide participants with kid-friendly information about a wide range of topics from guest speakers, tours, discussions, etc.

If we hope that parents will attend to the needs of their typically developing children, we will need to inform them of sibs' life-long concerns. If we wish to create systemic change that assures that sibs are on agencies' radar screens and in their working definition of "family," it will require that we educate our colleagues and advocate for sibs' concerns.

## **2. Referring Children When Sibshops Are Not the Right Approach.**

Most, but not all siblings of children with special needs will be well served by Sibshops' lively mix of fun, peer support, and information. For some children, however, Sibshops may not be the right approach. These children may not be comfortable in groups, or they may prefer to get peer support and information in other ways (e.g., listservs, books, or informal opportunities). Other children will have needs that go beyond what a Sibshop can reasonably provide. As mentioned in the above description of Sibshops, facilitators will need to keep an eye open for participants who may need additional services. Your Sibshop team of facilitators and appropriate administrators should know--in advance of a problematic situation—people and agencies in your community who might be able to help a child (and family) not being well served by your Sibshop effort.

### **3. Reporting Worrisome Information and Behavior to Parents and Appropriate Agencies.**

To the extent possible, Sibshops attempt to give participants a safe place where they can openly discuss the “good and not-so-good” aspects of life with a sibling who has special needs. In order to assure that they can speak freely, facilitators, as a rule, will not specifically divulge what participants discuss during a Sibshop with parents. (Facilitators, however, are encouraged to discuss the *general* topics that participants discussed during parent meetings.)

On rare occasions, however, children may reveal information that will need to be shared with parents or, in extreme cases, with appropriate agencies. Before such contact is made with either parents or agencies, the concern should be discussed with the entire Sibshop team. Your Sibshop’s team should be aware—in advance of a problem—of your state’s rules regarding mandated reporting.

### **4. Making Sibshops Available for Families Who Cannot Afford to Pay.**

It is reasonable to ask parents to pay a fee for their children to attend a Sibshop. Most Sibshops far cost less than childcare would for the same amount of time. Fees can help offset costs associated with running a Sibshop. Perhaps most importantly, fees help insure that parents bring their children to the Sibshop that facilitators have worked so hard to make rewarding.

However, a significant effort should be made to assure that Sibshops are available to families who cannot afford the set fee. On the registration forms of many Sibshops is a statement similar to the following: “A limited number of Sibshop scholarships are available on a first-come, first-served basis. Check here if you’d like your child considered for a Sibshop scholarship.” On the same form, other parents who do not have money woes can be given an opportunity to contribute to the Sibshops scholarship fund.

### **5. Family Involvement in Sibshops.**

Ideally, at least one of your Sibshop’s facilitators will be an adult sibling for the reasons mentioned on page 75 of the Sibshop curriculum. If this is not possible, seek a parent who can offer advice, provide a family perspective, and help you spread the word about your program. Good word of mouth among families is critical to drawing children to your Sibshop. Family involvement—as well as Goal 5 of the Sibshop curriculum—will also be achieved by hosting at least one meeting per year for the parents of the children who attend your Sibshop. These meetings may be held concurrently with your Sibshop and can be informal discussions of why parents enrolled their children in Sibshops, Sibshop goals and activities, and general topics discussed by Sibshop participants.

### **6. Involving Sibs in the Selection of Sibshop Activities.**

The brothers and sisters who attend your Sibshop should be given some say about Sibshop activities. This is especially true for Teen Sibshops. Seek their feedback about activities they liked and disliked and ideas that they have for recreation, discussion, and informational activities. The Sibshop curriculum is not so regimented that it cannot accommodate bright ideas from the young people who attend them!

## **7. Evaluation.**

At least once per year, your Sibshop should plan on “checking in” with both the young siblings who attend your Sibshop as well as their parents. Use or adapt the evaluation forms found on pages 101-103 of *Sibshops*. These evaluations are easy to administer and will provide your team with valuable feedback.

## **8. Seek Appropriate Facilitators.**

Based on years of conducting programs for siblings, we believe that Sibshop facilitators should share some varied core skills. As described in detail on pages 75-77 of *Sibshops*, it is strongly desired that Sibshop facilitators:

- Have a working knowledge of the unique concerns and opportunities experienced by brothers and sisters of children with special needs.
- Have personal or professional experience with people who have special needs and with their families.
- Be familiar with active listening principles.
- Have experience leading groups, preferably groups of children.
- Convey a sense of joy, wonder and play.
- Be available to meet at the times and dates identified by the planning committee.
- Be somewhat physically fit.
- Appreciate that the Sibshop participants, not the facilitators, are the experts on living with a brother or sister with special needs.

Review pages 75-77 with members of your team to make sure that your team of facilitators embodies these qualifications. In certain instances, allowances can be made for one team member lacking a particular skill if another team member who possesses that skill compensates for it. For instance, your Sibshop may have a team member who is gifted at leading group discussions but has a physical disability that makes it impossible for her to pitch lively recreational activities. Her difficulty might be compensated by a team member who may not be especially good at leading group discussions but is highly skilled at leading recreational activities.

## **9. Training.**

All Sibshop facilitators are strongly encouraged to attend a two-day Sibshop training offered by the Sibling Support Project. It is the single best way to get “up to speed” on sibling issues and learn what Sibshops are all about.

These trainings are best when hosted in the community where the new Sibshop is to be created. As training includes a Demonstration Sibshop, these two-day events are a great way to kick off a local Sibshop and educate parents, service providers, and future Sibshop facilitators about siblings’ life-long concerns.

When hosting a training is not possible, you may attend a Sibshop training offered elsewhere as an alternative. To learn where Sibshop trainings are being held, consult the Sibling Support Project’s online training calendar at <http://plus.calendars.net/sibshop> or contact the Sibling Support Project directly.

Although attending training from the Sibling Support Project is preferred, local Sibshop facilitators who have attended training by the Sibling Support Project may train new staff at their own agencies. Facilitators trained this way are, in effect, “second-generation” trainees. In order to avoid photocopy-of-a-photocopy-of-a-photocopy phenomena, Sibshops run by second-generation trainees may not train new Sibshop facilitators, even at their own agency.

As discussed in Standard 2 (Endorsing the Goals of Sibshops) community-based Sibshop facilitators are encouraged to conduct awareness-level workshops on Sibshops. However, they may not train others on how to run a Sibshop model at regional, state, or national venues without specific, prior permission of the Sibling Support Project.

#### **10. Membership in Sib Group.**

Sib Group is the Sibling Support Project’s no-cost listserv for those running Sibshops and similar sibling programs. It is an excellent forum to meet others running Sibshops and share ideas, challenges, and stories of your successes. It is also the easiest way for the Sibling Support Project to communicate with Sibshops across the world. To be a registered Sibshop, the contact person for your Sibshop must subscribe to the Sib Group listserv. Other Sibshop facilitators are encouraged to be members as well. To subscribe, simply visit [www.siblingsupport.org/sibshops/sibshops-listserv](http://www.siblingsupport.org/sibshops/sibshops-listserv)

#### **11. Enriching the Sibshop Curriculum.**

Each week Sibshop facilitators come up with novel activities that are not in the pages of the *Sibshops*. To encourage sharing the wealth and enriching the Sibshop curriculum, each Sibshop program should submit at least one and preferably three activities to the Sib Group listserv each year in the format found in the Sibshop curriculum. These may be recreational (includes new games, crafts, art, and cooking projects), discussion, or information activities. Sharing will give all Sibshops a rich array of activities to choose from and contributors will always be acknowledged!

#### **12. Appropriate use of Sibshop name and logo.**

Registered Sibshops may use the Sibshop name and the Sibshop logo, but the name and logo must be used correctly. Please note that it is “Sibshop” and never “SibShop” or “Sib Shop.” The Sibshop curriculum is copyrighted and the Sibshop logo is a trademark. Consequently, the Sibshop logo may not be altered in any way without prior permission of the Sibling Support Project.



### **13. Registering your Sibshop.**

To use the Sibshop name and logo, your program must be a registered Sibshop. Luckily, registration is easy, quick, and now is completed online. Please note: All Sibshops must complete a one-time online registration—even those Sibshops who have previously registered through the mail.

During the online registration site, you will:

- Indicate that you have completed the necessary requirements to become a registered Sibshop.
- Indicate that you agree with the Standards; and
- Provide us with contact information about your Sibshop program

Once you register online, we will post key contact information about your Sibshop on our website's online directory. This information will assist the hundreds of parents who visit the Project's webpages seeking a local Sibshop for their children. Please note it will be your responsibility to make sure that the contact information we have for you is current. Following registration, you will be provided with instructions on how to make updates on the information we have about your program.

To register online, please visit: [www.siblingsupport.org/sibshops/createMember](http://www.siblingsupport.org/sibshops/createMember)



The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs, or disability. Further, MDHHS:

- Provides free aids and services to people with disabilities to communicate with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats); and
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need the above services, contact the MDHHS Section 1557 Coordinator.

If you believe that MDHHS has failed to provide the above services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: MDHHS Section 1557 Coordinator. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the MDHHS Section 1557 Coordinator is available to help you.

MDHHS Section 1557 Coordinator  
 Compliance Office, 4<sup>th</sup> Floor  
 P.O. Box 30195  
 Lansing, MI 48909

517-284-1018 (Main), TTY users call 711, 517-335-6146 (Fax),  
[MDHHS-ComplianceOffice@michigan.gov](mailto:MDHHS-ComplianceOffice@michigan.gov)

You can also file a civil rights complaint with the responsible federal agency.

<p>If your grievance or complaint is about your Medicaid application, benefits, or services you can file a civil rights complaint with the U.S. Department of Health and Human Services at <a href="https://bit.ly/2pBS4YG">https://bit.ly/2pBS4YG</a>, or by mail or phone at:</p> <p>U.S. Department of Health and Human Services          200 Independence Avenue, SW          Room 509F, HHH Building          Washington, D.C. 20201          800-368-1019, 800-537-7697 (TDD)</p> <p>Complaint forms are available at <a href="https://bit.ly/2IKsHMS">https://bit.ly/2IKsHMS</a>.</p>	<p>If your grievance or complaint is about your application for or current food assistance benefits, you can file a discrimination complaint with the U.S. Department of Agriculture (USDA) Program by:</p> <p>Completing a Complaint Form, (AD-3027) found online at: <a href="https://bit.ly/2g9zzpU">https://bit.ly/2g9zzpU</a> or at any USDA office, or write a letter addressed to USDA at the address below. In your letter, provide all information requested in the form.</p> <p>To request a copy of the complaint form, call 866-632-9992. Send your completed form or letter to USDA by mail:          U.S. Department of Agriculture          Office of the Assistant Secretary for Civil Rights          1400 Independence Avenue, SW          Washington, D.C. 20250-9410</p> <p>Fax: 202-690-7442; or Email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a></p>
--	---

MDHHS is an equal opportunity provider.