

2018

United Way of Central Indiana
**HUMAN SERVICES
PROFESSIONAL
RENEWAL PROGRAM**

2018 Guidelines and Application Information

Application deadline: Noon on Friday, May 11, 2018

Funded by a grant from Lilly Endowment Inc.

Information sessions held at United Way

Tuesday, April 10, 8:30 a.m.

Tuesday, April 17, 3:30 p.m.

R.S.V.P. to Chris Dunn, Executive Assistant for Community Impact and
Public Policy Vice-Presidents

(317) 921-1287 or chris.dunn@uwci.org

We've Moved!

Our new address is 2955 N. Meridian Street, Suite 300



United Way of Central Indiana HUMAN SERVICES PROFESSIONAL RENEWAL PROGRAM

Giving back to those who
serve our community

INTRODUCTION

United Way of Central Indiana (UWCI) has created the Human Services Professional Renewal Program to provide hard-working, dedicated human services professionals with an opportunity to **regenerate and reinvigorate themselves**, so they can bring fresh ideas and energy to the human care business.

Up to 25 grant award winners will receive up to \$10,000 to implement their individually designed plan for personal and professional renewal. UWCI hopes this program will encourage human services professionals to remain committed to their profession, while increasing community attention on the hundreds of professionals who serve our community's most vulnerable residents.

Applications are due online by noon on Friday, May 11, 2018. Applications received after the deadline will not be eligible. Incomplete applications will be ineligible. Applications not submitted according to the instructions will be ineligible.

ELIGIBILITY

Eligible human services professionals must:

- Be an employee of UWCI, a UWCI agency, or an invited human services organization that is actively engaged in a UWCI collaborative activity; AND
- Have been employed eight (8) or more consecutive years by a human services nonprofit agency as of the application deadline; AND
- Have been employed by their current organization five (5) or more consecutive years as of the application deadline; AND
- Serve clients in the UWCI area of service (Boone, Hamilton, Hancock, Hendricks, Marion and Morgan counties); AND
- Intend to remain in human services work and at their agency for at least two (2) years after the renewal experience.

Applications must be approved by the organization's executive director. If the applicant is the executive director, board chair approval is required. There is no limit on the number of applicants from each organization.

It is expected that recipients who take a leave of absence will return to their place of employment upon completion of renewal activities.

Applicants must use their award by November 30, 2019, and are expected to participate in a follow-up seminar where activities and knowledge gained from the experience are shared. Recipients will complete interim and final reports detailing expenditures, activities and how their learning increased because of the grant. Previous winners are not eligible for a renewal grant.

AWARD AMOUNTS

Up to 25 individuals will each be awarded up to \$10,000 to implement their renewal plans. Recipients must enter into a written agreement with UWCI, which states the rights and obligations of both parties. Renewal funds cannot be used for coursework toward completion of a degree. Any unused funds must be returned to UWCI upon completion of award activities.

The grant award is considered taxable income. Each recipient will be required to complete an IRS W-9 form (Request for Taxpayer Identification Number and Certification), so the Statement of Income (IRS 1099 form) can be issued in January. Recipients will be responsible for paying federal, state and local taxes on this grant income. Recipients may allot up to 25 percent of their requested grant total for paying their tax liability. Any grant amount set aside to cover the tax liability must be shown in the grant budget. If the tax liability for this grant exceeds \$2,500, the recipient is responsible for the tax balance.

An organization may request a supplemental grant of up to \$5,000 if it can demonstrate the necessity to hire substitute staff in order for the applicant to participate in the renewal program. **The supplemental grant application is also due online by noon on Friday, May 11, 2018 (see page 4).**

POSSIBLE RENEWAL ACTIVITIES

It is expected that recipients will use their grant to take time away from the regular routine of their jobs. Award decisions will be based upon need for renewal and how activities will provide needed renewal. **Possible activities may include, but are not limited to, the following examples:**

- Retreat(s) that offer a real break from the routine.
- Experiences of total recreation or relaxation that include a focused renewal plan.
- A self-directed, but well-organized, study program. Applicants needing renewal may need to advance their learning, so they can move to the next level of the professional career.
- Seminars, workshops or other educational opportunities that advance learning and technical skills to enhance delivery of human services and help recipients feel renewed.
- Activities that will spark new program design and development, such as visiting programs in other communities that represent best practices.
- Ineligible: Improvements to the interior or exterior of homes or offices, including yards and house cleaning services.

Preference will not be given to any of these examples. They are listed solely as illustrations of what might be done.

EXAMPLES OF PREVIOUSLY FUNDED RENEWAL ACTIVITIES:

- Traveling to Peru to renew family ties and enjoy the culture
- Exploring caves around the U.S.
- Taking National Geographic photography workshop
- Taking a 3-week Tuscan culinary adventure
- Visiting family members who make quilts and making family oral history video
- Taking a family vacation to Morocco to learn more about its ancient history
- Attending Costa Rican quilting retreat
- Taking scuba diving lessons and traveling to Costa Rica to dive and relax
- Taking European music tour to attend lectures and concerts and play organs
- Visiting Kenya to learn more about elephants
- Taking a Nepalese pilgrimage to visit holy sites
- Taking a Maine North Woods hiking and sea kayaking tour
- Taking a Bali yoga journey
- Visiting Slovenia to explore family heritage
- Visiting London to see Shakespeare's Globe Theatre and Shakesperian sights

APPLYING FOR THE RENEWAL GRANT

The online application can be found at: www.uwci.org/hspgrant. **Application deadline: noon on Friday, May 11, 2018.** Below are the questions included in the online application. You must submit your application online.

Part I - Cover page

- Name
- Home address (city/state/zip)
- Home phone
- Date of birth
- Employer
- Position in organization/work title
- Brief description of your current job responsibilities (500 Characters)
- Work address
- Work phone
- Work email
- Total number of consecutive years at current employer as of May 11, 2018
- Month/day/year employment began at current employer
- Total number of years in human services and positions held – include organization(s) you worked for, work title(s), and dates of employment in each position (Example: Senior Agency, Director of Social Work, 2008-10)

Part II - Description of Proposed Renewal Activity

Proposals should include sufficient detail to demonstrate the experience is well-thought through and planned out.

- Why do you need this renewal opportunity? (Describe what is occurring in your professional life that causes you to need renewal.) (3,500 Characters)
- What is the goal(s) of the experience and what specific activities will you engage in to accomplish this goal? (3,000 Characters)
- What is the timeline of your activities? (750 Characters)
- How will this experience renew you personally and professionally? (1,200 Characters)
- If you plan to use grant dollars to pay for someone else's expenses, explain who they are and why they are integral to your renewal experience. (850 Characters)
- What follow-up activities might you anticipate for the year following completion of the renewal experience? (750 Characters)

Part III - Budget – Each grant will be made for up to \$10,000. Detail all anticipated expenditures. All expenditures must be integral to the renewal process. Expenditures may include, but are not limited to:

- Tax liability (Up to 25% of the total request. If your request is less than \$10,000, multiply renewal costs x 0.333 to get allowable tax liability.)
- Stipend for yourself (only to cover lost salary or pay – cannot be used if you are taking paid vacation time)
- Transportation and lodging
- Educational materials/courses
- Supplies
- If the trip cost will exceed \$10,000, please indicate how you will spend the \$10,000 in grant funds

Please note:

- A miscellaneous line item cannot exceed \$100 either in the original proposal, revised budget or final report.
- If purchasing equipment (e.g., camera, laptop, musical instrument, etc.), the equipment total cannot exceed \$1,000 AND the equipment must be listed in the original proposal budget. It cannot be added after the renewal grant is approved.
- If a grant recipient does not follow the budget listed in the grant agreement or a revised budget that has been approved by UWCI in writing before expenditures are made, recipients will be expected to pay back the grant dollars that were not spent as approved.

REVIEW PROCESS AND TIMELINE

Applications will be reviewed by a team of individuals with human services and human resources experience. Applicants will be notified by Friday, August 31, 2018, by email or phone.

Contact information

Questions concerning the Human Services Professional Renewal Program should be directed to:

Julie Koegel
julie.koegel@uwci.org
(317) 293-7006

or

Chris Dunn
chris.dunn@uwci.org
(317) 921-1287

AGENCY SUPPLEMENTAL GRANT

An organization may request up to \$5,000 if it can demonstrate the necessity to hire substitute staff in order for the renewal grant applicant to participate.

(Note: An organization can receive only one (1) supplemental grant.)

Application Process

The supplemental grant application can be found at: www.uwci.org/hspapp

Below are the questions included in the online application. You must submit your application online by noon on Friday, May 11, 2018.

Part I - Cover page

- Organization name
- Organization address
- Organization executive director
- Executive director phone number
- Executive director email
- Name of renewal grant applicant
- Total amount of supplemental grant requested
- Summary of grant request

Part II - Need for Supplemental Grant

Proposals should include sufficient detail to demonstrate the renewal grant applicant is in a position that will require hiring substitute staff. *Note: This proposal must be consistent with the applicant's proposal.*

- What are the renewal grant applicant's current job responsibilities?
- Why are these responsibilities critical to the organization?
- What kind of substitute staff will the organization hire?
- What will be the substitute staff's responsibilities?
- How many hours per week or month will the substitute staff person(s) work?
- If you do not receive a supplemental grant and the renewal grant applicant from your agency receives a renewal grant, how will you handle her/his job responsibilities?

Part III - Budget

Each supplemental grant will be made for up to \$5,000. Detail all anticipated expenditures related to the substitute staff.

Applicants will be notified by Friday, August 31, 2018.



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of Central Indiana**

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