

United Way of Central Indiana

HSPRP

HUMAN SERVICES PROFESSIONAL
RENEWAL PROGRAM 2023



2023 GUIDELINES AND APPLICATION INFORMATION

**Application deadline:
Friday, May 12, 2023**

Funded by a grant from Lilly Endowment Inc.

Information sessions will be held virtually.

Pre-registration with Eventbrite is required at one of the dates below. Information sessions will be held virtually.

Thursday, 4/13 - 9:00 - 10:00 am

Monday, 4/17, 4:00 - 5:00 pm

Click on a date
for Eventbrite page

Contact Sarah Miller, sarah.miller@uwci.org
or 317-923-1466 x 217 for any questions

United Way
of Central Indiana



INTRODUCTION

United Way of Central Indiana has created the Human Services Professional Renewal Program to provide hard-working, dedicated human services professionals with an opportunity to **regenerate and reinvigorate themselves**, so they can bring fresh ideas and energy to the human care business.

Up to 25 grant award winners will receive up to \$10,000 to implement their individually designed plan for personal and professional renewal. United Way hopes this program will encourage human services professionals to remain committed to their profession, while increasing community attention on the hundreds of professionals who serve our community's most vulnerable residents.

Applications are due online no later than Friday, May 12, 2023. Applications received after the deadline will not be eligible. Incomplete applications will be ineligible. Applications not submitted according to the instructions will be ineligible.

ELIGIBILITY

Eligible human services professionals must:

- Be an employee of United Way of Central Indiana, or a United Way of Central Indiana accredited organization; AND
- Have been employed eight (8) or more consecutive years by a human services nonprofit organization as of the application deadline; AND
- Have been employed by their current organization five (5) or more consecutive years as of the application deadline; AND
- Serve clients in the United Way area of service (Boone, Hamilton, Hancock, Hendricks, Marion, Morgan, and Putnam counties); AND
- Intend to remain in human services work and at their organization for at least two (2) years after the renewal experience.

Applications must be approved by the organization's executive director. If the applicant is the executive director, board chair approval is required. There is no limit on the number of applicants from each organization.

It is expected that recipients who take a leave of absence will return to their place of employment upon completion of renewal activities.

Applicants must use their award by November 30, 2024, and are expected to participate in a follow-up seminar where activities and knowledge gained from the experience are shared. Recipients will complete interim and final reports detailing expenditures, activities and how their learning increased because of the grant. Previous winners are not eligible for a renewal grant.

A man with a beard and glasses, wearing a bright yellow rain jacket, is looking upwards towards a large, powerful waterfall. The scene is outdoors, with a cloudy sky and some birds flying in the distance. The waterfall is the central focus, cascading down a rocky cliff. The man's expression is one of awe and contemplation.

**GIVING BACK TO
THOSE WHO SERVE
OUR COMMUNITY.**

AWARD AMOUNTS

Up to 25 individuals will each be awarded up to \$10,000 to implement their renewal plans. Recipients must enter into a written agreement with United Way, which states the rights and obligations of both parties. Renewal funds cannot be used for coursework toward completion of a degree. Any unused funds must be returned to United Way upon completion of award activities.

The grant award is considered taxable income. Each recipient will be required to complete an IRS W-9 form (Request for Taxpayer Identification Number and Certification), so the Statement of Income (IRS 1099 form) can be issued in January. Recipients will be responsible for paying federal, state and local taxes on this grant income. Recipients may allot up to 25 percent of their requested grant total for paying their tax liability. Any grant amount set aside to cover the tax liability must be shown in the grant budget. If the tax liability for this grant exceeds \$2,500, the recipient is responsible for the tax balance.

An organization may request a supplemental grant of up to \$5,000 if it can demonstrate the necessity to hire substitute staff in order for the applicant to participate in the renewal program. **The supplemental grant application is also due online no later than May 12, 2023. (see page 7).**

POSSIBLE RENEWAL ACTIVITIES

It is expected that recipients will use their grant to take time away from the regular routine of their jobs. Award decisions will be based upon need for renewal and how activities will provide needed renewal. **Possible activities may include, but are not limited to, the following examples:**

- Retreat(s) that offer a real break from the routine.
- Experiences of total recreation or relaxation that include a focused renewal plan.
- A self-directed, but well-organized, study program. Applicants needing renewal may need to advance their learning, so they can move to the next level of the professional career.
- Seminars, workshops or other educational opportunities that advance learning and technical skills to enhance delivery of human services and help recipients feel renewed.
- Activities that will spark new program design and development, such as visiting programs in other communities that represent best practices.
- Ineligible: Improvements to the interior or exterior of homes or offices, including yards and house cleaning services

Preference will not be given to any of these examples. They are listed solely as illustrations of what might be done.

EXAMPLES OF PREVIOUSLY FUNDED RENEWAL ACTIVITIES

Traveling to Greece for a food and cooking trip

Exploring Israel during Holy Week

Traveling to Japan to visit family

Staying in over-water Bora Bora bungalow

Traveling to Australia to attend World Transplant Games

Traveling to Peru to renew family ties and enjoy the culture

Visiting family members who make quilts and making family oral history video

Taking a family vacation to Morocco to learn more about its ancient history

Taking European music tour to attend lectures and concerts and play organs

Visiting Kenya to learn more about elephants

Taking a Nepalese pilgrimage to visit holy sites

Learning to surf in New Zealand

Exploring caves around the U.S.

Visiting London to see Shakespeare's Globe Theatre and Shakesperian sights

Taking scuba diving lessons and traveling to Costa Rica to dive and relax

APPLYING FOR THE RENEWAL GRANT

Click [HERE](#) for the HSPR Grant online application. **Application deadline: No later than Friday, May 12, 2023.** Below are the questions included in the online application. You must submit your application online. You can submit a draft of your application to julie.koegel@uwci.org for review. Drafts should be submitted in a Word document and must be received by May 5, 2023.

Cover page PART 1	Description of Proposed Renewal Activity PART 2	Budget PART 3
<ul style="list-style-type: none"> • Name • Home address (city/state/zip) • Home phone • Age as of May 12, 2023 • Demographic Information • Employer • Position in organization/work title <i>(500 Characters)</i> • Brief description of your current job responsibilities • Work address • Work phone • Work email • Total number of consecutive years at current employer as of May 12, 2023 • Month/day/year employment began at current employer • Total number of years in human services and positions held – include organization(s) you worked for, work title(s), and dates of employment in each position (Example: Senior organization, Director of Social Work, 2016-2020) 	<p>Applications should include sufficient detail to demonstrate the experience is well-thought through and planned out.</p> <ul style="list-style-type: none"> • Why do you need this renewal opportunity? (Describe what is occurring in your professional life that causes you to need renewal.) <i>(3,500 Characters)</i> • What else is going on in your life that causes you to need renewal? <i>(1,000 characters)</i> • What is the goal(s) of the experience and what specific activities will you engage in to accomplish this goal? <i>(3,000 Characters)</i> • What is the timeline of your activities? <i>(750 Characters)</i> • How will this experience renew you personally and professionally? <i>(1,200 Characters)</i> • If you plan to use grant dollars to pay for someone else’s expenses, explain who they are and why they are integral to your renewal experience. <i>(850 Characters)</i> • What follow-up activities might you anticipate for the year following completion of the renewal experience? <i>(750 Characters)</i> 	<p>Each grant will be made for up to \$10,000. Detail all anticipated expenditures. All expenditures must be integral to the renewal process. Expenditures may include, but are not limited to:</p> <ul style="list-style-type: none"> • Tax liability (Up to 25% of the total request. If your request is less than \$10,000, multiply renewal costs x 0.333 to get allowable tax liability.) You will have to pay taxes on the grant amount. • Stipend for yourself (only to cover lost salary or pay – cannot be used if you are taking paid vacation time) • Transportation and lodging • Educational materials/courses • Supplies • If the trip cost will exceed \$10,000, please indicate the total cost and how you will spend the \$10,000 in grant funds <p>Please note:</p> <ul style="list-style-type: none"> • A miscellaneous line item cannot exceed \$100 either in the original application, revised budget or final report. • If purchasing equipment (e.g., camera, laptop, musical instrument, etc.), the equipment total cannot exceed \$1,000 AND the equipment must be listed in the original application budget. It cannot be added after the renewal grant is approved. • If a grant recipient does not follow the budget listed in the grant agreement or a revised budget that has been approved by United Way in writing before expenditures are made, recipients will be expected to pay back the grant dollars that were not spent as approved.

REVIEW PROCESS AND TIMELINE

Applications will be reviewed by a team of individuals with human services and human resources experience. Applicants will be notified by Friday, August 25, 2023, by email or phone.

Questions should be directed to:

Julie Koegel
julie.koegel@uwci.org
317-696-1933

or

Sarah Miller
sarah.miller@uwci.org
317-923-1466 x 217

**TIME TO REGENERATE
AND REINVIGORATE**



ORGANIZATION SUPPLEMENTAL GRANT

An organization may request up to \$5,000 if it can demonstrate the necessity to hire substitute staff in order for the renewal grant applicant to participate. (Note: An organization can receive only one (1) supplemental grant.)

Application Process

The supplemental grant application can be found [HERE](#)

Below are the questions included in the online application. You must submit your application online due online no later than Friday, May 12, 2023.

Part I - Cover page

- Organization name
- Organization address
- Organization executive director
- Executive director phone number
- Executive director email
- Name of renewal grant applicant
- Total amount of supplemental grant requested
- Summary of grant request

Part II - Need for Supplemental Grant

Proposals should include sufficient detail to demonstrate the renewal grant applicant is in a position that will require hiring substitute staff. Note: This proposal must be consistent with the applicant's proposal.

- What are the renewal grant applicant's current job responsibilities?
- Why are these responsibilities critical to the organization?
- What kind of substitute staff will the organization hire?
- What will be the substitute staff's responsibilities?
- How many hours per week or month will the substitute staff person(s) work?
- If you do not receive a supplemental grant and the renewal grant applicant from your organization receives a renewal grant, how will you handle her/his job responsibilities?

Part III - Budget

Each supplemental grant will be made for up to \$5,000. Detail all anticipated expenditures related to the substitute staff.

Applicants will be notified by August 25, 2023.



**EVERY
PERSON
HAS A
PURPOSE.**



United Way of Central Indiana

2955 N. Meridian Street

Suite 300

P.O. Box 88409

Indianapolis, IN 46208-0409

317-923-1466

uwci.org

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