



Professional Development Grant Guidelines

The Professional Development Grant Program will support attendance at continuing education programs identified by youth workers that meet their individual needs and fit their schedules.

Total grant available: \$750.

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. Conferences, trainings, or workshops 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 a training 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
- 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:

- Registration fee, and/or
- One of the following:
 - a. Mileage reimbursement for roundtrip mileage from place of employment to training location (applicant must submit mileage via MapQuest.com printout at time of application)
 - b. Hotel expenses (applicant must submit hotel room rate via conference brochure or hotel reservation confirmation at time of application)

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

- Airfare
- Rental cars
- IYI Trainings
- Gas
- Parking
- Kids Count Conference
- Meals
- Books or supplies
- Past events

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 faith-based 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 one per person per fiscal year. (The IYI fiscal year is July 1-June 30.)
4. Organizations are limited to one Staff Training Grant OR up to three Professional Development Grants per fiscal year (the IYI fiscal year is July 1-June 30).
5. Conferences or courses must begin after the grant decision date.

6. Grants are non-transferable and can be used by the recipient only. Funds must also be used specifically for the purposes stated in the application.
7. 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.
8. 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 Considerations

A panel of reviewers within the Indiana Youth Institute will evaluate grant applications using the following criteria:

1. The quality and content of the conference, training, course, or workshop.
2. The quality and content of the Professional Development Grant application.
3. The extent to which the conference, training, course or workshop relates to the agency's mission and applicant's current position.
4. The extent to which the conference, training, course or workshop will benefit the applicant and the applicant's organization.
5. The extent to which children and youth will benefit from the information gained from the workshop or training.
6. Geographic distribution – the Indiana Youth Institute reserves the right to select recipients based on geographic distribution across the state.

Selection, Notification, and Follow-up

1. A limited number of professional development grants (maximum \$750 each) will be awarded each month on a competitive basis.
2. Applicants will be notified of their grant status via mail after 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.
3. Approximately two weeks after notification, you will receive a **check made payable to your organization** (as listed on the application form).
4. 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 does not attend the conference/training, the entire grant amount must be returned to the Indiana Youth Institute within 30 days after the conference/training.
5. 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.

The packet must 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 questions listed on the application, limit three pages total. Please respond to the questions point-by-point.
- A copy of the conference or course brochure, agenda, or other publicity materials with registration fees included on the brochure or in the printed material submitted. This should also include a description of the training, workshop or conference sessions.
- A MapQuest.com 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 confirmation 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 faith-based youth ministries, your IRS not-for-profit tax registration certificate or determination letter.

Please remember to collate and staple your applications.

Incomplete applications will not be reviewed.

Direct questions and mail your application packet, postmarked by the 10th of the month, to:

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

Phone: 317-396-2700
Toll-free: 1-800-343-7060
Fax: 317-396-2701
www.iyi.org



Professional Development Grant Application

Name _____ Date: _____
 Title _____
 Organization _____
 Address _____
 City _____ County _____ State _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 I am a: Staff Member _____ Board Member _____ Volunteer _____

Please complete the following about the program you would like to attend:

Conference/Workshop Title _____
 Conference/Workshop Sponsor _____
 Sponsor's Web Site _____
 Conference/Workshop Date(s) _____ Location _____

Registration Fee	= \$
SELECT ONLY ONE OF THE FOLLOWING	
Hotel Reimbursement	
Hotel room rate \$ _____ x number of nights _____	= \$
<i>Proof of hotel rate must be supplied via conference brochure or a copy of a quote and reservation confirmation from the hotel.</i>	
OR	
Mileage Reimbursement	
roundtrip mileage from workplace to the training location: _____ x \$.485	= \$
<i>You must include mileage verification via a MapQuest.com printout.</i>	
Total Amount Requested (max. \$750):	= \$

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.

_____ IYI Weekly Update	_____ Media: Newspaper Radio, or TV	_____ IYI Web site
_____ Friend or Co-Worker	_____ IYI Training, Presentation, or Exhibit	_____ Other Website, listserv, newsletter
_____ IYI Staff or Consultant	_____ Brochure from IYI	_____ 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 evaluation report following the conference or training (the due date will be stated in the award notification letter).

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.
2. Briefly describe the subject matter of the conference or training for which you would like a grant and how it would support your organization's mission and youth related programs.
3. What are your responsibilities in your current position? How is this conference relevant to your current responsibilities and how will it help you do your job better?
4. How will children and youth ultimately benefit from what you learn at this training?
5. What is your plan for sharing or using this information with others, such as staff members, volunteers, youth, and/or board members?
6. In the event that more than one person from your agency would like to attend this conference, please explain why you should be selected.

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