

Children’s Fund

of School Psychology, Inc.

childrensfundofschoolpsychology.org

**Service Grant Application Cover Sheet**

**Revised: September 2019**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Practicing school psychologist? \_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_\_No**

**School district in which you are employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Retired school psychologist? \_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_\_\_\_ No**

**School psychologist intern? \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_ No**

**Location of internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title/Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Number of children/youth expected to be served by this grant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funds requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**An applicant for a Service Grant must be a current member of the Children's Fund of School Psychology, Inc. Service Grants may be funded for amounts ranging from $500 to $1,500. In a given fiscal year, a member may apply for only one grant. This includes all types of grants, not just service grants.**

APPLICATION PROCEDURES

The Children's Fund of School Psychology, Inc. (CF) is a private, nonprofit, charitable organization. One of the major objectives of the Children’s Fund is to support projects designed to provide direct services that relate to the mental health, education, or development of children and youth. Hands-on projects that include children or parents as participants are required and must be consistent with the purposes and priorities of the Children's Fund of School Psychology, Inc.

 The purpose of the Children's Fund of School Psychology, Inc. is to:

(1) Advocate for the essential rights and welfare of all children and youth.

(2) Embrace individual and group differences in children and youth based upon gender and diverse ethnic, cultural, language and experiential backgrounds.

(3) Promote learning environments that facilitate optimal development.

(4) Produce effective interventions that address both learning and social/emotional issues that impede a child’s success and happiness.

*Characteristics of Awards*

Awards may be made in any amount up to $1500 for twelve (12) months, during which time the project should usually be completed or be in the final stages. The awards are distributed in two installments; the first is for one third to one-half the amount requested or the amount that is needed for “start up” costs; the second installment is paid when the project is completed and or when final receipts indicating the use of the grant monies are submitted. Other arrangements for reimbursement may be made at the discretion of the Board of Directors. When the project is completed, an article for the newsletter of the Children's Fund of School Psychology, Inc. must be submitted as well. The funds should be used within one year of the approval date of the project; however, grants may be carried over beyond one year if necessary with prior approval of the Treasurer of the Children's Fund of School Psychology, Inc. Applicants must be school psychologists (generally practitioners or students who are in the internship year of their graduate program) and must be members of the Children's Fund of School Psychology, Inc. Applicants may be individuals, groups, schools, institutions of higher education, and public nonprofit agencies. Multidisciplinary efforts are also encouraged. Directors of the Children's Fund of School Psychology, Inc. are not eligible to receive a Service Grant. In the case of family members of a Director applying for a grant, that Director shall abstain from reviewing and voting on the application.

*What Types of Projects May be Funded?*

 • Direct instruction in the classroom, such as a social skills program or a social communication training program or a conflict resolution program are appropriate for funding. (Please note that the costs for academic curricula and/or textbooks will not be funded as this type of funding is the responsibility of the local school district).

• Mental health education that is either classroom-based or school-wide, such as projects that address bully prevention, suicide prevention, etc., is also eligible for funding.

*When Can I Submit My Application?*

The application process is ongoing and applications may be submitted at any time. The application for funding consists of a written description and plan for the project.

**The application packet includes the following:**

*Cover Sheet*

The cover sheet includes pertinent demographic information as well as an abstract that summarizes the purpose and description of the project and how the project will positively effect and directly involve children or parents.

*Project Narrative*

The narrative of the project should be limited to ten typed, double-spaced pages that contains the following sections:

*Purpose and objectives of the project*

This statement should indicate the purpose of the project, how it is consistent with the purpose(s) of the Children's Fund of School Psychology, Inc., why the project is being proposed, and how it will affect the lives of children. Projects should be aligned with the Children's Fund's mission regarding the provision of high quality educational, social and mental health services to children.

*Methods and procedures*

This statement should describe the procedures that you will use, how many children will be included in or affected by the project, and from what source you will draw your children. Please include a statement of how the rights of children and parents will be protected or ensured, and whether your project will need to be submitted to a Human Subjects Committee for review. If such a review is needed, please include the documentation with your application.

*Intended outcomes*

What do you hope will happen as a result of your project? How will you determine if the project was successful? How will you measure the outcome? This section should include information about data collection both - pre and post implementation of the project.

*Timetable for completion of the project*

When do you expect to complete the project? If applicable, indicate a timetable for specific activities.

*Budget*

This statement should include a breakdown of the costs of materials and supplies for your project. Please note that administrative costs, academic curricula and textbooks, salaries, travel, meals and lodging are not included in the funding by the Children’s Fund of School Psychology, Inc. grants.

*Sharing of Information*

 The Directors of the Children's Fund of School Psychology, Inc. are interested in knowing that you will be sharing information about the project within your local community. Please include a statement indicating what media sources you will use for publicizing the project (e.g., school newsletters, local radio/TV stations, newspaper, etc.) and that the funding was provided by Children's Fund of School Psychology, Inc. You must also agree to write an article describing your project for the Children's Fund's quarterly newsletter.

 *Letter of Support*

 Please include at least one letter of support for your project from supervisors, administrators, colleagues or others in the field who can indicate the expected value of the project that is being proposed. If the project will be done in a school district, a letter of support from an administrator must be included. Applications must be submitted electronically including the letters of recommendation to the person indicated below.

*What Should I Include with the Application?*

This is your checklist before submitting your application:

\_\_\_\_ An introductory cover letter

\_\_\_\_ The application cover sheet

\_\_\_\_ The completed application as discussed above

\_\_\_\_ Evidence Review by the Human Subjects Committee (if applicable)

\_\_\_\_ The letter of support as described above.

\_\_\_\_ Your agreement to submit an article to the Children's Fund newsletter and local newspaper

\_\_\_\_ Be a current member of the Children’s Fund of School Psychology, Inc.

*Review of the Proposal*

Only complete applications will be reviewed by the Directors of the Children's Fund. Initial screening of the application to determine if it is complete will be done by the Service Grant Chair. Next, your application will be sent electronically to the full Board of Directors for review and evaluation. The Directors will be looking for information that is very specific so that the purpose and project are clearly understood. This is especially important in the budget section so that the Directors will have a clear indication of how the funds are being used. If your project has multiple sources of funding, it is helpful in the review process if you indicate what areas of the project will be supported by these other sources and which areas are covered by, and meet the guidelines of the Children’s Fund of School Psychology, Inc. grant. If the Directors have any questions about your proposal, you will be contacted for clarification so that the decision can be made without undue delay. Applicants will be notified immediately following action by the Board of Directors.