**KANSAS COMMUNITY EMPOWERMENT FOLIO**

**Community of Action**

**When complete, submit to** **KSCE@ksu.edu**

**About Community of Action:**

Communities of Action are Year II communities, although most have participated in the program for many years and are the maintainers and sustainers of the KCE Program. Communities of Action generally have standing projects, although may consider new projects, and potentially aspire to attain the designation of Community of Excellence.

The purpose of this folio is to:

* To add educational components that result in capacity building within your organization and its members
* Help you keep a history of what you have worked on during your participation in the program
* Help guide you through community assessment if your community is interested
* Assist you in keeping track of your year of work
* Serve as a document for an easier succession transition

**FOLIO:**

To be eligible for awards, Communities of Action must include this folio as a part of their awards request (Only one form needs to be submitted to be eligible for awards, not one per award application). To apply for awards, Communities of Action must work through the following tasks:

**Basics:**

|  |  |
| --- | --- |
| Name of Community |  |
| Enrolled | Type Yes or No |
| Submitted Resolution | Resolution Number |
| Quarterly Reports Submitted | Type Yes or No |

**Education** (Can be acquired on the KCE Website Education Page. The more you complete the stronger your application review score will be):

****

|  |  |  |
| --- | --- | --- |
| Module | Date Completed | By Who/How Many Viewed |
| Introduction to the KCE Program (in person or online) |  |  |
| Enrolling in the KCE Program |  |  |
| Reporting System |  |  |
| Enrollment Levels, Recognition, and Awards |  |  |
| Engaging Your Community and Community Tools |  |  |
| KCE Toolkit Lesson 1: Getting Started |  |  |
| KCE Toolkit Lesson 2: Fiscal Responsibility |  |  |
| KCE Toolkit Lesson 3: Telling Your Story |  |  |
| KCE Toolkit Lesson 5: Volunteer Motivation and Maintenance |  |  |
| KCE Toolkit Lesson 6: Volunteer Nature |  |  |

**Extra Credit:**

|  |  |
| --- | --- |
| Module | Date Completed |
| Crowdfunding |  |
| Community of Action Grant Application Overview |  |
| Community Promotion Grant Application Overview |  |
| Trainings provided by K-State Research and Extension Local Unit |  |
| Kansas Department of Commerce Opportunities |  |
| Trainings from Kansas Volunteer Commission |  |
| Other Trainings |  |

**For advancing to Community of Excellence (Optional, only to be considered if the community applies for Community of Excellence):**

|  |  |
| --- | --- |
| Assessment | Date Completed |
| First Impressions Program |  |
| Youth Community Perceptions |  |
| Needs Assessment/Survey |  |
| K-State Research and Extension Grant Writing Workshop |  |

This Folio must be included with your awards application and will be used to determine eligibility and readiness for awards of recognition or grants.

If you have any questions, or need guidance, please contact the KCE Office at KSCE@ksu.edu or 785.532.5840

Rev. 2023