



Eastern District Innovative Grant Program

Calendar Year 2009 Guidelines

Purpose:

The Eastern District Resource Management Team (RMT) has made it a priority to support:

- innovative program development
- group professional development activities
- summer intern opportunities and
- short-term program assistants (In order to enhance special projects.)
- project may generate net economic impact on community (ex. teaching individuals, businesses or government bodies how to reduce expenses)
- funds will not be used to support salary/wage for current or recurring annual state or county employees (i.e. summer horticulture staff)

Funds for these grants are generated from one-time salary savings, which occur when a position is vacated. The unspent salary which accumulates until the vacancy is filled is divided between the county, the dean's office and the district office. At the district level, the Resource Management Team is responsible for the distribution of these dollars. The amount of funds available through one-time salary savings varies from year-to-year.

To see examples of past grant proposals, go to the Eastern District Resource Management website at: <http://www.uwex.edu/ces/dist/eastern/drmp.html>. You will also find past grant reports there.

Innovative Grant Program Criteria:

The RMT considers the following criteria when reviewing proposals:

1. The project is included in the UWEX strategic plan, and/or Plan of Work,
2. The project fosters teamwork and collaboration with other agencies, campuses, or colleagues,
3. The project incorporates the use of outside funding,
4. The project includes a new program direction that may be replicated,
5. The project focuses on reaching new audiences, and
6. The project exposes potential employees to UWEX.

Application Process:

Completed application form should not exceed three (3) pages, using a minimum font size of 11 point Arial, and no less than 1-inch margins. Submit completed application electronically to karen.smiley@ces.uwex.edu, and fax signature page (if electronic signature not available), by noon on **April 7, 2009**.

The Grant Application Form is a form. Please do not delete information or change formatting on the form. Grant information may be entered within the form.

Accepting Funds and Reporting:

Announcement of the awards will be made by **May 1, 2009**.

Funds must be transferred to County departments by the end of the state fiscal year (June 30, 2009). To secure approved funds, grant recipients need to **submit an invoice to the district office by Friday, May 15, 2009.**

Accepting Funds and Reporting (continued):

All grant funds must be expended and project must be completed by December 31, 2009, unless prior approval received for extended timeline (request for extended timeline must be submitted in writing). A success story is also due in the Planning and Reporting System and an electronic copy sent to the district office by the January 2010 filing deadline. The success story should describe the results/impact of the project and how the grant dollars were used.

Grant Budget Information:

For auditing purposes, the state requires that the budget sheet "Eastern District Innovative Grant, Calendar Year 2009 Grant, Overview of Expenditures" be completed within 60 days of the completion of your grant/project. This form is sent along with grant proposal acceptance letters, and is also available from the Eastern District Administrative Assistant. It must be completed by the county treasurer/finance director by February 28, 2010.

- ✓ The funds must be reported by budget category, i.e. salary; supplies & expenses; etc.
- ✓ Funds that are not used by December 31, 2009 must be returned to the state. (Note: If total unused funds is less than \$10, the balance does not need to be returned.) Please have the check issued to UW-Extension, and mail it to the district office, along with the budget sheet (above), by February 28, 2010.

Additional Budget Notes:

- ✓ If you are unsure if you will be able to do your project this year, please do not request funds. Any funds that are returned from cancelled project are returned to the state general fund not to the district.
- ✓ Food will not be covered by District Resource Management Grant funds. If you need food for your grant, you will need to find an alternate funding source.
- ✓ If you find that you need to spend more for supplies, but can make it up from another part of your budget, this can be done by communicating this information to the district director, in writing, as soon as you realize that this needs to take place.
- ✓ If you find that you do not need to use all of the funds that you were awarded, but find something related to the grant that you would like to spend the funds on instead, this is NOT acceptable. Funds can only be used for items included in the original proposal.
- ✓ If your program could not take place, for whatever reason, but you can reschedule within the next calendar year, it may be possible to do this. Please contact the district director, in writing, to explain the situation and to request an extension.
 - Please note: if an extension is granted, you will be required to complete one budget sheet by February 28, 2010 and another one within 60 day of the completion of the project, but no later than February 28, 2011.
 - Any unused funds would need to be returned to the district at the time of the second report.
- ✓ If your program cannot be completed in one year, but can be completed within two years, please indicate this on your application form. On rare occasions, grants may be awarded for a two year period of time.
 - Your proposal must indicate what is to be accomplished in each of the two years, and the majority of the project needs to be completed within the first year. If the DRM team feels that sufficient progress is not being made (based on the original grant application), the district reserves the right to revoke the remaining funds after the first year.

- ✓ **Additional Budget Notes (continued):**
 - The funds would still need to be deposited into a county account. A budget sheet and progress report would be required for each year.
- ✓ If the funds cannot be expensed within a two year period, you may want to consider requesting funds for only what can be completed within two years, or you may wish to look for other funding sources.
 - (We understand that with some projects, results may not be available until after the grant timeline.)
- ✓ If you are considering hiring someone, the county itself must do the hiring (county outsourcing is not allowed).
 - If the county cannot do the hiring, then the person must be hired through the state. If hired through the state, the Cooperative Extension Human Resource Director determines what title/classification will be used, based on the duties of the position.
 - For student hires, figure a fringe benefits rate of 7.65%. Must hire a current student (high school or college student – but not graduate student) to qualify for student hire.
 - Call the district office if a graduate student is being considered: require additional expenses be covered.
 - For any other hire: forward a list of duties to the district office a minimum of one week before grant review date, along with the grant application form, so the title, salary and fringe benefits can be determined.