



## 2007-08 Training Incentive Program (TIP) APPLICATION GUIDELINES

### PROGRAM DESCRIPTION

The *Training Incentive Program (TIP)* offers small grants to continuing education providers to create new training opportunities in aging for practicing social service practitioners who work with or who are interested in working with older adults and their families. State chapters of the National Association of Social Workers and community based programs may apply for small grants of \$1,000 to design and implement educational and training experiences in aging. IGSW is seeking proposals that employ proven approaches to providing social service practitioners with the practice skills required to work effectively with older adults and their families.

To be eligible, programs must provide at least one 3-hour session in a topic in aging, or at least one 1½-hour training with aging content as part of a full-day workshop **to a minimum of 50 participants**. Aging content must fall into one or more of IGSW's core training areas, listed below.

Applications will be evaluated in part using the following criteria:

- Creativity and comprehensiveness of the proposed training design and format. For example, mentoring, and experiential opportunities to ensure the transferability of gerontological knowledge and skills to practitioners.
- Identification and implementation of gerontological competencies to be acquired by training participants.
- Proposals that build upon existing and foster new community partnerships, and identify ways to ensure sustainability beyond this one-time funding.
- Programs whose administrators demonstrate matching funds or substantial support for gerontological social work training.

Priority will be given to applications that incorporate two or more of the following exemplary training components:

- *Assessment of Training Needs*. Exemplary training requires a clear understanding of the social work competencies participants need to effectively perform on the job. Training curriculum should address the specialized training needs of participants.
- *Application of Learning Through Mentoring or On-the-Job Training*. Adult students learn best through close mentoring with more experienced social workers who can model effective behavior and provide immediate feed-back and support.
- *Interactive and Participatory Training*. Research shows that adults learn best when they are engaged in the educational process. Participatory approaches to learning, such as role plays, problem-solving activities and peer-to-peer mentoring are important components of high-quality training.

- *Evaluation of Training Effectiveness.* Successful training programs pay close attention to evaluating the effectiveness of training. Training evaluation methods may incorporate pre- and post-testing, supervisory evaluations, and post-training self-evaluations.

## GRANT AWARDS

- Provide grant awards of \$1,000.
- Give technical assistance in training and curriculum design, upon request.
- Advertise trainings on the Institute's website and in the IGSW e-newsletter.
- Provide grantees with sample advertising and acknowledgement materials.
- Supply evaluation surveys and consent forms for trainees.
- Share the results of the completed training evaluation.

## TRAINING REQUIREMENTS

All organizations receiving funding from IGSW must be able to fulfill the following program requirements to ensure the quality of the training opportunity.

- ♦ Provide training to at least 50 social service practitioners seeking continuing professional education.
- ♦ Employ a high-quality trainer.
- ♦ Offer Continuing Education Units to participating social workers at the training.
- ♦ Acknowledge IGSW's support in all training-related mailings, advertising, and materials.
- ♦ Oversee workshop registration and payment for the training.
- ♦ Require attendees to complete IGSW workshop evaluations.
- ♦ Complete a final report on the training (see below for more information).

## EVALUATION

All grantees will be required to complete a brief evaluation of the funded training. An evaluation form will be sent to all grantees when they are approved for a grant. The following information will be required:

- Brief explanation of the use of grant funds
- Total number of attendees and the total number of social workers at the training
- Copies of handouts and other presentation materials used in the training
- Documentation confirming that CEUs were available to practicing social workers

## APPLICATION INFORMATION

Applications for funding are due **January 7, 2008**. Training or other types of learning opportunities must be provided by **June 30, 2008**.

Please submit *TIP* proposals to:

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 Boston, MA 02215

Proposals may also be submitted by e-mail to [alconway@bu.edu](mailto:alconway@bu.edu).