



Indiana Organization for Nursing Leadership	ADMINISTRATIVE POLICY
Policy & Procedure Title: License Plate Grant Awards Planning Category: Financial	

LICENSE PLATE Grant Awards

I. POLICY STATEMENT

The IONL License Plate Fund's purpose is to support the research and educational priorities of IONL. This Grant Awards Policy has been developed to define the process utilized to allocate proceeds from the fund to individuals engaged in nursing leadership research and organizations working to improve nursing in Indiana, whether it is activities focused on scholarship and education, nursing image, recruitment measures for individuals or specific groups, etc.

II. Eligibility- General Requirements

- 1) Indiana resident for the Nursing Leadership Research Grant.
- 2) Organizations must be based in Indiana.
- 3) All grants must align with the IONL strategic priorities.

III. Maximum Yearly Awards

- 1) Organizational and education grants are a maximum of \$50,000 each year.
- 2) Nursing research grants are a maximum of \$10,000 per awardee.

IV. Procedure

- **AUGUST 31ST**

IONL License Plate Grant Program call for proposals open.

- **SEPTEMBER 30TH**

Submit completed license plate grant application to IONL no later than September 30th of any given year.

Nursing Leadership Research grant application to contain the following:

1. Completed application form
2. Research proposal (not to exceed 10 pages) outlining the research topic, background (relevance to IONL strategic priorities), methodology, analytic plan, and plan for disseminating results.
3. Proof of IRB approval, or expected date of approval.
4. A short bio-sketch (not to exceed 2 pages) for each member of the research team.
5. Two letters of support as applicable to project
6. Budget worksheet (required prior to issuing grant and at end of year)

Education and organization grant application to contain the following:

1. Completed application form
2. Description of your organization including mission and values
3. Description of how funds will be used.
4. Completed budget worksheet (required prior to issuing grant and at end of the year)

- **OCTOBER Board Meeting**

Nursing Leadership Grant applications reviewed by a panel of researchers and recommendation made to the IONL Board of Directors.

1. Nursing Leadership Grant applications will be reviewed by a panel of 2-3 nurse leaders utilizing the Grant Scoring Sheet.
2. Education and Organizational Grant applications reviewed by the License Plate Committee.
3. IONL Board of Directors will receive recommendations and make final decision on the Grants to be awarded.

- **DECEMBER**

Selected applicants notified by IONL President.

Executive Director sends information to the IHA accountant for check distribution.

Funds distributed to chosen organizations and nurse researcher.

- **APRIL**

Recipients will be recognized at the Spring Conference.



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Organization receiving License Plate funds will report to IONL on the actual use of funds and outcomes as outlined on application.

- **JUNE**

Midterm report due IONL License Plate Fund Committee Chair

- **OCTOBER**

Nursing Leadership Grant recipient presents research at Fall Conference. (if completed) If not completed will present the following Spring.

- **DECEMBER**

Final report due to include budget worksheet to the License Plate Committee Chair.

V. Record of License Plate Grants

- Send CEO compiled list of grant recipients addresses, amounts awarded, and W9.
- CEO submits information to IHA to be included in annual tax reports.

Policy by Trina Marlatt, Lynn Turner and Mary Browning

Adopted by the Board August 26, 2016 Reviewed June 2017. Reviewed January 2020

Approved by Board January 16, 2020