

# **GRANT PROGRAM GUIDELINES**

## 1.0 Purpose of the Grants

1.1 This program provides grants to promote wellness, movement, and the development of knowledge, attitudes, and skills necessary to promote and improve overall health and quality of life. The purpose of these grants is for research, special projects and incentive awards that meet NAHPERD Grant Program Guidelines. Such grants are intended to benefit current NAHPERD members.

## 2.0 Source of Funds

2.1 These funds are received by NAHPERD from the American Heart Association. These funds are a portion of the monies returned to NAHPERD as a result of the JUMP ROPE FOR HEART/HOOPS FOR HEART events conducted in Nebraska.

## 3.0 Funding

3.1 A total of \$2000.00 is available for awarding on an annual basis for research, special projects, and JRFH/HFH Mini-Grant awards.

3.2 The maximum funding will be up to \$1,000.00 for any single research or special project, and up to \$250.00 for any single Mini-Grant award per year.

3.3 If a person submits more than one proposal, the maximum funding will not exceed \$1,000 for research, special projects and \$250.00 for Mini-Grant awards per year.

3.4 Awards may be used to fund all or portions of approved projects.

3.5 In cases where funds awarded by NAHPERD are greater than project expenditures, applicants are expected to return unencumbered funds to NAHPERD within 90 days following completion of the project.

## 4.0 Types of Grants

### 4.1 Special Project or Research Grants

4.1.1 Special project and research grants are awarded to applicants in order to fund projects that: (1) show creativity and innovation relating to health, physical education, recreation, and/or dance (2) benefit and enhance or supplement existing school curriculums in Nebraska PK-12 schools, (3) provide a service consistent with the purpose of the grant program (see 1.0).

4.1.2 Maximum funding per year for a special project or research grant is up to \$1000.00.

## 4.2 JRFH/HFH Mini-Grant

4.2.1 JRFH/HFH Mini-Grants are awarded to applicants in order to fund JRFH/HFH special projects and events that provide a service consistent with the purpose of the grant program (see 1.0).

4.2.2 Maximum funding per year for a JRFH/HFH Mini-Grant award is up to \$250.00.

## 5.0 Guidelines for Preparation and Submission of Proposals

### 5.1 Persons Eligible for Proposal Submissions

5.1.1 Members of NAHPERD are eligible to submit a proposal, if they have been members in good standing for the past three- (3) years. One year for JRFH/HFH Mini-Grant awards. If there are multiple authors submitting a proposal, all authors must be in good standing. Non-members are ineligible to apply.

5.1.2 Student members of NAHPERD are eligible to submit a proposal with their advisor (s). The adviser (s) must meet the standards in 5.1.1. The adviser will be responsible for the funds and the final report.

### 5.2 Proposal preparation for special project and research grants

5.2.1 Applicants must use the application forms provided by NAHPERD. The Application Cover Sheet and Proposal Outline forms must be completed for special project and research grants and the Application form for JRFH/HFH incentive award must be completed. Care must be taken to ensure that each part is completed with sufficient detail.

5.2.2 Applicants may submit a narrative for research and special project grants (10-page maximum) in addition to the required forms in order to provide additional information regarding the proposed project.

### 5.3 Budget items generally considered appropriate for research, special project and JRFH/HFH Mini grants include:

5.3.1 Personnel - salaries to undergraduate students, graduate students, technicians, and other assistants (secretary etc.).

5.3.2 Consumable Materials - paper, postage, etc.

5.3.3 Travel - travel necessary to conduct the project and present findings at NAHPERD annual conference.

5.3.4 Equipment - small items of equipment are, at times, appropriate for funding. The applicant shall retain ownership of the equipment at the conclusion of the project.

5.3.5 Consultants - payments of consultants under circumstances wherein their involvement is a planned activity associated with the project is appropriate.

5.3.6 Per Diem - per diem will be funded in instances involving field expenditure and is usually for the project director or assistant.

5.4 Budget items considered inappropriate for special projects and research grants include:

5.4.1 Salaries or stipends for full time faculty

5.4.2 Travel expenses to conferences other than NAHPERD annual conference, symposia, etc.

5.4.3 Major equipment items.

5.4.4 Library books, computer hardware

5.4.5 Funds to pay individuals to return questionnaires.

5.5 Proposal Submission

5.5.1 Three copies of the special project or research proposal must be postmarked or received by the Chairperson of the Grant Review Committee on or before May1.

5.5.2 Three copies of the JRFH/HFH Mini-Grant award proposal must be received by the Chairperson of the Grant Review Committee before the quarterly Executive Board meeting, Jan. 1, April 1, July 1, and Oct. 1.

6.0 Evaluation of Proposals

6.1 Review of proposals is performed by the Grant Review Committee. The tasks of the Grant Review Committee are to review the proposed projects in light of evaluation criteria, recommend projects for funding and recommend levels of funding for projects. The recommendations are forwarded to the NAHPERD Board for approval or denial of funding.

6.2 Criteria for evaluation of proposal includes:

6.2.1 Explanation of Project Purpose - The committee reviews each proposal for information demonstrating the contribution of the project to the promotion of wellness, movement, and the development of knowledge, attitudes, and skills necessary to promote and improve overall health and quality of life.

6.2.2 Rationale - The committee reviews each proposal for information relative to the need for the proposed project.

6.2.3 Technical Soundness - The committee reviews each proposal for information regarding the plan for implementing the project including: (1) timeliness, (2) cooperating agencies, (3) procedures for conducting activities, and (4) procedures for determining the outcome of the project.

6.2.4 Budget - The committee reviews each proposal for information demonstrating that the budget is adequate to support the project, that costs are reasonable, and budget items are justified.

6.3 A member of the Grant Review Committee who has submitted a proposal is not eligible to evaluate any proposals during the review process. The President shall appoint a member to serve as a proxy for the Grant Review Committee person who submitted a proposal.

## 7.0 Reports to NAHPERD

7.1 Not more than 90 days after completion of the special project or research project, applicants who receive funding must submit a detailed report of the project to the chairperson of the Grant Review Committee. The following topics should be addressed: (1) purpose of the project, (2) implementation procedures, (3) results of implementation, (4) discussion of the value of the project to the profession, (5) and a balance sheet to show expenditures.

7.2 Applicants of special projects and research projects who receive funding are required to present information regarding the project at the annual NAHPERD convention following completion of the project.

7.4 Applicants of special projects and research projects who receive funding are required to submit an article to the NAHPERD Newsletter or other professional journal wherein information regarding the project can be disseminated.

7.5 Applicants of JRFH/HFH Mini-Grant awards who receive funding are required to submit an article to the NAHPERD Newsletter.

7.6 Applicants who receive funding are expected to credit NAHPERD for contribution to the project in any and all dissemination activities.

## 8.0 Recovery of Funds

8.1 In cases where financial support from NAHPERD has been a significant factor in the production of books, computer programs, video or audio tapes, inventions or other items which bring the applicant a financial return, applicants are expected to reimburse NAHPERD for costs incurred that were financed as a result of the grant.

## 9.0 Schedule of Announcement, Submission, Evaluation and Awarding

9.1 A general announcement indicating the availability of funds will be disseminated following the NAHPERD Convention Board Meeting each year. Forms for the preparation of proposals are to be obtained from the Chairperson of the Grant Review Committee through April 30.

9.2 Special Project and Research proposals postmarked or received on or before May 1 of each year will be evaluated by the Grant Review Committee. Proposals received after May 1 will be returned to the applicant.

9.3 Special Project and Research proposals are evaluated between May 1 and June 1 of each year by the Grant Review Committee. The Committee shall submit recommendations regarding the awarding of grants the NAHPERD Board to be acted upon during the Summer NAHPERD Board Meeting.

9.4 Special Project and Research Grants are awarded immediately following the NAHPERD Summer Board Meeting. Funding is contingent upon NAHPERD Board approval of the recommendations of the Grant Review Committee. Award funds will be dispersed by the NAHPERD Treasurer.

9.5 JRFH/HFH proposals must be received or postmarked before the quarterly Executive Board meeting Jan. 1, April 1, July 1, and Oct. 1, to be evaluated by the Grant Review Committee.

9.6 JRFH/HFH proposals are evaluated before the next quarterly Executive Board meeting by the Grant Review Committee. The Grant Review Committee shall submit their recommendations regarding the awarding of JRFH/HFH Mini Grants at the quarterly Executive Board meeting.

9.7 JRFH/HFH Mini Grants are awarded immediately following the Executive Board meeting. Award funds will be dispersed by the NAHPERD Treasurer.