

California School Psychology Foundation

Mini-Grant Application

Introduction

The California School Psychology Foundation is a private, non-profit, charitable organization associated with, but independent of, the California Association of School Psychologists. The mission of the Foundation is to enhance and support the practice of school psychology through research, scholarships, and recognition of exemplary practices and programs. The mini-grant program has been developed to provide financial support for projects designed to provide direct benefit to students. Projects must include children as participants and should promote the development of positive assets in children and youth. Funds are not awarded for such things as consultants, salaries, or travel expenses.

The purpose of the mini-grant project is to *promote effective interventions that address both learning and social/emotional issues that impede a child's success and happiness while embracing individual and group differences in children.*

Grant funding is limited; thus, only one mini grant will be awarded per person/organization in a CASP fiscal year (or two calendar years) and pending completion of all mini-grant requirements. Mini-grants are reserved for California school psychologists who are members of CASP and plan to do their mini-grant project work in California.

The Board is most interested in projects **directly affecting the lives of children and/or their families**. All projects consistent with this purpose will be considered. Projects will be selected by a review committee, and awards will be based on merit and compliance with the program’s purpose.

Applications are due by August 31 of each year, with awards announced by October 1.

Characteristics of Awards

Awards may be made in any amount up to $1,500.00, with a maximum of $3,000.00 being awarded in any fiscal year. Awards over $1,000.00 will be made in two payments. Upon approval of the grant, one-half of the awarded amount will be made available to the winning applicants. The second half of the amount will be sent upon completion of the project and receipt of the evaluation and the CASP article.

# Application for Funding

**In order to be eligible to receive a mini grant, you must be a credentialed, full-time school psychologist at a California public school, and a member of the California Association of School Psychologists.** Applicants may be individual school psychologists or groups of school personnel, including a school psychologist. School psychology interns may also apply, under the supervision of his or her supervising school psychologist. However, the primary applicant must continue to be working at the school or district on whose behalf the application has been made during that school year.

The application for funding of a project will consist of a completed cover sheet and one-to-two page narrative. Applicants will submit the following to the California School Psychology Foundation:

1. Complete the Mini-Grant Application Cover Sheet.
2. In your packet, please submit a one-to-two page narrative that will:
3. Describe the project in detail and include the reason for the project, the specific methods or procedures, the intended outcomes and a timetable for completion. Applicants must show that the project is consistent with the purpose of the mini-grant program as outlined above.
4. Include a statement regarding how you plan to evaluate the project to determine if it has accomplished your intended outcomes.
5. Provide an itemized budget, including specifics of how the money will be spent. The budget should address if there are multiple funding sources and, if appropriate, if the project will continue once the Foundation monies have been expended.
6. Please consult the rubric used by the CSP Foundation Board of Directors to assist with your application. The rubric can be found here: <https://casponline.org/about-casp/csp-foundation/#minigrants>.
7. Letters of support/recommendation from at least two of the following:
8. Principal of the school at which the project would take place.
9. A pupil personnel services colleague who works at the school at which the project would take place or district/school coordinator.
10. A teacher at the school at which the project would take place.

Upon completion of your project, please send a brief summary, including the evaluation and outcome data to: CSP Foundation Board of Directors, C/O [kathyL@casponline.org](mailto:kathyL@casponline.org). Prepare the summary for publication in the summer issue of *CASP Today* or as a poster or paper presentation at the next CASP Convention.

Applicants should approximate this format as closely as possible to assure that the proposal contains the essential information to facilitate a thorough review.

California School Psychology Foundation

Mini-Grant Application Cover Sheet

Applicant(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational Agency(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone: (Office) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of Proposed Project: (About 75 words typed, please attach)

Signature(s) of Applicant(s)

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Send two copies of the completed application, narrative page and letters of support/recommendation to:

California School Psychology Foundation/Mini-Grant

3841 N. Freeway Blvd., Suite 100

Sacramento, California 95834

Or, email a copy to [kathyL@casponline.org](mailto:kathyL@casponline.org).