

Purpose

The Professional Development Grant program offers financial assistance for youth workers to attend continuing education opportunities that will help them promote the development of children and youth, with emphasis on training and coursework that IYI does not offer.

Eligible Conferences, Trainings, and Workshops, Tuition Reimbursement

IYI's Professional Development Grants may be used for **conferences, trainings, workshops, or tuition reimbursement**. Opportunities must be related to the applicant's position and agency's mission. The grants are intended to improve the applicant's ability to do their job and the agency's ability to serve and support children and youth. **Funds may not be applied to trainings offered by IYI or events that took place before November 1, 2020. Tuition assistance can include the Fall 2020 or Spring 2021 semesters.**

Examples of eligible conference and courses:

- Courses from accredited high education institutions (IUPUI, IU, Purdue, Ivy Tech, etc.)
- National conferences such as: National Mentoring Summit, National Afterschool Association Conference, American School Counselor Association Conference, National Family and Community Engagement Conference
- Courses at the IU Lilly Family School of Philanthropy

Eligible Expenses

IYI's Professional Development Grants may be used for the following expenses:

1. Registration fees for event or training after November 1, 2020
2. Tuition for class(es) for Fall 2020 or Spring 2021 semester
3. One of the following:
 - a. Hotel expenses
 - b. Mileage reimbursement, roundtrip from place of employment to training location, if the two are more than 30 miles apart.

IYI's Professional Development Grants may **NOT** be used for:

- IYI Trainings or Webinars
- IYI Annual Conferences
- Meals
- Books or supplies
- Past events
- CEU or credential fees

Maximum grant available = **\$750**

Eligibility Requirements

1. Applicants must be a staff or board member of a tax-exempt organization that provides services to youth.
2. Organization must directly serve Indiana youth. If located in a bordering state, applicant must provide evidence that Indiana youth are served.
3. Organization must be in good standing with IYI's finance department – no past-due invoices.
4. Grants are limited to two per organization per fiscal year. The IYI fiscal year is July 1-June 30.
5. Each grant is intended to allow one individual to attend one professional development opportunity. Requests involving multiple people or multiple opportunities will not be considered.

Evaluation Criteria

1. A limited number of Professional Development Grants (maximum \$750 each) will be awarded during the

application period

2. Applications will be scored on following criteria:
 - i. Quality of responses to narrative questions
 - ii. Relevance of proposed opportunity to the applicant's professional development plan – applicants are required to submit a professional development plan in a format of their choosing. Sample templates are available at <https://www.iyi.org/professional-education-grants/>.
3. A copy of the scoring rubric is available at <https://www.iyi.org/professional-education-grants/>.

Award Requirements

1. Grants are non-transferable and can be used by the applicant only. Funds must be used specifically for the purposes stated in the application. Changes to applicant, organization, role/position, or professional development opportunity may be subject to decline.
2. Grant funds may only be issued to eligible nonprofit organizations, in one of two ways:
 - a. Direct-deposit to the recipient's organization within 20-30 days of receiving the required paperwork: W-9, ACH authorization form, and voided check (**preferred**)
 - b. Check mailed to recipient's organization within 30-40 days of receiving the required paperwork.
3. All grant recipients must submit a signed attendance form, verifying their attendance at the requested conference/training/class within two weeks of the event or official class schedule. If for any reason the grant recipient cannot attend the conference/training/class, the entire grant amount must be returned to the Indiana Youth Institute within 30 days after the conference/training/class.
4. All grant recipients must submit to IYI a completed survey after attending the class, conference, or training. This survey will be sent to you electronically within the month following your event.

Deadlines

Applications will be accepted during the following three timeframes:

- September 16, 2020 – Applications Open
- October 16, 2020 – Applications Close

- January 18, 2021 – Applications Open
- February 19, 2021 – Applications Close

- April 5, 2021 – Applications Open
- April 30, 2021 – Applications Close

Notice of the award will be given by the 15th of the following month

Application Instructions

1. Narrative responses must be typed. The application form may either be typed or printed legibly.
2. Applicants must submit unique responses to all narrative questions, with the exception of question 1. Applications will not be accepted if any of questions 2-5 contain narrative responses substantially identical to another applicant's application.
3. Applications must be submitted electronically as a **single PDF file** containing all pertinent items in the application checklist **in the order listed**.
4. Applications will be accepted via email to pdg@iyi.org
5. Incomplete applications will not be considered. Please review the application checklist below before submitting your application.

Application Checklist

- ❑ The application form, signed by the applicant and the executive director. If the applicant *is* the executive director, please include the signature of the board chair or other board designee on the executive director line.
- ❑ Responses to the narrative questions listed on the application, limited to three pages total. Please number your responses. Answers must be typed.
- ❑ A copy of the applicant's professional development plan (may be an existing document or created with the template provided). Sample templates are available at <https://www.iyi.org/professional-education-grants/>.
- ❑ A copy of the conference course, brochure, agenda, or other publicity materials that shows date(s), location and general content information. If requesting the registration fee, documentation of that cost must be included. Documentation of hotel or mileage if applicable.
- ❑ A copy of your student schedule showing registered course(s) and copy of the university catalog page showing course costs/fees or a copy of your receipt of payment for the course(s)
- ❑ A copy of your agency's IRS 501(c)(3) determination letter or, in the case of schools, government agencies, and religious institutions, your general sales tax exemption certificate (Form ST-105).

Questions?

If you have any questions about our guidelines or the application process, please contact us at pdg@iyi.org

Applicant Contact Information

Name _____ **Date** _____

Title _____ **Staff** **Board** **Volunteer**

Organization _____

Address _____

City _____ **County** _____ **State** _____ **ZIP** _____

Phone _____ **Email** _____

Organization Annual Budget _____

Conference/Training/Course Information

Event/Course Title _____

Event Host/University Name _____

Event Web Site _____

Event Date(s) _____ **Location** _____

Expenses Requested

Registration Fee _____ = \$ _____

Hotel Reimbursement

Hotel room rate \$ _____ x number of nights _____

Include proof of hotel rate via conference brochure or quoted rate from the hotel _____ \$ _____

OR **OR**

Mileage Reimbursement

Roundtrip mileage from workplace to the training location _____ x \$.50

Include mileage verification via image of an online map _____ \$ _____

Tuition Fee _____ = \$ _____

Total Amount Requested (max. \$750) _____ = \$ _____

Additional Information (not considered in funding decisions)

Have you or your organization used IYI before? _____ Yes _____ No _____ Unsure

How did you hear about IYI's Professional Development Grants? Please mark only one response.

_____ Friend or Colleague _____ IYI Weekly Update/Email _____ Media: Newspaper, Radio, TV

_____ IYI Staff or Consultant: _____ IYI Website _____ Social Media: Twitter, Facebook

_____ Event: Training, Conf., Café _____ Other Website/E-news _____ Exhibit

_____ Other: _____

By signing below, I agree to use the funds for the purpose specified above only and in compliance with the guidelines set forth in the program description. Further, I agree to submit a completed attendance form and evaluation report following the conference or training.

Applicant's Signature _____ **Date** _____

Executive Director's Name Printed* _____

Executive Director's Signature* _____ **Date** _____

**If the applicant is the executive director, please include the signature of the board chair or other board designee on the executive director line.*

Please provide a narrative response to the following questions.

1. Please state your organization's mission and describe how your organization's programs directly promote and impact the healthy development of children and youth. Include the number of Indiana youth served.

2. Describe the subject matter of the conference/training you plan to attend or the college class you are currently in or will be attending in Spring 2021.

3. Describe your responsibilities in your current position and share how this opportunity relates to your role and professional development goals.

4. How might you apply what you learn from this opportunity to impact youth? What positive outcomes do you anticipate?

5. Describe how you have determined that this professional development opportunity is of high quality. Examples of criteria for high quality professional development include, but are not limited to, the following:
 - Training is research-based
 - Class is associated with a reputable institution of higher education
 - Training is aligned to core knowledge and competencies for your field
 - Opportunity fits into a larger professional development plan for your organization and your role

Application Instructions

Applications must be submitted electronically as a single PDF file containing all items in the application checklist in the order listed. Direct questions and completed application to:

The Indiana Youth Institute
Professional Development Grant Program
pdg@iyi.org
Fax: 317-396-2701