

## Mini-Grant Procedures/Details

The KAPS Mini-grant opportunity was established in 2015. It will be offered in odd years only, providing interest and funding is available. In keeping with KAPS Mission and Vision statement, this mini-grant opportunity was established for KAPS members to apply for to expand their scope of practice in accordance with the NASP Practice Model. Awardees will use funds to build capacity for school psychology role expansion in the schools in which they work.

1. Applications will be available on the association website for download and offered at the annual fall conference.
2. Grant submission timelines: New grant applications will be accepted in **odd years only**. Applications will be available at kapsonline.org and at the fall conference during these years. Applications should be mailed or emailed to the KAPS Elections and Awards Committee Chairperson on or before the deadline posted to the website. Applicants will be notified within 3 weeks after the final application date by email of letter (in this document) if awarded.
3. Per KAPS Operations Manual, grant awards will be chosen by the members of the Elections and Awards Committee. This committee has discretion on number of awards, providing amount of funding available.
4. KAPS Treasurer and finance committee will advise the EAC Chairperson of the amount of funding allotted in odd years for this endeavor.
5. Awards will be for no more than \$800. If the applicant serves in a Federal Promise Zone, or can provide documentation that their district is a 75%+ Free and Reduced Lunch population, they may apply for no more than \$1200.
6. Awardees are required to submit a proposal to present their project at the following KAPS conference after receiving award. It is also required that awardee apply to present to similar organizations such as, Exceptional Children's conference, KPA, KSCA, etc.

# KAPS Mini Grant Application

- *Due on or before December 1<sup>st</sup>, 2017* -

1. **Goals of the project: (20 points) 150 words max.**

This section should include goal(s) the applicant wishes to achieve with 1-3 benchmarks or objectives to meeting the goal(s).

2. **Project description/objectives: (25 points) 350 words max.**

Applicants should describe their plan for role expansion, including description of need, demographics/populations served, how these relate to the goal(s) stated above, and include an statement of why applicant chose this area of role expansion as it relates to the population they serve and the NASP Practice Model and KAPS mission statement, e.g., evidence based intervention for population targeted, materials needed to purchase, specific training needed, etc. NOTE: Mini-grant opportunities will likely not be funded to purchase items that are generally accepted or perceived to the responsibility of the School Psychologist's employer, e.g. IQ testing materials or usages, computers, etc.

3. **Timeline (15 points) (graphics welcome here, e.g. chart, graph, etc.), 200 words max.**

Applicants should include a timeline of when supplies will be purchased, training received, benchmark data collected, etc. including a beginning and end date of services provided to students, staff, and/or KAPS members.

4. **Project Evaluation (25 points) 250 words max.**

Applicants should provide a brief description of how they will evaluate their progress toward goal attainment. They should provide the measure of how they will know if their work was successful.

5. **Project Budget (15 points) 100 words max. Can be an itemized list**

Include a brief description of materials, expenditures, resources, etc. needed to purchase for successful implementation of this program. Awards will be for no more than \$800. If the applicant serves in a Federal Promise Zone or can provide documentation that their district is a 75%+ Free and Reduced Lunch population, they may apply for no more than \$1200.