



## Background Check Grant Application Guidelines

### Overview of Funding

In an effort to reduce a significant funding barrier that mentoring programs face when trying to recruit and match mentors with youth on their waiting lists, Kansas Mentors is excited to announce a grant opportunity to Gold Star programs to help reduce the costs of Kansas Bureau of Investigation (KBI) background checks. Volunteer Kansas has graciously granted Kansas Mentors \$100,000 to reimburse mentoring programs in the state of Kansas conducting KBI background checks on mentors.

### 1. Funding Opportunity Description

#### What is the purpose of this grant?

This grant seeks to decrease a major funding barrier for mentoring programs when conducting criminal background checks. Specifically, this grant is only intended to reimburse mentoring programs in Kansas for name-based (\$20) and/or fingerprint-based (\$35) background checks conducted through the KBI.

### 2. Award Information

#### How much funding is available?

Total amount of funding available: \$100,000

A maximum of \$20,000 may be granted to Big Brothers Big Sisters organizations in Kansas.

A maximum of \$15,000 may be granted to YouthFriends programs in Kansas.

All other organizations may request up to \$3,000.

### 3. Eligibility Information

#### Who is eligible for this funding?

This funding is limited to mentoring programs in the state of Kansas serving youth ages 5-18.

Eligible applicants must:

- Be a registered and approved Gold Star Program with Kansas Mentors (*prior to the application due date*)
- Be a registered program with Volunteer Kansas (*prior to the application due date*)
- List mentoring opportunities on [www.volunteerkansas.org](http://www.volunteerkansas.org) (*prior to the application due date*)

### 4. Application and Submission Information

#### Application

All interested applicants must submit the Kansas Mentor Background Check Grant application by fax or email to:

Nicolette Geisler

Fax: 785-368-6284

Email: [ngeisler@ksde.org](mailto:ngeisler@ksde.org)

#### When are applications due?

Applications will be accepted on an ongoing basis until all money has been allotted.

**FUNDING WILL BE GRANTED ON A FIRST COME, FIRST SERVE BASIS.**

### **What is the Grant Period?**

Grant periods will be determinate upon the date by which your application is received.

**Applications received by February 28, 2012 will be eligible for reimbursement for background checks occurring January 1 – December 31, 2012.**

*\*Please note that you must be approved as a Gold Star Program by the due date.*

*Approval process may take several weeks to complete, so please plan accordingly.*

**Applications received by May 31, 2012 will be eligible for reimbursement for background checks occurring April 1 – December 31, 2012.**

*\*Please note that you must be approved as a Gold Star Program by the due date.*

*Approval process may take several weeks to complete, so please plan accordingly.*

**Applications received by August 31, 2012 will be eligible for reimbursement for background checks occurring July 1 – December 31, 2012.**

*\*Please note that you must be approved as a Gold Star Program by the due date.*

*Approval process may take several weeks to complete, so please plan accordingly.*

**Applications received by November 30, 2012 will be eligible for reimbursement for background checks occurring October 1 – December 31, 2012.**

*\*Please note that you must be approved as a Gold Star Program by the due date.*

*Approval process may take several weeks to complete, so please plan accordingly.*

***\*Please note that you only need to submit one application. When you submit your letter of application, you should indicate the number of background checks estimated for the entire grant period for which you will be requesting funds. For example, if you submit your letter of application on May 31, 2012, you will indicate the number of background checks you expect to conduct from April 1, 2012 – December 31, 2012. Additionally, you would only be eligible to request reimbursement for background checks conducted April 1- December 31, 2012 (you would not be eligible to receive retroactive reimbursement for background checks conducted January 1 – March 31, 2012).***

**Where do I send my application?**

Send your signed application, with the required elements to Nicolette Geisler. You may fax or email a signed letter to:

Nicolette Geisler

Fax: 785-368-6284

Email: [ngeisler@ksde.org](mailto:ngeisler@ksde.org)

### **Where can I request application information?**

Any questions regarding this application should be addressed to Nicolette Geisler at [ngeisler@ksde.org](mailto:ngeisler@ksde.org) or 785-296-8447.

### **5. How will the funding be disbursed?**

#### **Disbursement of funds**

Grant funds will be distributed on a reimbursement basis and will only cover the number of background checks that equal the number of matches made during that reporting period. Grant awards will only cover background checks conducted through the Kansas Bureau of Investigation. Only name- based (\$20) and/or fingerprint-based (\$35) KBI checks qualify for reimbursement.

To request reimbursement, a form will be provided and the grantee must indicate both number of background checks conducted and the number of matches made during the reporting period and provide copies of KBI invoices for that reporting period.