**KANSAS COMMUNITY EMPOWERMENT FOLIO**

**Community of Excellence**

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

**About Community of Excellence:**

Communities of Excellence (COE) are communities that work to assess community needs and adapt programming to meet those needs. COEs generally evaluate community needs through surveys or assessments every 3-5 years.

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 Excellence 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 Excellence must work through the following tasks:

**Basics:**

|  |  |
| --- | --- |
| Name of Community |  |
| Enrolled | Type Yes or No |
| Submitted [**Resolution**](https://kansasprideprogram.k-state.edu/documents/Government%20Resolution.doc) | Resolution Number |
| Quarterly Reports Submitted | Type Yes or No |

**Community of Excellence Requirement - Community Assessment (One of such required every 3-5 years)**

|  |  |
| --- | --- |
| Assessment | Date Completed |
| First Impressions Program |  |
| Youth Community Perceptions |  |
| Needs Assessment/Survey |  |

****<https://kansasprideprogram.k-state.edu/education/index.html>

**Education** (Can be acquired on the KCE Website Education Page. The more you complete the stronger your application review score will be. You may consider specific educational modules for different officers. For example: *How to Handle Dollars* and *Grant Writing* for your Treasurer; *Volunteer Recruitment* for all officers, etc.):

|  |  |  |
| --- | --- | --- |
| Module | Date Completed | By Who/How Many Viewed |
| Introduction to the KCE Program (in person or online) |  |  |
| Enrollment 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 |  |  |
| Volunteers Impact PRIDE Grant Application Overview |  |  |
| Crowdfunding |  |  |

**Extra Credit:**

|  |  |
| --- | --- |
| Module | Date Completed |
| Trainings provided by K-State Research and Extension Local Unit |  |
| Kansas Department of Commerce Opportunities |  |
| Trainings from Kansas Volunteer Commission |  |
| Other Trainings |  |

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

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