



# Indiana Youth Institute Professional Development Grant **GUIDELINES**

## 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 or to conferences or courses that have already occurred.**

Examples of eligible conference and courses:

- National AfterSchool Association Conference
- Search Institute's Healthy Communities – Healthy Youth Conference
- Courses at The Fund Raising School at the Center on Philanthropy
- A social work or nonprofit management course at your local college or university

## Eligible Expenses

IYI's Professional Development Grants may be used for **any combination of the following** expenses:

- Registration fee
- Hotel expenses
- Mileage reimbursement for roundtrip mileage from place of employment to training location

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

- Airfare
- Rental cars
- Gas
- Parking
- IYI Trainings or Webinars
- IYI Annual Conference
- Meals
- Books or supplies
- Past events
- Site visits
- Credential application fees

Total grant available: **\$750**

## Eligibility Requirements and Guidelines

1. Applicants must be a staff member, board member, or active volunteer of a 501(c)(3) organization that provides services to youth. Schools, government agencies, and youth ministries must submit a not-for-profit tax registration certificate or determination letter in lieu of 501(c)(3) status.
2. Organization must be Indiana-based, serve Indiana youth, and have an Indiana address.
3. Grants are limited to **three per agency** per fiscal year. The IYI fiscal year is July 1-June 30.
4. Conferences or courses must begin after the grant decision date, which is the first of the month following the application deadline.
5. Grants are non-transferable and can be used by the recipient only. Funds must be used specifically for the purposes stated in the application.
6. Duplicate submissions from the same organization (different people submitting an application with the same answers, or multiple names on one application) will not be accepted.

- Narrative responses must be typed. Cover pages must either be typed or printed legibly.
- Please make sure that you submit a **complete** application packet. Due to the competitive nature of this program, incomplete proposals will not be reviewed. Refer to the application checklist for further details.

### Evaluation, Selection, Notification, and Follow-up

- A limited number of professional development grants (maximum \$750 each) will be awarded each month on a competitive basis.
- A copy of the **scoring rubric is available** at <http://www.iyi.org/pdq>.
- Applicants will be notified of their grant status via e-mail around the first of the month following application. For example, if your application is postmarked on or before August 10, you should expect a decision around September 1. If you want to attend a conference in September, you must apply no later than August 10.
- Approximately two weeks after notification, grant recipients will receive a **check made payable to their organization** (as listed on the application form).
- 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.
- 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.

### What to Include in Your IYI Professional Development Grant Application Packet

All applicants must submit the entire IYI Professional Development Grant application packet, filled out completely and legibly, and copied on standard 8 ½ x 11 paper. Include **three copies** of the following:

- The application form, signed by the applicant and the executive director. If the applicant *is* the executive director, please include the board chair's signature on the executive director line.
- Responses to the narrative questions listed on the application, limited to three pages total. Please respond to the questions point-by-point. Answers must be typed.
- A copy of the conference or course brochure, agenda, or other publicity materials with registration fees included. This should also include a description of the training or conference sessions.
- A GoogleMaps/MapQuest/Yahoo!Maps printout that includes the total number of roundtrip miles to and from the applicant's place of employment to the conference site (for mileage reimbursement only).
- A conference brochure or hotel reservation quote that indicates the hotel room rate (for hotel reimbursement only).
- A copy of your agency's IRS 501(c)(3) determination letter or, in the case of schools and youth ministries, your IRS not-for-profit tax registration certificate or determination letter.

**Please remember to collate and staple your application!**

Incomplete proposals will not be reviewed.

**Direct questions and mail your application packet, postmarked by the 10<sup>th</sup> of the month, to:**

The Indiana Youth Institute  
Attn: Professional Development Grant Program  
603 East Washington Street, Suite 800  
Indianapolis, IN 46204

Phone: 317-396-2700  
Toll-free: 1-800-343-7060  
Fax: 317-396-2701  
[www.iyi.org](http://www.iyi.org)



# Indiana Youth Institute Professional Development Grant **APPLICATION**

## Contact Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
 Affiliation \_\_\_\_\_ Staff Member \_\_\_\_\_  
 \_\_\_\_\_ Board Member \_\_\_\_\_  
 \_\_\_\_\_ Volunteer \_\_\_\_\_

Sign me up for the IYI Weekly Update, a free e-newsletter containing relevant info about reports, resources, trainings, and IYI services.

IYI at times shares the names and organizations of our program participants with funders to help demonstrate the reach and impact of our services. We never share phone numbers or e-mail addresses. If you do not want your name, organization name, and organization address shared with IYI's funders or other parties, please check here.

## 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.*

Mileage Reimbursement  
 Roundtrip mileage from workplace to the training location \_\_\_\_\_ x \$.55 = \$ \_\_\_\_\_

*Include mileage verification via GoogleMaps/MapQuest/Yahoo!Maps printout.*

**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 this program or service? Please mark only one response.

_____ Friend or Colleague	_____ IYI Weekly Update/E-mail	_____ Media: Newspaper, Radio, TV
_____ IYI Staff or Consultant	_____ IYI Web Site	_____ Social Media: Twitter, Facebook
_____ Event: Training, Conf., Café	_____ Other Web Site/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 \_\_\_\_\_

**Please provide a narrative response to the following questions.**

1. Please state your organization's mission and briefly 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. Briefly describe the subject matter of the conference or training you plan to attend and discuss how it relates to **your organization's** mission and youth programs.
3. Briefly describe your responsibilities in your current position. How is this conference or training relevant to your **personal** responsibilities and professional development goals?
4. Consider the following competency areas for youth workers and explain how this professional development opportunity will enhance your knowledge and/or skills in one or more of these areas, thereby **improving outcomes for youth**.
  - Child/Youth Development
  - Families and Communities
  - Program/Service Environment
  - Program Content/Curriculum
  - Professionalism
  - Nonprofit Management (IYI addition)

For more information about the competencies, visit <http://www.indianayouthpro.org/core.htm>

5. Given that budgets are tight and organizations must make the most of their professional development opportunities, **why is this conference or training the best choice for you and/or your organization?** *For instance: Does it fit into your organization's professional development plan and/or satisfy a personal certification requirement? Is the topic something unique to your field? Will there be an opportunity to share information and collaborate with others in your organization, community, or beyond?*

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