



## REQUEST FOR PROPOSALS 2012 - 2013 MSPA PROFESSIONAL TRAINING GRANTS

### Purpose

The Maryland School Psychologists' Association (MSPA) Professional Training Grants are supported by funds, made available to local education agencies, local school psychology associations, school psychology training programs and consortiums of the above groups to promote continuing professional development of school psychologists and to address pertinent issues at the local level. The grants are offered to support projects, which enhance the effectiveness of school psychologists as local service providers.

### Eligibility

A school psychologist representing any of the above groups may serve as applicant and project coordinator. The MSPA Executive Board will determine the funds available, for this initiative for a given year. The Professional Development Committee anticipates funding for five grants of up to \$800 each for 2012 - 2013. These and related figures are available to MSPA members in the MSPA annual budget. **Submission of the attached application form must be returned by fax or postmarked no later than December 31, 2011.** All applicants will be notified in writing on or before March 1, 2012 as to whether or not they have received a grant.

### Funding Priorities

1. First-time applications and applicants who have not received similar awards in recent years;
2. Applicants from remote counties lacking geographic proximity to the more typical training forums and sites;
3. Groups that demonstrate support of MSPA activities by indicators such as a high percentage (50% or more) of certified school psychologists as active MSPA members;
4. Projects that reflect cross-county participation;
5. Applicants who, having received similar awards in prior years, completed all objectives of the grant.

Requirements

1. For fiscal year 2012 awards, **the programs may not begin until July 1, 2012 and must be completed by June 30, 2013.** In the event that the program is canceled and cannot be rescheduled before June 30, 2013, the money must be returned to MSPA.
2. As the funds are raised in part via MSPA dues, no fees may be assessed to active MSPA members. MSPA will provide a list of active members upon request.
3. The programs must be operated on a non-profit basis and must credit MSPA as having provided support.
4. The bulk of these funds must be used for expenses incurred for speakers, facilities, and/or administrative costs. No more than \$100.00 of the grant money may be used for the purchase of food or other refreshments.
5. A final report, **in the form of an article for the *PROTOCOL*,** must be submitted within 60 days from the completion of the program via a MS Word e-mail document attachment. The article should include a detailed summary of the information presented at the program, information about the speaker, who attended the program, and data on the effectiveness of the program. A consumer satisfaction survey or evaluation form should be collected from each of the participants at the end of the program and summarized in the article. A separate page detailing the actual expenditures must also be included (this information will not be submitted for publication).

Application

1. Complete the *Cover Page* and *Proposed Budget Form*, which are provided.
2. Provide a detailed description of your proposed program to include the following information:
  - a) State the purpose and/or objectives of the program and how they relate to local concerns or existing professional development activities.
  - b) Describe your program and how it will improve the effectiveness of school psychologists.
  - c) Provide information about the presenter, including his/her vitae.
  - d) Provide a task/timeline for the implementation of the program.
  - e) Indicate how you will evaluate the effectiveness of the program.
3. **Please complete this application electronically and Fax to Ann Hammond 301-644-5304 or complete and submit a paper copy no later than December 31, 2011, to MSPA Grants; c/o Ann Hammond, 191 South East Street, Frederick, MD 21701.**