2021-2022 Crusade for Children Grant

1. Grant Instructions

<u>Grant Preparation Instructions</u>

THIS APPLICATION MUST BE SUBMITTED ONLINE ON OR BEFORE 5:00pm (EST) FRIDAY, JANUARY 15, 2021

Complications you encounter with online program will not be accepted as a reson to miss the deadline if you wait until January 15 to submit.

- 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. Permission must be obtained prior to submitting a second application.

- 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

- **Fr. John J. Stoltz**
  St. Aloysius Church

- **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**
  Semi-retired - Archdiocese of Louisville

- **Dr. Charles Burton**
  Second Baptist Church, Taylorsville

- **Rev. Jason Crosby,**
  Crescent Hill Baptist Church, Louisville

- **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

- **Rev. Harriett Akins-Banman**
  Centenary United Methodist Church, Sellersburg

2. Crusade Grant Rules

<u>Crusade Grant Rules</u>

Grant Year - The grant year is from September 1, 2021 to August 31, 2022. 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 15, 2022.

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 attachment pages of the grant.

I have read and agree to the Crusade Grant Rules:
Yes

3. Contact Information

Is this the first time your organization has applied for a grant with the Crusade for Children?
Yes or No
No

ORGANIZATION

Legal Name of Organization
Spencer County Public Schools

DBA (if applicable)
Only type in this field if DBA is SIGNIFICANTLY DIFFERENT from LEGAL NAME OF ORGANIZATION

Nickname
If your organization is approved to submit more than one grant, provide a Nickname that identifies each grant request,
i.e, UofL-Wiesskopf/STAR Program or UofL-Scholarships (MOST AGENCIES WILL NOT HAVE A NICKNAME)

Organization EIN / Federal ID Number   Tax Status
█████████████   501(c)3

        Organization Type
        Schools

Organization 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
        https://www.spencer.kyschools.us/

Agency Mission
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.

Brief Organization Background
Provide a brief background for your organization

Belief Statements:

* We believe in basing all decisions on what's best for students.
* We believe all students will learn at high levels.
* We believe in providing a safe environment.
* We believe all staff will positively impact students' individual academic achievement.
* We believe in partnering with parents and the community in service to our students.
* We believe in working collaboratively to develop a variety of instructional strategies, to design methods of assessment, and to provide feedback to students.
* We believe in challenging students to think critically and in promoting personal independence and social responsibility.

ORGANIZATION CONTACT: CEO, Executive Director or Superintendent

Prefix
Mr.

First Name   Middle Name
Charles

      Last Name
      Adams

Phone   E-mail
502-477-3250   charles.adams@spencer.kyschools.us

      Title
      Superintendent

APPLICATION CONTACT - This should be the person who submits the application and will be the main
contact for the Grant. (These fields must be completed, even if same as the Organization Contact.)

Prefix
Mr.

First Name   Middle Name
Robert   Todd

      Last Name
      Required Field
      Russell

Phone   E-mail
502-477-6787   todd.russell@spencer.kyschools.us

      Title
      Director of Special Education

2021-2022 Grant Information

1. REQUESTED AMOUNT: State the dollar amount you are requesting in this grant application.
50000

2. PROJECT TITLE
Technology based WHAS Grant 2021-2022

3. 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 everyday life. 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 support for the students and staff, all students can be successful. What we are requesting is to help build the foundation to support student success.

4. EXPANDED DETAIL: In the space below, include expanded details of the project. (1,000 word limit - approx. 2 pages)
Spencer County Public Schools provide 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.

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.

5. STATEMENT OF NEED: Summarize in 100 words or less why this grant is needed.
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 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.

6. Please choose which category best serves the population of children you are serving.
Mental Challenges
Physical Challenges
Medical Challenges
Emotional Challenges

7. What age range will this grant serve?
Click all that Apply
3 - 5
6 - 12

13 - 18

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

Number of Children in Kentucky
550

Number of Children Indiana
0

9. 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 specially 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 of 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.

10. Indicate the home counties of children you serve
If more than 10 counties, include in expanded detail section below
Spencer (KY)

5. Grant Details

Provide Amounts for the 4 Requested Areas of Funding.

1. PERSONNEL SALARY COSTS: Only complete this section if you are asking for salaries. If not, put a 0 in fields that are not applicable.

Total Salary Costs
Provide the total salary amount(s) for any person(s) you are requesting funding.
0

Salary Amt. Requested from Crusade
Provide the portion you are requesting from the Crusade.
0

Percent - Personnel Salary
This field will calculate automatically. Do not click.
0.00%

2. CAPITAL COSTS: Complete this section if you are constructing, renovating or improving your facilities.
    If not, put a 0 in fields that are not applicable.

Total Capital Costs   Capital Costs Requested from Crusade

Designated for construction projects. Total cost of construction/renovation/improvements

Provide the portion of the capital costs you are requesting from the Crusade.

0

0

Percent - Capital Costs
This field will calculate automatically. Do not click.

0.00%

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3. PROGRAM/PROJECT/EQUIPMENT COSTS: Complete this section if your purchasing equipment, supplies or requesting funding for program costs.
If not, put a 0 in fields that are not applicable.

Total Program/Project/Equipment Costs
Provide the total cost of program/project costs.

50000

Program/Project Amt. Requested from Crusade
Provide the portion of Program/Project Costs you are requesting from the Crusade.

50000

Percent - Program/Project Costs
This field will calculate automatically. Do not click.

100.00%

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4. UNIVERSITY SCHOLARSHIPS: Complete this section if you are an accredited University seeking funding for scholarships.
If not, put a 0 in fields that are not applicable.

Total Scholarship Costs
Provide the annual cost(s) of education for any person(s) you are requesting funding.

0

Scholarship Amt. Requested from Crusade
Provide the scholarship amount you are requesting from the Crusade.

0

Percent University Scholarships
This field will calculate automatically. Do not click.

0.00%

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5. Sum Total of All Costs in Areas 1-4 above (Personnel, Capital, Program/Project, University Scholarships)
The SUM of all Requested Costs should equal the dollar amount you are asking from the Crusade.

SUM of Total Costs
This field will calculate automatically. Do not click.

50000.00

SUM of all Requested Costs -
CLICK this field to populate all the Percent's in this section
THIS AMOUNT SHOULD EQUAL THE AMOUNT YOU ARE REQUESTING FROM THE CRUSADE.

50000.00

6. Itemized List of Requested Items in Order of Priority

Include itemized name for all requests, i.e., Item 1: Salary for two Speech Therapists, Item 2: Omnibed, Item 3. Capital costs to renovate hospital wing, etc.
Smaller items may be grouped into 1 category, i.e., Art Supplies (make sure you itemize all supplies in a spreadsheet and attach.)

Item 1
Technology

      Item 1 Amount
      50000

Item 2

      Item 2 Amount

Item 3

      Item 3 Amount

Item 4

      Item 4 Amount

Item 5

      Item 5 Amount

Item 6

      Item 6 Amount

Item 7

      Item 7 Amount

Item 8

      Item 8 Amount

Sum Itemized Amounts

This field will calculate automatically. Do not click.

THIS AMOUNT SHOULD EQUAL THE DOLLAR AMOUNT

YOU ARE REQUESTING FROM THE CRUSADE.

50000.00

7. This section allows you to expand on your request and provide details, quotes, and pictures (if available) for items listed above.
Keep in order of priority. If your request is more than 8 items, include additional items with your attachment.
Smaller items may be grouped into categories. If you ask for grouped items, i.e., Art Supplies, you must detail the request in a spreadsheet.

(Note: Choose file and then click upload.)

Include all together as one PDF document.

WHAS Request Details 2021.pdf

8. How will you proceed if the Crusade does not fully fund your grant request.

All items will be funded as finances allow.

9. 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/ supports selected for providing intense 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.

10. 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 $30,000 for the 2020/2021 school year. For this particular school year, the grant was based around technology. With the move to all virtual instruction due to COVID-19, the technology items were a life line in the service to our special needs students.

These resources that were provided through the WHAS Grant also allowed our special needs population an opportunity to access the curriculum in all settings as we spent some of our school year in-person and some virtual. 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.

11. Organization Budget: Based on your most recently *submitted* IRS Form 990. (Schools should use totals from their most recent District Audit.)

Total Revenue
(line 12 of your 990)

▬▬▬▬▬▬

Total Expense
(line 18 of your 990)

▬▬▬▬▬

Net Income Amt
CLICK THIS FIELD TO POPULATE AMOUNTS.

▬▬▬▬▬▬

Total 2020 Agency Budget Amount
Departments should report total department budget
Schools should report budget for special needs program
3136807

Explanation of Net Income Deficit or Surplus
Any income or deficit goes into or comes from reserve funds.

Percent of Budget derived from Grants
Use whole numbers, do not use % symbol
20.9

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
79.1

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12. How will your agency make the community aware of your grant award and its impact on community?
Annually we write an article in the local newspaper (The Spencer Magnet). The 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.

13. 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.

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6. University Scholarships

Complete this Section *ONLY* if you are Requesting Funding for University Scholarships
seeking Special Education Majors

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

2016   Bachelors

        Masters

2017   Bachelors

        Masters

2018   Bachelors

        Masters

2019   Bachelors

        Masters

2020   Bachelors   Masters

Sources of Financial Aid for Students Majoring in Special Education

Number of Crusade Scholarships to be Granted

7. Attachments

ATTACHMENTS -- (Note: You must choose file and then click upload. We recommend you upload .pdf files.
Each document name should begin with the years 2021-22 followed by name.)

1. A copy of the agency's most recently completed audit report is required. The audit must be in accordance with standard GAAP/GAAS, performed by a local, independent CPA and dated after December 2018. 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.

Name document 2021-22 Audit
2020-2021 Audit Spencer County.pdf

2. 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.
Name document 2021-22 IRS Form 990

3. IRS determination letter granting 501(c)(3) status
Name document 2021-22 501c3 Letter
IRS letter.pdf

4. 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).
Name document 2021-22 Board Members
Board of Education members.docx

5. A copy of the agency's most recent annual report, if one is published, is required.
Name document 2021-22 Agency Report

6. 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.) TWO SIGNATURES ARE REQUIRED.
Name document 2021-22 Authorization Letter

7. When applicable, the agency must submit a brief summary of the educational requirements and specialized training of teachers, medical professionals and other persons who are involved in direct interventions for children with special needs. MANDATORY for all schools and medical professionals.
Name document 2021-22 Education

8. 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. (March 15, 2022 and September 1, 2022)
Yes

Grant money must be used by August 31, 2022 and requested for reimbursement by September 15, 2022 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

9. 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 - Director of Special Education

WHAS Request Details 21-22

1. Technology Based Grant $50,000

    a.   Mini Laptops – Chromebooks or Lenovos (up to 50) $15,000

    Student use Chromebooks or Lenovos have been requested for our older students. The Chromebooks or Lenovos allow the student to sit in a chair and access educational software at their age or ability level. This will allow each student to have their own laptop during the class and the portability enables them to easily take it from place to place. These laptops also will enable us to set up mini labs so we can efficiently run reading and math technology programs for numerous grades.

    b.   Dell Laptops (up to 20) $20,000

    We have found the younger children & students with visual impairments work best on the full size screens and keyboards. We are currently using several laptops purchased by WHAS funds that are as many as 10 years old. As one can imagine (while they have served us well), speed and reliability are not descriptions we can use for these machines. Our school/district has purchased numerous software & online licenses for us to use: however we are experiencing a severe time loss issue while dealing with inadequate technology. Our student's do not have time to lose. The laptops have been more effective for our students in using such programs as I-Ready, Moby Math, My Reading Coach, etc.

c.   IPad Pro 12.9" display (10+/-) $10,000

IPAD's provide engaging technology that reaches many types of different learners. You are able to modify the content and task with the IPad to reach specific students on specific goals. The IPADs would increase the flexibility of use within the school setting, and make the technology available to a greater number of students. The 12.9" IPAD's have a larger screen that can be used with our visually impaired students.

d.   HP Color Printers (10+/-) $5,000

A lot of our printers are outdated and we need the ability to print wirelessly and in color from our mobile devices. We also have very few color printers, which is what we would like to purchase. These printers would be of a great help for our students in printing out research materials, reports, etc. since most of our ECE students do not have the capability of printing out items at home.