

Purpose

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

Eligible Conferences, Trainings, and Workshops

IYI's Professional Development Grants may be used for conferences, trainings, or workshops that focus on nonprofit management or healthy youth development. Opportunities must be significantly related to the applicant's position and agency's mission, and improve the applicant's ability to do his or her job and the agency's ability to foster the healthy development of children and youth. **Funds may not be applied to trainings offered by IYI, nor to events that have occurred or that begin prior to the grant award decision date.**

Examples of eligible conference and courses:

- National Mentoring Summit
- National AfterSchool Association Conference
- American School Counselor Association Conference
- Courses at the IU Lilly Family School of Philanthropy
- National Family and Community Engagement Conference
- A social work or nonprofit management course at your local college or university

Eligible Expenses

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

1. Registration fee, and/or
2. 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:

- | | | |
|---------------|-----------------------------|--|
| • Airfare | • IYI Trainings or Webinars | • Past events |
| • Rental cars | • IYI Annual Conferences | • Site visits |
| • Gas | • Meals | • CEU and/or credential application fees |
| • Parking | • Books or supplies | |

Maximum grant available = **\$750**

Eligibility Requirements

1. Applicants must be a staff member, board member, or active volunteer 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. The professional development opportunity must begin after the grant decision date, which is the first of the month following the application deadline.

5. Grants are limited to two per organization per fiscal year. The IYI fiscal year is July 1-June 30.
6. Individuals will be limited to one grant *every other* fiscal year.
Any individual who was awarded a grant in the 2017-2018 fiscal year will not be eligible for 2018-2019.
7. 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 each month on a competitive basis.
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 www.iyi.org/pdg.
3. A copy of the scoring rubric and grant writing tips are available at www.iyi.org/pdg.

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 and require resubmission.
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: W-9
3. All grant recipients must submit a signed attendance form, verifying their attendance at the requested conference/training within two weeks of the event. If for any reason the grant recipient cannot attend the conference/training, the entire grant amount must be returned to the Indiana Youth Institute within 30 days after the conference/training.
4. All grant recipients must submit to IYI a completed survey after attending the conference or training. This survey will be sent to you electronically within the month following your event.

Deadlines

1. Applications will be accepted monthly from July-November and January-May. **No proposals will be considered in December or June.**
2. Applications must be received electronically by the 10th of each month for notification by the first of the following month. For example, if your application arrives on or before September 10, you should expect a decision around October 1. If you want to attend a conference in October, you must apply no later than September 10. Applying two months or more in advance of the PD opportunity is encouraged.

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.
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 one of the following two methods:
 - a. Via email to pdq@iyi.org
 - b. Via fax to 317-396-2701 (IYI's fax system turns faxes into PDFs automatically.)
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 www.iyi.org/pdq.
- 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.
- A conference brochure or hotel reservation quote that indicates the hotel room rate (for hotel reimbursement only).
- An image (screenshot, scanned printout) of an online map that includes the total number of roundtrip miles from the applicant's place of employment to the conference site (for mileage reimbursement only).
- 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.

Phone: 317-396-2700

Toll-free: 1-800-343-7060

pdq@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 Title _____
 Event Host _____
 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.

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

Additional Information (not considered in funding decisions)

Is your organization faith-based? _____ Yes _____ No _____ Prefer not to answer

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* _____

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 and briefly discuss program outcomes.
2. Describe the subject matter of the conference or training you plan to attend and discuss how it will support your organization's mission and strengthen youth programs.
3. Describe your responsibilities in your current position, and discuss how this opportunity relates to your role and professional development goals. What specific knowledge, skills, and/or abilities do you hope to acquire from attending this training?
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
 - Opportunity is associated with a reputable organization
 - 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 applications to:

The Indiana Youth Institute
Professional Development Grant Program
pdg@iyi.org

Phone: 317-396-2700
Toll-free: 1-800-343-7060
Fax: 317-396-2701