



INSSWA
INDIANA SCHOOL SOCIAL WORK ASSOCIATION

INSSWA MINI GRANT GUIDELINES

1. Mini-Grants will be made available to the regular membership of INSSWA, ranging in amount from \$100 to \$500. The grant request may be fully or partially funded. The number of grants given will be dependent on the availability of funds.
2. Applicants must hold regular membership in INSSWA and have an IDOE license.
3. Regular members may apply based on their practice needs, with priority given to those who have not previously received a mini-grant.
4. Mini-Grant programs and materials must provide direct service to students and/or their families. INSSWA will consider proposals which include, but are not limited to:
 - a. curriculum for counseling, classroom presentations, and/or school wide programs;
 - b. support of programs that strengthen your school social work services; support of parent/child development and family life programs

*No clothing or food may be purchased with grant monies.
5. Timeline:
 - a. All mini-grant applications are due to INSSWA by May 15th (for first semester) and October 15th (for second semester).
 - b. The INSSWA Mini-Grant Committee will review the applications within three weeks and make their recommendations to the INSSWA Board of Directors.
 - c. All applicants will be notified by July 1st (first semester cycle) and December 1st (second semester cycle) of the Board's decision. Notification information will be sent by the Board President or designee by email.
6. Mini-Grants will be disbursed by reimbursement. Grant monies will need to be expended and reported to the INSSWA treasurer by August 30th (first semester cycle) and January 30th (second semester cycle). If additional time is needed, the awardee is expected to contact the INSSWA treasurer.
7. Grant monies not expended by August 30th (first semester cycle) and January 30th (second semester cycle) of the same year the mini-grant was awarded will be returned to the INSSWA treasury, with the exception of those who have made prior arrangements with the INSSWA treasurer.
8. Grant recipients are expected to write a short descriptive paragraph about their program that will be posted on the INSSWA website (non-copyrighted information) by the end of the semester in which their program was implemented.
9. No mini-grant applications nor materials submitted with the application will be returned to the applicant.