

IASGW Community-Based Group Counseling Grant

****Process and Procedure****

Purpose: This grant supports projects that enhance ethical and professional standards in group counseling and address the diverse needs of communities statewide. Applications will be assessed based on how well they adhere to ethical guidelines, their feasibility, potential community impact, and innovative approaches. The goal is to promote professionalism, inclusivity, and excellence in group counseling practice across Illinois.

Amount: Up to \$500

Eligibility:

- Independently licensed mental health professional
- Applicants must IASGW division members in good standing during funding period.
- Board members are eligible
- One submission per year
- Award recipients will be eligible every year.
- All applicants must adhere to ethical codes and local laws, as applicable.
- Timeline:
 - **Submission periods open November to February 15 (and March to August 15)**
 - **Notification by April and October (fall awardee requested to attend ICA conference to receive check)**
 - **Final report due June 15 and November 15 of following year**

Additional Requirements:

- Recipients will be asked to submit a description of how they benefited from receiving grant funds as well as how the community will benefit.
- Recipients will be required to submit an article to ICA CONTACT magazine, a peer reviewed journal, or a proposal for a workshop at ICA Conference within one year of completing their grant activity and in which they clearly state that their work was funded by the IASGW.
- Recipients must indicate that IASGW is grantor when speaking about grant activity publicly or in professional settings.

Funding: Funds will be disbursed after receipts are submitted to the IASGW Treasurer. Consideration will be made for applicants who are not in the financial position to pay up front. Grant funds must be used, and all receipts must be submitted for reimbursement by **May 30 or October 31** of the following year.

Note: Not all applications will be funded. If a grant is funded, there is no guarantee that it will be funded up to the amount requested. The number of and amount of grants awarded will be at the discretion of the grant award service committee based on the number of applicants, quality of proposals, adherence to mission, and available funds.

Application Process:

1. **Complete “Grant Application Information Form”** - ensures blind review process
 - Shareable link: <https://forms.gle/p2rRoqxqR9vjA4HL8>
 - Information captured:
 - Eligibility Verification
 - Contact Information
 - Unique Identification
2. **Complete “Grant Proposal Form”**
 - Shareable link: <https://forms.gle/4FokxNBWeh5iYxRb6>
 - What information does it capture
 - Grant proposal details
 - Promotion of Ethical and Professional Standards
 - Implementation Plans
 - Evaluation Plan
 - Budget Information
 - Sustainability and Future Impact
 - Confirmation message: *Thank you for your time and consideration. Your response has been received. IASGW grant recipients will be notified of any next steps using the contact information provided in the Application Information Form.*

Evaluation Criteria for Grant Proposals:

- Application reviews will be blind. Reviewers will rate using a likert scale based on:
 - Relevance and Need
 - Promotion of Ethical and Professional Standards
 - Project Design and Feasibility
 - Impact and Innovation
 - Evaluation and Sustainability
 - Budget Justification
- If there are proposals with equal high scores, the chair will determine which applicant(s) will be awarded grant funding.

Blind Review Process

- Set Up Blind Review Access
 - Responses to the Applicant Information Form and Grant Proposal Form will automatically be saved to their respective Google Sheet

- Only the Service Committee Chair or a designated individual has access to the Applicant Information Form.
- Above individual must check applicants for eligibility:
 - ICA member AND IASGW member
 - Independently licensed in Illinois in good standing
 - Has not already applied this calendar year
- Conduct the Review
 1. Distribute Grant Proposal Responses
 - Secretary Noe noesc.business@gmail.com
 - Treasurer Laura labdoyle@comcast.net
 - Past president Kimberly kim.thomas224@gmail.com
 - Past past president Anna marie anna.yates@nl.edu
 2. Review Proposals
 3. Collect Evaluations via “Blind Review Evaluation” Google Form
- Match Proposals to Applicants
 - After the review is completed, the Service Committee Chair will use the unique identifiers to match proposals with the applicants' details from the Applicant Information Form.
- Inform Board Members
 - Notify members of the outcome and any next steps.
 - See email templates
- Inform Applicants
 - Double check spellings of names and programs
 - Notify applicants of the outcome and any next steps, using the contact information provided in the Applicant Information Form.
 - See email templates

Final Report Process

1. Service Committee Chair sends “Final Report for the IASGW Community-Based Group Counseling Grant” Pdf email reminder on **March 1st and September 1 and request receipts**
2. Share with IASGW Board