



MEMORANDUM

TO: Superintendents, Principals, Guidance Directors & Counselors
FROM: Amanda Culhan, Program Coordinator for School Counseling
DATE: June 1, 2016
SUBJECT: School Intervention and Career Counseling Development Fund; 'Elementary School Counselor Grant'

The School Intervention and Career Counseling Development Fund provides grants to Indiana School Corporations to be applied towards the partial payment of the salary for a full-time, licensed Elementary (K-6) School Counselor. Schools who apply for and receive this award may receive up to \$15,000/year (totaling up to \$30,000 for two years pending availability) to partially fund a full-time, **licensed** elementary-level School Counselor.

The guidelines and application are typically posted in December, with recipients being announced in January. This timeline can vary based on available funds and decisions made during a budgetary session year. When available, the application and guidelines are always distributed via DOE Dialogue (weekly email to Superintendents and Principals), the Counselortalk listserv, and SS INTouch (monthly e-newsletter for School Counselors).

General Guidelines:

- Indiana Code 20-20-17 provides guidelines for the allocation of funds to Indiana schools serving students in grades K-6 for the purpose of "addressing a documented need for a new or expanded school intervention or career counseling program."
- The annual grant award to each selected school totals up to \$15,000 to be applied to the salary of a full-time elementary level school counselor.
- Grant applications are reviewed by a review committee. Consideration will be given to schools based on the following criteria:
 - Equitable geographic distribution – schools in urban, suburban, and rural areas will be given equal consideration
 - Consideration of the percentage of students within the school corporation who are designated at risk
 - Promotion of innovative methods for initiating and expanding school intervention or career counseling programs
 - Programs that demonstrate the greatest potential for implementation, replication and sustainability
 - Impact on counselor / student ratios where excessively high
- Grant funds are awarded to recipients starting in August and ending in June (up to \$15,000).

Indiana Department of Education

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Watch for the application for the 2017-18 school year to be posted sometime in winter 2016-17 via DOE Dialogue, Counselortalk, and SS INTouch.

Contact: Amanda Culhan, IDOE Program Coordinator for School Counseling, aculhan@doe.in.gov.