

Grant Preparation Instructions

- Return one (1) original copy with all attachments and financial data. The remaining four copies should include the application pages only, pages 5-9 (plus attached detail).
- The only time a second application should be completed is to differentiate a capital project from a program project.
- Please <u>do not</u> put applications in binders, spiral bindings or folders. Due to the volume of applications, these are removed before the panel considers your grant.
- Please make sure all signature lines contain the signature of the duly appointed representative for your agency and the president of your board of directors. Applications from school systems must contain original signatures of the superintendent and school board president.
- Please make sure all required attachments appear with the original application. The application you submit will be final. Applications cannot be perfected upon appeal.
- The WHAS Crusade for Children forms contained herein <u>must</u> be used. Please <u>do not</u> create your own form and make sure the finished form is identical to the original.

DEADLINE - JANUARY 16, 2014

THIS APPLICATION MUST BE RETURNED TO THE CRUSADE OFFICE ON OR BEFORE 4:00pm (ET) FRIDAY, JANUARY 16, 2014

POSTMARKS ARE NOT ACCEPTABLE.

The person(s) responsible for preparing this application should carefully read all of the attached rules.

Full responsibility for the allocation of Crusade funds rests with the members of the WHAS Crusade for Children Advisory Panel. The members are:

Dr. Greg Earwood

Baptist Seminary of Kentucky, Lexington

Fr. Joe Graffis
St. Edward Catholic Church, Jeffersontown

Dr. Tom Mobley Nelson Christian Church, Bardstown

Rabbi Gaylia R. Rooks The Temple, Louisville

Dr. John Slider Breckenridge Chapel, Free Methodist, Louisville

Rabbi Stanley Miles Temple Shalom, Louisville

Father Tony Smith
Holy Spirit Catholic Church, Louisville

Dr. Charles Burton Second Baptist Church, Taylorsville

Dr. Kevin Smith
Highview Baptist Church, Louisville

Rev. Conrad Moorer Northside Church of Christ, Jeffersonville

Rev. Sally McClain

Retired - Edenside Christian Church, Louisville

Rev. Clay Calloway West Louisville Ministries Coalition



CRUSADE GRANT RULES

Grant Year - The grant year is from September 1, 2015 to August 31, 2016. Grants will be made only for programs or projects that can be completed in that time frame. Grants cannot carry over from one year to the next unless there are extraordinary circumstances.

Grant Scope

- Grants will be made only to programs implemented by non-profit agencies and organizations whose primary function is the treatment or education of children with special needs 18 and under. Grants will not be made to individuals or for the benefit of a single child.
- Grants are made for specific purposes and programs. Agencies must request approval to change the purpose of the grant. Any savings realized are to be returned to the Crusade for Children.
- Grants will not be made for projects that are of a research nature or are purely custodial in character.
- No grants will be made for programs the Advisory Panel deems to be directed at parents.
- Direct services to children with special needs, which may be mental, physical, medical and/or emotional are emphasized.

Geographical Consideration - Crusade grants must be spent entirely for children in Kentucky and Indiana. No part of a grant may be sent to a national headquarters with which a local agency may be affiliated. Whenever possible, grants to Kentucky agencies are made from contributions given by the people of Kentucky and Indiana contributions are allocated to agencies in Indiana.

Repeat Grants – Being awarded a Crusade grant one year does not guarantee the agency will receive further grants. Applications are studied individually and will be considered along with all other applications each year.

Public Accountability - The Advisory Panel insists that the public be kept informed about how contributions are used. When funds are used for building projects, purchase of vehicles or installation of equipment, the Advisory Panel requires that an appropriate marker be placed to identify them as gifts from the Crusade. (These markers are not paid for by Crusade grant funds.) The Panel also expects agencies receiving Crusade grants to credit the WHAS Crusade for Children in any publicity about those projects. If the funds are used to purchase equipment, vehicles or construction, please send a photo of the equipment, vehicle or construction along with a close up shot of how it is marked as being provided by the Crusade.

Vehicles - When buying a vehicle, the Crusade will not pay for insurance, license and transfer of title or any other expense connected with buying a vehicle.

Insurance - Equipment, buildings and vehicles purchased in whole or in part with Crusade funds MUST BE FULLY INSURED.

Buildings - Applications for building projects must include cost estimates based on an actual bid from an architect or contractor. Agencies receiving Crusade grants for remodeling or construction of a building must require the general contractor to post a performance bond as well as a bond covering payment to all subcontractors.

Grant Payments - When a grant is made, the money involved is retained by the WHAS Crusade for Children until its terms have been met by the applying agency. An AGENCY REIMBURSEMENT FORM must be accompanied by related vendor invoices. Agencies must pay all bills and then request reimbursement from the Crusade.

Salaries - Grants for salaries will be distributed no less than monthly. AGENCY REIMBURSEMENT FORMS must be filed with each reimbursement payment. The Crusade requires:

- 1. Accurate time sheets with hours worked and rate-of-pay or
- 2. Payroll registers/statements containing each person's name, payroll employee number, rate of pay and hours worked

The Crusade does not pay benefits or employer payroll taxes.

Grant Priority - Each year, more money is requested by agencies than is available. Therefore, the Advisory Panel will use these priorities to determine grant allocations.

- 1. Priority will be given to agencies serving children in Kentucky and Indiana counties where residents support the Crusade.
- 2. Second priority is given to agencies serving children in areas from which the Crusade receives no support.

The WHAS Crusade for Children does not pay for the following items:

- Administrative costs for an agency
- PR or public awareness campaigns
- Benefits or any portion of employee benefits
- Extended warranties for equipment of any type
- Taxes (the Crusade only funds tax exempt agencies who should not pay taxes)
- Shipping or freight expenses
- Travel expenses/Lodging
- Employee continuing education/training
- Installation
- Postage

Audit Requirements – These requirements must be met as outlined in the signature pages of the grant.

PART ONE

Si	ımmary Sheet Form
Α.	ORGANIZATION EIN/FEDERAL ID NUMBER: 61-6001316
В.	LEGAL NAME OF ORGANIZATION
	Jefferson County Public Schools
	DBA (if applicable): Assistive Technology Program
C.	ADDRESS: 502 Wood Road
	CITY: Louisville STATE: Kentucky
	COUNTY: Jefferson ZIP: 40222
D.	PHONE: (502) 485-3290 FAX: (502) 485-8986
	ORGANIZATION WEBSITE: www.jefferson.k12.ky.us
E.	TAX EXEMPTION STATUS 501(c)(3) Other than 501(c)(3). Please specify: Public School District Public School District
F.	CONTACT INFORMATION:
	Name of CEO or Executive Director: Dr. Donna Hargens
	Phone: (502) 485-3251 Email: donna:hargens@jefferson.kyschools.us
	Application Contact & Title (if not the CEO or Executive Director):
	Name: Becky Crump Title: Director of Resource Development
	Phone: (502) 485-3290 Email: becky.crump@jefferson.kyschools.us
G.	THIS APPLICATION IS FOR A GRANT OF \$ 168,810.00
Н.	HOW MANY CHILDREN WITH SPECIAL NEEDS WILL THIS GRANT SERVE IN THIS GRANT YEAR, IF AWARDED? 13,000
	KENTUCKY: INDIANA:

Grant Request Information

I. WHAT PROCESS DOES YOUR AGENCY USE IN DECIDING WHAT TO REQUEST? (i.e., peer or supervisory review, priority by classroom or department, etc.)

Materials requested are determined by considering the following: previously acquired items that have been successfully implemented; professional peer review of innovative software/equipment/technology; input from teachers & related service providers to help identify needs of students in the classroom; evidenced based practices.

J. PURPOSE: Summarize in 100 words or less <u>the purpose</u> for which this money is requested. (Additional detail should be attached to page 9 of application.)

The purpose of this request is to acquire specialized resources for students with special needs that facilitate success in the classroom (ex. accessibility equipment/solutions; augmentative communication devices; software). These items allow students with special needs to gain access to the core curriculum & demonstrate what they know. For example, a voice output device allows a non-verbal student to express what they have learned. Whereas many classrooms use traditional technologies to assist with teaching content. Students with special needs often require an innovative "bridge" to access the content when presented in a traditional manner. These specialized resources create that bridge.

K. BUDGET:

IOIAL ANOUNT	HER COMMON I STORY	

AMOUNT DECLIESTED. @ 120 040 00

ITEMIZE REQUEST LIST AND COST IN <u>AGENCY PRIORITY</u>:

1.	Accessibility Solutions	\$ 94,730.00
2.	Technology for Communication Disorders	\$ 26,780.00
3.	Software for Exceptional Education	\$ 47,300.00
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$

(Attach a detailed list with page 9 if requesting multiple items)

Organization Information

L	LIST THE KEY	SERVICES	YOUR AGE	ACY PROVIDES	S FOR	CHILDREN
	AND AGES OF	YOUR PRI	MARY CLIEP	NTS.		

1.	Accessibility Solutions	Ages	3-21
2.	Technology for Communication Disorders	Ages	3-21
3.	Software for Exceptional Education	Ages	3-21
4.		Ages	

M.LIST THE HOME COUNTIES OF CHILDREN YOU SERVE (If more than 10 counties, include in expanded detail section)

1.	Jefferson	6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

N. SOURCES OF INCOME: Complete the table below for the agency as a whole, based on most recently completed fiscal year.

Percentage		Funding Source
0.002	%	WHAS Crusade for Children
99.998	%	Government grants (federal, state, local)
0	%	Foundations
0 % Business 0 % Events (include event sponsorships)		Business
		Events (include event sponsorships)
0	0 % Individual contributions	
0 % Fees/earned income/tuition 0 % Workplace giving campaigns 0 % Other (Please specify:		Fees/earned income/tuition
		Workplace giving campaigns
		Other (Please specify:
100	%	TOTAL (must equal 100%)

Complete all sections

	T
Total special education budget:	\$ 131,667,747.00
Percentage of special education budget requested from the WHAS Crusade for Children:	.002 %
Total number of special education staff: (all positions)	1,970
Number of schools?	161
Percentage of special education budget derived from grants:	18 %
If the Crusade does not fully fund this project, will you proceed with the project? Yes No What are your fundraising plans for the Crusade in your community? If you choose "other", please explain: Employee fundraising campaigns and events per site include cash and check giving, as well as, payroll deductions and student collections.	If yes, explain: Items requested through the WHAS Crusade are prioritized and implemented to the extent funded. Payroll deduction Special events Corporate solicitation Other
If you receive a Crusade grant, how do you plan to make your community aware of this and its impact on your agency?	Explain: We will place an article /picture in the JCPS Monday Memo. All JCPS employees have access to the Monday Memo. The JCPS Board will accept the Crusade Grant at an official Board meeting.

PART TWO

EXPANDED DETAIL:

This section allows you to expand on your request. Attach additional pages to this page to further explain your grant request, *numbering your responses*.

- 1. Describe how your request meets the Crusade's mission: *To help children overcome physical, mental, emotional and medical challenges.*
- 2. In this application, you described in 100 words or less what your project entails. Now, attach expanded details of the project.
- 3. Attach a detailed list of every item you are requesting in the same priority you listed on page 6. Include quotes for all equipment requests.
- 4. Attach details of how you plan to measure the success or outcome of this grant.
- 5. If you received a Crusade grant last year, briefly describe the success of this grant. Explain outcomes and how they were measured. Please share specific examples of the impact this grant had on children who have special needs.

OKASTOFORM Rm_U-5-14

WHAS CRUSADE FOR CHILDREN

SIGNATURE PAGES

All applicants for a WHAS Crusade grant must read and sign each of the following. Failure to comply will result in disqualification of the application.

MUST HAVE ORIGINAL OR CERTIFIED ELECTRONIC SIGNATURES

1.	If a grant is awarded, your agency must agree to submit, on the dates required, a report on the status of the grant. An AGENCY REPORT form must be used.
	Agreed & understood (original signature)
2,	Grant money must be used by August 31, 2016 and requested for reimbursement by September 30, 2016 for the specific purpose listed in the grant. After that date, unspent funds remaining may be retained by the Crusade.
	Agreed & understood (original signature)
3.	If the project involves medical services, the agency must furnish medical professional or scientific opinion supporting its merits and needs.
	Agreed & understood (original signature)
4.	Any request from a medical school must be approved and bear the signature of the chairperson of that particular department and dean of the school.
	Agreed & understood (original signature)
5.	Any vehicle purchased entirely with Crusade funds may be used only for the transportation of children with special needs. If the vehicle is purchased with partial Crusade funds, the use of the vehicle to transport children with special needs will depend on the percentage of Crusade dollars awarded. The sign on the back or side of the vehicle must state "Funded by the WHAS Crusade for Children, Inc.", or "Partially funded by the WHAS Crusade for Children, Inc."
	Agreed & understood (original signature)
6.	If the project involves education or medical treatment of children, the agency must submit a brief sketch of the educational background and specialized training of the teachers, aides and other persons involved.
	Agreed & understood (original signature)

7.	Most college scholarships in special education are specifically for the preparation of special education teachers in the graduate field and for teachers involved in mainstreaming. Teachers receiving Crusade grants should sign a statement certifying financial need. CRUSADE SCHOLARSHIPS ARE GIVEN FOR THE BENEFIT OF CHILDREN, NOT TEACHERS SEEKING HIGHER PAY LEVEL JOBS. Requests for scholarships must include the approval of the dean of education.
	Agreed & understood (original signature)
8.	Only accredited schools in Kentucky and Indiana will be considered for a grant.
	Agreed & understood (original signature)
9.	Any request from a school or board of education must be approved (in writing) by the superintendent and the president of the school board.
	Agreed & understood (original signature)
10.	Agencies other than universities, colleges or schools must include signed approval of the application by the agency's board president and executive director.
	Agreed & understood (original signature)
11.	Your agency is expected to respect the Crusade requirement that property of any kind acquired with grant money be held and used only by the applicant for the non-profit purpose designated. It shall not be disposed of without written approval by the Crusade. If an applicant discontinues using the property for the described non-profit purposes, misuses a vehicle or other equipment for other than transporting or treating children with handicaps, or disposes thereof without the Crusade's written approval, the applicant agrees to refund in cash to the Crusade, IMMEDIATELY AND WITHOUT DEMAND, THE ENTIRE AMOUNT OF THE MONEY GRANTED REGARDLESS OF THE AGE OF THE VEHICLE OR PIECE OF EQUIPMENT.
	This action will be taken by the WHAS Crusade for Children with full publicity of the offending agency's misuse of funds donated by the public.
	Agreed & understood (original signature)

- 12. A copy of the agency's latest audit report is required. The audit must be in accordance with standard CAAP/GAAS, performed by a local, independent CPA and dated after December 2012. Audit requirements are as follows:
 - (1) for budgets over \$500,000 an audit is required every year; (public schools in Indiana will follow their state law audit guidelines)
 - (2) for budgets between \$251,000 and \$500,000 an audit is required every other year with an approved financial review the years between; and
 - (3) for budgets under \$250,000 an annual approved financial review is required.
 - 13. A complete IRS Form 990 must be included with all applications if the agency is required by federal law to file such a form. (Boards of education, for example, are exempt from this requirement.) For all others, the IRS 990 and audit report must cover the same fiscal period.
 - 14. A list of the agency's board of directors is required. The list must include names, addresses and each person's title (e.g. president, secretary).

	Secretary).
	Agreed & understood (original signature) Buchy Crump
15.	Your agency's chief operating officer (COO) and the president of your agency's board of directors must sign below approving the request and agreeing to maintain any items purchased with WHAS Crusade for Children funds. (School systems must have superintendent and school board president's approval. Colleges must have president and dean of school approval.)
	COO/Executive Director (original signature)
	Board President (original signature)
16.	A copy of the agency's most recent annual report, if one is published, is required.

NOTE - ONLY ONE COPY OF YOUR AGENCY'S AUDIT IS REQUIRED.

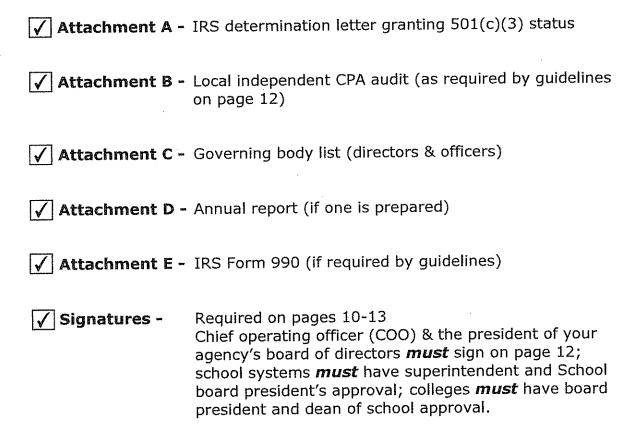
Agreed & understood (original signature) <u>Fuch Cruy</u>

PUBLIC ACCOUNTABILITY STANDARDS

1. I certify that the organization named in this application accounts for its funds in accordance with generally accepted accounting principles (GAAP) and was audited in accordance with generally accepted auditing standards (GAAS) by an independent CPA in the immediately preceding year. (Include the organization's most recently completed annual local independent audit. The audit must cover the fiscal year ending not more than 18 months prior to June 2013.) Name of Organization Jefferson County Board of Education Signature ______Title Superintendent OR I certify that the organization named in this application accounts for its funds in accordance with generally accepted accounting principles (GAAP). Since the organization's annual budget is less than \$250,000, the Crusade requires an approved financial review. Name of Organization

Manual Jefferson County Board of Education Signature ______Title Superintendent 2. I certify that the organization named in this application is directed by an active and responsive governing body whose members have no material conflict of interest and a majority of whom serve without compensation. Applicant's signature ______Title Superintendent 3. I certify that the organization named in this application is chartered/incorporated under a governmental entity. This entity or state is Kentucky Applicant's signature ______Title Superintendent Date this application was prepared: 01/12/2015

PLEASE USE THIS CHECK LIST TO MAKE SURE ALL REQUIRED DOCUMENTS ARE ATTACHED



Mail one (1) complete copy and four (4) copies of pages 5-9 (including your attached detail and explanations). Include only 1 copy of attachments A through E listed above.

Mailing Address:

Dawn Lee President & CEO WHAS Crusade for Children, Inc. 520 W. Chestnut St. Louisville, KY 40202

JCPS Assistive Technology Program Crusade Application 2015-16 Part Two – Expanded Detail

1. Describe how your request meets the Crusade's mission: To help children overcome physical, mental, emotional and medical challenges.

ECE Assistive Technology Center's request meets the Crusade's mission by helping students overcome their physical and mental challenges that are a barrier to accessing the curriculum. The grant affords the opportunity for customization to reach all students covering a spectrum of learning styles and impairments. Following the principles set forth by the Universal Design for Learning (UDL) approach, individualization ensures that all students have the opportunity to succeed. Special needs students having individual differences will have multiple means of acquiring information and knowledge, have a variety of ways to demonstrate what they know, and will be challenged appropriately to learn.

2. In this application, you described in 100 words or less what your project entails. Now, attach expanded details of the project.

This year's ECE Technology Center's request builds upon the proven successful technologies that have enabled special needs children the opportunity to reach their full potential. Much of the requested equipment and software is used in conjunction with software and/or equipment that already exists within the classroom. Accessible adaptations, age/content appropriate software, and augmentative communication devices customize the instructional approach to the curriculum. The Crusade grant offers an extension to the standard curriculum support materials provided by the Jefferson County Public School System. Many of the resources identified in this grant are selected to supplement existing district interventions currently being implemented throughout the district. For example, the SmartBoard continues to provide access to many students, but not all. We are seeking to provide access to the SmartBoard for those students that cannot access it in a traditional manner.

3. Attach a detailed list of every item you are requesting in the same priority you listed on page 6.

Accessibility Solutions: The assistive technology tools listed below allow students with physical and/or learning disabilities to access curriculum and produce hardcopy output.

Oty.	Item	Unit Price	Extension
1	Electronic Desktop Magnifier Units	\$3,000.00	\$3,000.00
8	Electronic Portable Magnifier Units	\$4,000.00	\$32,000.00
2	OrCam SmartCamera for Visually Impaired	\$3,500.00	\$7,000.00
4	Scientific Calculators for Visually Impaired	\$300.00	\$1,200.00
10	Noise Reducing Sensory Earphones	\$25.00	\$250.00
1	Macbook (for tablet device management)	\$1,700.00	\$1,700.00
1	Tablet/Mobile Device cabinet and charging station	\$3,000.00	\$3,000.00
20	Touchscreen Monitors	\$200.00	\$4,000.00
25	Single Button Mice for Primary Students	\$20.00	\$500.00
4	Headpods (for supporting students head in wheelchair)	\$500.00	\$2,000.00
8	Palpad Switches	\$50.00	\$400.00
3	Ultimate Switch with Gooseneck mount	\$180.00	\$540.00
20	Various Specialty Accessiblity Switches	\$200.00	\$4,000.00
20	Switch Mounting Plates for Various Specialty Switches	\$50.00	\$1,000.00
3	Dual Switch Latch and Timers	\$130.00	\$390.00

10	Battery Interrupters	\$15.00	\$150.00
20	Touchscreen Monitors	\$200.00	\$4,000.00
1	Tablet cabinet and charging station	\$3,000.00	\$3,000.00
1	Floor Stand Mount System for AAC equipment	\$1,100.00	\$1,100.00
15	Protective Cases for Tablet Devices	\$100.00	\$1,500.00
15	Tablet/Mobile Devices for Writing and Reading Access	\$600.00	\$9,000.00
1	Braille Embosser Printer	\$15,000.00	\$15,000.00
		TOTAL	\$94,730.00

Technology for Communications Disorders: Communication is not just about making your needs and wants known. It also includes being able to communicate knowledge of Common Core content and actively participate in classroom activities. The goal of the requested items is to empower and enrich the everyday lives of speech/language impaired children at every stage of education.

Qiy.	Item	Unit Price	Extension
15	Dynamic Display Communication Device Tablets	\$600.00	\$9,000.00
15	Protective tablet cases	\$100.00	\$1,500.00
20	Static Display Communication Device (2-8 cell)	\$350.00	\$7,000.00
20	Static Display Communication Device (9-20 cell)	\$200.00	\$4,000.00
30	Picture Exchange Communication Books	\$66.00	\$1,980.00
3	Tactile Symbol Voice Output Communicator	\$400.00	\$1,200.00
3	Illuminated Object Voice Output Communicator	\$400.00	\$1,200.00
10	Low Tech Eye Gaze Communication Board	\$20.00	\$200.00
1	STACS: Tactile Augmentative Communication System	\$700.00	\$700.00
		TOTAL	\$26,780.00

Software for Exceptional Education: The software selected provides access to the curriculum for students with special needs. Students learn to communicate, read, write, and perform academic functions in different manners. The software suggested helps students generalize their learning, communicate knowledge of core content, and enables practice of skills being targeted.

Qw.	Item	Unit Price	Extension
5	Volume App Purchase from Apple	\$1,000.00	\$5,000.00
10	Don Johnston's Co-Writer and Snap and Read Software	\$500.00	\$5,000.00
1	100 Copies of Boardmaker Online (3 Year Subscription)	\$34,000.00	\$34,000.00
5	Talking Typer for Windows for Visually Impaired	\$90.00	\$450.00
5	Dragon Naturally Speaking Speech to Text Software	\$170.00	\$850.00
20	Read and Write for Google Application	\$100.00	\$2,000.00
		TOTAL	\$47,300.00

4. Attach details of how you plan to measure the success or outcome of this grant.

A variety of techniques are used when measuring the success/outcome of the Crusade grant. One technique is teachers and related service providers keeping data on objectives directly from the IEP that utilize assistive technology for supplementary aids. Another technique is communication with ECE teachers and support staff regarding the implementation and effectiveness of assistive technology being utilized in the classroom. The third technique entails utilizing our inventory management system (ie. Library World) to track the amount and location of equipment/software being used.

5. If you received a Crusade grant last year, briefly describe the success of this grant. Explain outcomes and how they were measured. Please share specific examples of the impact this grant had on children who have special needs.

Last year the WHAS Crusade grant enabled the Assistive Technology Center to acquire a variety of materials that served many students throughout the district. Teachers and related service providers were able to utilize the materials and equipment received to provide specially designed instruction. Specially designed instruction helps all learners with various special needs learn and then demonstrate their own learning through use of supplementary aids and services. For example, the assistive technology department was able to outfit many students with newer technologies to communicate, read, write, and access the curriculum to create an equitable experience in the classroom. All of this is due to the generosity of the Crusade for Children Grant.

Outcomes that our ECE Assistive Technology Center was able to help students achieve include increased communication, improved reading and writing skills, and improved access to the curriculum. Outcomes were measured by related service providers keeping data on objectives directly from the IEP that utilize assistive technology for supplementary aids.

Specific examples of how the Crusade grant impacted children with special needs include the following: providing voice output communication devices for nonverbal students; providing magnification for students with visual impairments; providing speech to text for students with writing difficulties; providing text to speech for students with vision and/or reading difficulties; providing access to environmental control units via switches for students with physical impairments.