

K-STATE RESEARCH AND EXTENSION

# Kansas Community Empowerment (KCE)

## You're New to KCE...Now What?



There are a lot of resources for our communities through our program and on our website.

**That's why we've created this document to help guide you!**



# Getting Started: The KCE Toolkit

## You're New - That's Great!

You've enrolled your community in the KCE Program and now you're mobilizing and ready to engage your community members. Before you do anything, visit our [Frequently Asked Questions](#) page, which answers a lot of the questions new organizations are faced with right out of the gate (like "What is a Resolution of Government Support?"). Outside of that, we have a great toolkit to help you learn how to get started, take on funds, find your vision and mission, tell your story, stay on target, and engage volunteers. This toolkit can be found on our [Education Page](#).

## First, are you Organized...?

[Getting organized](#) is an important step in the initial stages of your organization. This will entail:

- the legal responsibilities to your organization
- how you will select board members
- how to define roles and responsibilities of the members of your organization, and
- sustainability

## How will your organization Handle Dollars?

It is extremely important to line out how your organization will take on funds for projects in your community. We suggest not opening up a bank account in the name of an individual - there are ways that are better suited for your work and help to legitimize your organization. Find out more in the [Fiscal Responsibility](#) module of our toolkit.

## What is your Vision and Mission?

When thinking about engaging others to join your organization, you might want to start with "why?". A great way to do this is to determine your **Vision and Mission**. These can help you to find a focus and direction to guide your work, as well as identify others who might be interested in joining, or partnering, with your efforts. We have a great video called [Staying on Target](#) that goes into more detail on this subject.



FAQs



Education Page

# The KCE Toolkit – Continued

## Telling Your Story

Few of us remember the “before” pictures until after we’ve done the work. Telling Your Story helps you identify ways to be intentional about collecting your impact (such as your quarterly reports) and how to craft a dynamic message that can effectively communicate the focus of your organization, the projects that you’re involved with and the impact you have in your community. If you’re looking for potential partners (funding or otherwise) another great tool to utilize is our Telling Your Story Template.



Telling Your Story



Telling Your Story Template

## Did you know...



Newcomers  
Event Guide

...engaging newcomers to your community with a dinner with no strings (meaning no pitches to have them join an organization in your community) does wonders for newcomer moral and can increase their chances for getting involved in community work? Check out the Newcomer’s Event Guide provided by K-State Research and Extension to learn more!

## Engaging Volunteers

The face of volunteerism is ever evolving. One of the most important, and crucial components to volunteer improvement groups is its talent, or the volunteers involved in the organization. It’s good to have a handle on volunteer motivation, and how to recruit, recognize and retain your volunteers. Taking time to understand generational differences in the areas of communication and connection is vital to the success of your endeavors.



Volunteer Motivation  
and Maintenance



Volunteer Nature



# Good Standing in KCE

Keeping in Good Standing is easy! You just need to make sure your community has:

- Enrolled
  - Enrollment each year helps keep up to date with your most current contact information.
- Submitted a Resolution of Government Support
  - The resolution we require is a transparency document. It just lets us know that you've engaged your local government, and they know you're operating at the local level.
- Keeping Quarterly Reports up to date. Here are some benefits:
  - It's a free space to keep your efforts/records.
  - It provides an opportunity for you to see what others are doing...and possibly engage them to learn more about how they accomplished their work so you don't have to reinvent the wheel!
  - It aids in transition of leadership, helping keep things stable and sustainable in your local organization.
  - It provides opportunities for our partners to see what you're working on locally, and how they might be able to help!



Enrollment instructions and Government Resolution Form are accessible through the KCE Enrollment Page



Quarterly Reporting

If at any time you're confused, don't hesitate to reach out to us at [KSCE@ksu.edu](mailto:KSCE@ksu.edu)



## What are the benefits Good Standing?

Good standing helps keep us up to date on your work, but it also keeps your community eligible for program awards.

# Program Awards



**Being in Good standing helps your community stay eligible for program awards! There are two award categories available to our communities:**

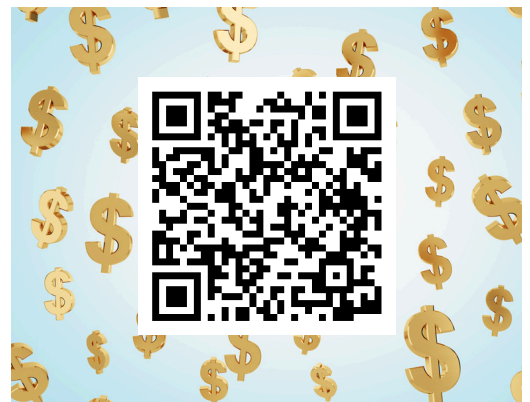


## Recognition

Our program provides recognition to celebrate your local project through our Project Excellence awards, highlighting your amazing successes. We also have an award, guaranteed once per year per community, to recognize those volunteers who make things possible in your organization and community. Both awards are available to be presented by KCE staff or partners at an event of your choosing.

## Funding

One of the main principles of our awards program is to teach the basic skills of grant writing. There are award opportunities for each level of community enrollment, and they have been designed to be flexible enough to meet the needs of any community that applies. From ADA compliance, to festival support, promotion and addressing emergencies, our program has been mindful to listen to the needs of communities, as well as support community skill building.



# Program Partners

We encourage you to partner with local organizations to collaborate - just as we do at the state level. Each partner has unique opportunities for communities. Here are some brief descriptions of what each of our partners provide:

## K-STATE Research and Extension

K-State Research and Extension provides resources in assessment, grant writing and assistance with grant searches, remote work and facilitation to communities.

## KANSAS COMMERCE

The Kansas Department of Commerce provides opportunities in the areas of funding, housing, child-care tax credit incentives and business development.



Kansas PRIDE, Inc. provides guidance to the KCE Program through evaluating the needs of communities, and providing flexible grant opportunities to address needs unique to each community. Kansas PRIDE, Inc. provides the structure for most of our partners to convene to listen to community needs and share resources.



Kansas PRIDE, Inc.



Partner Resources

## Collaborative Partners

Our collaborative partners provide provide local opportunities and guidance to communities in their membership and region. Dane G. Hansen provides partial funding for salary and travel for our specialists to serve Northwest KS communities.



**KANSAS FREEMASONS**  
ON THE LEVEL





# Connect with us – We have resources to help!

**Looking for a fresh set of eyes to evaluate your community?** Our partners at K-State Research and Extension have a free resource you can utilize called the First Impressions Program, which helps you to see your community through the eyes of a visitor. It's been highly successful for starting community conversations and sparking action!

**Looking to get youth involved in your community?** K-State Research and Extension has a free evaluation tool, titled Youth Community Perceptions, that is geared toward guiding youth to evaluate their community and share their perspective while engaging in community processes.

**Interested in grant writing?** Yet another tool from K-State Research and Extension, our Grant Writing Basics Course, provides great resources in skill building, as well as connecting with a network of fellow grant writers! To date, over \$52 million in successful grants have been written by Kansas communities after utilizing this grant course. Additionally, our Community Vitality Specialists can also assist in grant searches for your community – just email [KSRECV@ksu.edu](mailto:KSRECV@ksu.edu) with the specifics of your project, and the amount you're looking for, and we're happy to assist!



USE THIS QR CODE TO VISIT OUR  
K-STATE RESEARCH AND  
EXTENSION SUPPORTING  
COMMUNITY WEBSITE FOR MORE  
RESOURCES



## CONNECT WITH US

When it comes to supporting Kansas communities, K-State Research and Extension's goal is to provide technical assistance, evidence-based programs and resource connections to citizens who want their communities to survive and prosper. Connect with us to learn more about what resources we have to help your community grow!

### EMAIL

[KSCE@KSU.EDU](mailto:KSCE@KSU.EDU)

### WEBSITE

[KCE.KSU.EDU](http://KCE.KSU.EDU)

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