

**Crusade for Children Grant 2019-20****Grant Instructions****Grant Preparation Instructions**

**THIS APPLICATION MUST BE SUBMITTED TO THE CRUSADE OFFICE ON OR BEFORE 4:00pm (ET)  
FRIDAY, JANUARY 11, 2019**

- The mission of the WHAS Crusade for Children is to make life better for children with special needs by inspiring generosity with our community partners. For this grant, a demonstrable physical, medical, mental, or emotional need that is not experienced by the greater population, is considered a special need. Your grant must serve this population.
- The only time a second application should be completed is to differentiate a capital project from a program project.
- Please make sure all required attachments appear with the original application. The application you submit will be final.
- The person(s) responsible for preparing this application should carefully read all of the rules on the following page.

**Responsibility for the allocation of Crusade funds rests with the members of the WHAS Crusade for Children Advisory Panel and the WHAS Crusade for Children Board. The Advisory Panel members are:**

- **Dr. Greg Earwood**  
Retired - Baptist Seminary of Kentucky, Georgetown
- **Fr. Joe Graffis**  
Semi-retired - Archdiocese of Louisville
- **Dr. Tom Mobley**  
Louisville Bible College
- **Rabbi Emerita - Gaylia R. Rooks**  
The Temple, Louisville
- **Dr. John Slider**  
Breckenridge Chapel, Free Methodist, Louisville

- **Rabbi Emeritus - Stanley Miles**  
**Temple Shalom, Louisville**
- **Father Tony Smith**  
**St. Lawrence Catholic Church, Louisville**
- **Dr. Charles Burton**  
**Second Baptist Church, Taylorsville**
- **Rev. Conrad Moorer**  
**Retired - Northside Church of Christ, Jeffersonville**
- **Rev. Sally McClain**  
**Retired - Edenside Christian Church, Louisville**
- **Rev. Clay Calloway**  
**West Louisville Ministries Coalition**
- **Dr. Marian Taylor**  
**S. Frankfort Presbyterian Church, Shelbyville**
- **Rev. Daniel Corrie Shull**  
**Burnett Ave. Baptist Church, Louisville**

### **Crusade Grant Rules**

## **Crusade Grant Rules**

**Grant Year** - The grant year is from September 1, 2019 to August 31, 2020. 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 approved extraordinary circumstances.

### **Grant Scope**

- Grants will be awarded only to programs implemented by non-profit agencies, schools, and hospitals whose primary function is the treatment or education of children with special needs 18 and under. Grants will not be awarded to individuals or for the benefit of a single child.
- Grants are awarded for specific purposes and programs. Agencies must request approval to change the purpose of the grant. Any savings realized will be retained by the WHAS Crusade for Children.

- Grants are awarded to support salaries for persons who work directly with children with special needs and not to support any remuneration beyond salary (including travel, benefits, and training). Grants will not be awarded for salaries for administrative services.
- Grants must focus on direct services to children with special needs. Grants will not be awarded to requests that focus solely on parents, other family members, or are strictly research based.
- Grants that address the socio-economic special needs of children will be reviewed through the filter of the primary mission of the WHAS Crusade for Children to address the physical, medical, mental, and emotional needs of these children.

**Geographical Consideration** - Crusade grants must be spent entirely for children in Kentucky and Indiana. No part of a grant may be sent to an affiliated national headquarters. 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.

**Lending Equipment** - Grants awarded to provide equipment (to include animals) or services for an individual or a child's family must remain the property of the agency, school, or hospital. It can be loaned through an agreement for a designated period of time. At the end of the agreement, equipment must be returned or a new agreement established.

**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 should 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. The deadline for reimbursement requests is September 30, 2020.

**Salaries** - The Crusade does not pay benefits or employer payroll taxes. 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

**Grant Priority** - Each year, more money is requested by agencies than is available. Therefore, first priority will be given to agencies serving children in Kentucky and Indiana counties where residents support the Crusade.

**The WHAS Crusade for Children does NOT pay for the following items:**

- Overhead costs, such as administrative positions, postage, copies, etc.
- PR or public awareness campaigns
- Benefits or any portion of employee benefits
- Extended warranties or installation for equipment of any type
- Taxes (the Crusade only funds tax exempt agencies who should only pay limited or no taxes)
- Shipping or freight expenses
- Employee continuing education/training or travel expenses/lodging
- Personal items, such as food, t-shirts, costumes, etc.

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

I have read and agree to the Crusade Grant Rules:

Yes

**Contact Information**

**ORGANIZATION**

Is this the first time your organization has applied for a grant with the Crusade for Children?

Yes or No

No

Legal Name of Organization      Organization EIN / Federal ID Number  
 Spencer County Public Schools      616001367

Organization Type  
 Schools

DBA  
 (if applicable)

Address

**207 W. Main Street**

City	State	ZIP Code
Taylorsville	KY	40071

County
Spencer County

Phone	Fax
502-477-6787	502-477-6786

Web Address
www.spencer.kyschools.us

Tax Status
Public Foundation

Organization Mission Statement
Mission Statement: Spencer County Schools will go the distance for all students!
Vision Statement: Spencer County Schools will ensure all students reach their full potential through high academic standards empowering them to become highly effective individuals.

**CEO or Executive Director**

Prefix
Mr.

First Name	Middle Name
Charles	

Last Name
Adams

Phone
502-477-3250

E-mail
charles.adams@spencer.kyschools.us

**Application Contact & Title (if not the CEO or Executive Director)**

No Same as CEO or Executive Director

Prefix

Mr.

First Name

Middle Name

Robert

Todd

Last Name

Russell

Phone

502-477-6787

E-mail

todd.russell@spencer.kyschools.us

**Grant Information****Grant Information**Please indicate dollar amount you are requesting in this grant application:  
69500.00

How many children with special needs will this grant serve, if awarded?

Kentucky

521

Indiana

0

**Project Title**

Spencer County Public Schools WHAS Grant

**BRIEF PROJECT DESCRIPTION: Summarize in 100 words or less.**

The primary purpose continues to be an increased level of success demonstrated by students with special needs in academics and life skills. We strive to assist students in developing independent skills through the incorporation of technology and other resources in a collaborative environment that enhances special needs students' reading, writing, math, and behavioral/ social skills. These areas build the foundation to support student success in their education and future endeavors. Given the appropriate supports for the students and staff, all students can be successful. What we are requesting is to help build the foundation to support student success.

**STATEMENT OF NEED: Summarize in 100 words or less.**

Spencer County Public Schools is growing at a rapid rate. Along with this growth, we are serving more and more students with special needs. This growth makes resources for students to be tight and potentially sparse depending on the need of the student. The WHAS Grant allows us to get the necessary resources for our students in the quest of making them successful in and out of school. The requested resources will serve all of our special needs students in some way.

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

The Crusade's mission, "To help children overcome physical, mental, emotional, and medical challenges" is much like our own district ECE mission. In Spencer County Public Schools we have a team of professionals dedicated to providing services for students who need specifically designed instruction. Our goal is to help these children overcome their limitations and challenges in the hope that they will achieve at high academic levels and become productive citizens in society.

The items requested are going to be used to help children overcome their limitations and challenges. These items will not only allow students with special needs an opportunity to access the curriculum in all settings, but also provide our unique classrooms with needed resources for our students. With our quickly growing student population resources can be sparse for all students, but this grant is a much needed source to help our students.

**What age range will this grant serve?**

3 - 5

6 - 12

13 - 18

**Please choose which category best serves the population of children you are serving.**

Mental Challenges

Physical Challenges

Medical Challenges

Emotional Challenges

**Indicate the home counties of children you serve**

If more than 10 counties, include in expanded detail section below

Spencer (KY)

**List any additional counties served**

**Expanded Detail**

In the space below, include expanded details of the project. (1,000 word limit - approx. 2 pages)  
Spencer County Public Schools provides a wide range of educational services to students with a variety of disabilities, as defined in current eligibility guidelines set forth in the Federal (IDEA 2004) and State (KAR 7.07) Regulations. Our district provides services in the individual student's least restrictive environment, ranging from alternative school settings, to self-contained classrooms, to resource classrooms, and to collaborative services.

Our staff challenge each student to work towards achieving individual success. Teachers support student achievement in all areas, with a focus on incorporating the use of technology and other resources to promote independence and enhance fundamental reading, writing, and math skills. In addition, related service personnel collaborate with teachers to provide services for students to further develop the skills necessary to accomplish their individual education program goals.

Many of our students benefit from community based instruction and the most cost effective way to provide this to them is through the use of a district van. This community based instruction allows our students to better prepare for life after school. Thus would also allow us to meet the needs of our special education students in and out of the school building without scheduling conflicts.

The technology items requested through this grant will provide students and staff the necessary resources to enhance the educational experiences of special needs students. All of the items requested are difficult to purchase with limited funding and resources that are available to a small, rural district that is growing at a rapid rate.

**Organization Information**

**PROJECT BUDGET - Provide Amounts for Requested Area of Funding. Please put a 0 in fields that are not applicable.**

<b>Personnel Salary Costs:</b>	Total Salary Costs	Amt. Request from Crusade
	0	0

Percent - Personnel Salary  
Click calculator to calculate percent automatically  
0.00%

<b>Program/Project Costs:</b>	Total Program/Project Costs	Amt. Request from Crusade
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69500

Percent - Program/Project Costs  
Click calculator to calculate percent automatically  
100.00%

<b>Request - Capital Costs:</b>	Total Capital Costs	Amt. Request from Crusade
	0	0

Percent - Capital Costs  
Click calculator to calculate percent automatically  
0.00%

<b>University Scholarships:</b>	<b>Total Scholarship Costs</b>	<b>Amt. Request from Crusade</b>
0		0

Percent University Scholarships  
Click calculator to calculate percent automatically  
0.00%

<b>Sum Total Project Costs:</b>	<b>SUM of Total Project Costs</b> (Sum -Personnel, Project, Capital, Scholarships)
	69500.00

SUM of all Requested Costs (Sum-Personnel, Project, Capital, Scholarships)	69500.00
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### Itemized List of Project Costs in Order of Priority

Item 1  
Passenger Van(s)

Item 1 Amount  
30000

## Item 2 Technology

Item 2 Amount  
25000

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**Item 3**  
**Reading Programs****Item 3 Amount**  
**4000****Item 4**  
**Therapy Materials****Item 4 Amount**  
**7500****Item 5**  
**Alternative Seating****Item 5 Amount**  
**3000****Item 6****Item 6 Amount****Item 7****Item 7 Amount****Item 8****Item 8 Amount****Sum Itemized Amounts****Click calculator to sum Items 1-8**  
**69500.00**

**Smaller items may be grouped into categories. Provide details, quotes, and pictures for items listed above. If your request is more than 8 items, include additional items with your attachment. (Note: Choose file and then click upload.)**

Include all together as one PDF document.

**Explain how the success of this grant will be measured.**

Spencer County Public Schools measures individual student success through a variety of measures, including state, district, classroom, and individual assessments. Such assessment tools provide us with valuable information on progress as related to the integrity of core instructional programs and the instructional supports in place such as: technology and other resources.

Furthermore, individual student progress in achieving IEP goals and objectives act as an effective measure for determining the success of programs and supports selected for providing intensive instructional supports based on individual student needs. These student needs include, but are not limited to the physical, educational, and therapeutically supports requested as part of this grant.

**If you received a Crusade grant last year, briefly describe the success of the grant, including your outcomes and how they were measured. Please share specific examples.**

We received a grant in the amount of \$34,000 for the 2018/2019 school year. For this particular school year, the grant was based around our districts needs for an early interventionist to work with some of our youngest special education students in academic and behavioral areas. This grant has allowed us to use this individual to enhance the educational experiences of our youngest special needs students in Spencer County.

These resources that were provided through the WHAS Grant also allowed our special needs population an opportunity to access the curriculum in all settings. We want to thank the WHAS Crusade for Children for providing the necessary money to fund some of the projects that we needed so desperately in our rural, but rapidly growing county.

**Brief Organization Background**

Spencer County Public Schools is a district of roughly 3200 total students located Southeast of Jefferson County. Of those 3200 students, a little over 500 students have an IEP. The students with an IEP are served in many different areas that can range from reading, writing, math, or behavior support along with related service therapies that help them in the education setting. Spencer County Public Schools strives to "go the distance" for all of its students.

**Most Recent Year-End Organization Budget:**

Total Revenue	Total Expense	Net Income Amt
Click on Calculator for percent		
0.00		
Total Department/Agency Budget Amount		

**Explanation of Net Income Deficit or Surplus**

Percent of Budget derived from Grants  
Use whole numbers, do not use % symbol

Percent of Budget Derived from Fees  
Use whole numbers, do not use % symbol  
0

What percentage of your board contributes to your agency financially?

Use whole numbers, do not use % symbol

**How will your agency make the community aware of grant and its impact on community?**

Annually we write an article in the local newspaper, The Spencer Magnet. This article describes the collection process of the money for the Crusade by individuals within the community. It also discusses the awarding of the grant and how funds are used to benefit our students.

**What are your fundraising plans for the Crusade in your community?**

If you choose "Other" please explain below.

Payroll Deduction

Special Events

Other

Other

Roadblock collection and door to door collection by our Fire Departments.

**University Scholarships**

**Complete this Section *ONLY* if you are Requesting Funding for University Scholarships**

**Cost Per Hour:**

**Undergraduate Instruction**

**Graduate Instruction**

**Total Number of Students Currently Enrolled as Special Education Majors:****Undergraduate Students****Graduate Students****For Each Year, Provide the Total Number of Students Graduated from Program Certified to Teach Special Education**

2014      Bachelors

Masters

2015      Bachelors

Masters

2016      Bachelors

Masters

2017      Bachelors

Masters

2018      Bachelors

## Masters

### Sources of Financial Aid for Students Majoring in Special Education

### Number of Crusade Scholarships to be Granted

### Attachments

### ATTACHMENTS -- (Note: You must choose file and then click upload. We recommend you upload .pdf files.)

A copy of the agency's latest audit report is required. The audit must be in accordance with standard GAAP/GAAS, performed by a local, independent CPA and dated after December 2016. 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 board approved financial review is required.

FY20172018FASpencerCoAuditReport\_0.pdf

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.

IRS determination letter granting 501(c)(3) status

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).

Spencer County Board of Education.pdf

A copy of the agency's most recent annual report, if one is published, is required.

Your agency's Executive Director and the president of your agency's board of directors must submit written authorization on letterhead

approving the request and agreeing to maintain any items purchased with WHAS Crusade for Children funds. (School systems must have approval from the superintendent and school board president. Universities must have approval from the president and dean of school.)

When applicable, the agency must submit a brief summary of the educational background and specialized training of teachers, medical professionals and other persons who are involved in direct interventions for children with special needs.

### Signatures

**All applicants for a WHAS Crusade grant must read and agree to the requirements of this application. Failure to comply will result in disqualification of the application. Checking the box below each statement indicates agreement on the part of the applicant.**

If a grant is awarded, your agency must agree to submit a mid-year Agency Report Form and a final Agency Report Form on the dates required.

Yes

Grant money must be used by August 31, 2020 and requested for reimbursement by September 30, 2020 for the specific purpose listed in the grant. After that date, unspent funds remaining will be retained by the Crusade.

Yes

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."

Yes

Schools must be up-to-date with accreditation requirements.

Yes

The Crusade requires that property of any kind acquired with grant money be held and used only by the applicant for the non-profit purpose designated. Disposal of equipment requires 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.

Yes

**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; OR organizations with an annual budget less than \$250,000, a Board approved financial review replaces an audit.

Yes

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.

Yes

3. I certify that the organization named in this application is chartered/incorporated under a governmental entity.

Yes

Type the Name and Title of the Individual submitting this application.

Todd Russell