**IASWG SPARC Projects: Proposal Requirements and Review Process**

# Introduction

The International Association for Social Work with Groups (IASWG) will consider proposals requesting IASWG SPARC endorsement, financial or non-financial, for special group work projects (e.g., trainings, education, research, and practice) consistent with the mission of IASWG. In addition to meeting and/or advancing the Mission of IASWG, proposals must be innovative, impact the broader group work community, and include a plan to sustain and/or disseminate the work after the project.

Any current member of IASWG is welcome to apply for funds ranging from $250 to $1000.00. IASWG members cannot receive direct compensation from the funds granted by the IASWG SPARC Program.

 Applications are reviewed twice per year, in advance of the IASWG Board Meetings, generally held in June and November. Submission deadlines are announced at [**www.iaswg.org/sparc**](http://www.iaswg.org/sparc), where applicants can find resources and information for preparing their application, including contact information for consultation with SPARC Committee members. Applications are accepted at any time, and will be held until the review period.

All applications (whether or not they include a funding request) must follow the same review criteria. All successful applicants receive IASWG SPARC endorsement.

# Information Required in the Submitted Proposal

1. Applicant information
2. Name
3. Institution/Affiliation (if applicable)
4. Telephone
5. Email

 2. Type of proposal (Check One)

 a. \_\_\_\_\_Request for funds and endorsement. If checked, amount requested from SPARC= \_\_\_\_\_\_\_\_

b. \_\_\_\_\_Endorsement, no funds requested.

 3. Project title

 4. People involved in the project:

1. Credentials of project leader(s)/applicant(a) and key contributors, including degrees and group work experience
2. Affiliation with IASWG (include current membership category). Note that applicants must be current members of IASWG, and cannot receive any direct compensation from an IASWG SPARC Project.

5. Brief (50-150 words) description of the proposed project. If approved, this will be the description that

 will appear at [www.iaswg.org](http://www.iaswg.org), and in other IASWG materials.

6. For all projects, address how this proposal is consistent with and advances the Mission of IASWG,

 including:

a. How does it connect to the organization?

b. Why should IASWG endorse and promote the project?

c. How will the IASWG support (financial or non-financial) contribute to the success of the project?

d. To what extent will the project advance the Organizational Mission and IASWG Practice Standards?

 7. For all projects, how does this project impact the broader group work community?

 a. How will this be disseminated beyond the participants?

b. What is the future of the project?

 8. If funding is requested:

 a. Have you or your partners ever been provided with funds by IASWG? (If yes, please describe)

b. Provide a specific budget that details contributions from other sources, as well as funds requested

 from IASWG SPARC.

1. Describe cost-sharing plans. Specifically, how will participants/organizational collaborators contribute to the costs?
2. If relevant, what is the sustainability plan for the project?

 9. For group work training, education and practice interventions:

1. Provide details on the project and plan, including purposes, objectives, organizational context, structure, composition, content, roles, etc. Details are important for replicating successful projects.
2. Provide your evaluation plan, including methods and any relevant instruments.
3. Consider if your evaluation will be considered research, and if so, address item 10 regarding methods and Institutional Review Board Approval.

 10. For group work research:

a. Provide overview of methods (e.g., study design, sample, measures), and if Institutional Review

 Board (or similar certification of protection of human subjects) is required and plans for obtaining

 approval.

b. Note that you can apply before or after research certification, but the SPARC endorsement and

 funding is contingent on human subject review and approval by the appropriate body.

# Process

1. All submissions must include the above information.
2. Submissions are to be sent electronically in Word attachment to the Chair of the *Special Projects Application Review Committee* (SPARC).
3. A committee consisting of at least three (3) IASWG members is to review the applications. The President, in consultation with the Commission, will recommend the composition of the SPARC to the Board. No Committee members are to review the application if affiliated with the application. If the applicant is on the Review Committee, s/he shall be replaced by the IASWG President by another person for review purposes. Applicants must be current IASWG members, and cannot be paid directly from IASWG SPARC grant funds.
4. The committee will consider how well the application attends to the required elements, utilizing the *Criteria for Review*, below.
5. Recommendations are submitted to the IASWG Commission and IASWG Executive Committee. The IASWG Board is responsible for final approval by majority vote.

***Criteria for Review***

1. The proposal is clear and complete.
2. The applicant(s) are members of IASWG.
3. The proposal is directly related to social group work and meets and/or advances the Mission of IASWG.
4. There are clear purposes and objectives.
5. The proposal is innovative.
6. The proposal impacts the broader group work community.
7. There is a plan to sustain the work and/or disseminate materials for education or advocacy purposes after the project.
8. If funding is requested, there is sufficient detail and the amount of money seems appropriate for the project.
9. If funds are requested, there is a cost-sharing plan.
10. The evaluation and/or research plan is clear and complete.