



Southern District Resource Management Team Professional Development Grant Application



UW-Extension Southern District Professional Development Grants – Instructions

Any member of the Southern District is eligible to apply for these grant funds. Grants will be awarded up to \$1000. The UWEX Southern District Development Grant application form begins on the following page.

The Southern District has allocated \$8,000 available to colleagues to be used for Professional Development Grants. These dollars are an additional supplement to the annual district professional development support funds. These funds may be used for local and out-of-state educational experiences, including workshops, conferences, and seminars that may be offered by UW-Extension or other universities, organizations, agencies or businesses. Funds must be allocated from the Southern District office by June 30, 2009. Recipients must spend the funds by one year from the date of the award notification.

Writing Suggestions

Please use as much space as needed for responses. However, be as *concise* as possible. If available, provide a conference brochure or other documentation to assist the committee in better understanding your request.

Application format

Applicants are encouraged to save the following Word document (next page) to their computer for ease of completion. Responses should be in a size 10 font or larger. Hand written applications are not acceptable.

Are there any expectations?

Grant recipients are expected to report on their professional development experience by one of three options:

- Monthly Southern District teleconference to be scheduled by the District Office
- Brief written report due to the District Director 60 days after professional development training

Application due date: February 20, 2009

Award Notification by March 31, 2009

Mail the completed and *signed* application to:

Southern District Innovative Grants Committee
c/o Terry Kraft, 505 Extension Building,
432 N. Lake Street, Madison, WI 53706-1498

In addition, please send an electronic copy to: terry.kraft@ces.uwex.edu

You may contact Terry at: terry.kraft@ces.uwex.edu, or phone 608.263.2781

Questions?? Contact Alissa Grenawalt at (608)328-9440 or alissa.grenawalt@ces.uwex.edu

UWEX Southern District Professional Development Grants Application

| | |
|---|--------|
| Name: | Title: |
| Full mailing address: | Phone: |
| | Email: |
| Amount requested from UWEX Southern District Funds: \$_____ | |

Please respond to the following questions:

1. Briefly provide the major responsibilities of your position and the number of years of service with Southern District.
2. Describe the professional development experience for which you are requesting funding. Include the title, description, dates, location, number of hours, sponsoring group, etc.
3. How does this experience support your professional development plans?
4. How will this program or study benefit your clientele?
5. If this program or study includes giving a presentation at a conference, provide the title, type of presentation, and audience.
6. Summarize the total cost of professional development experience including registration fees and expenses.
7. Summarize your sources of funding:

| | |
|--------------------------------------|----------|
| Amount requested from the district: | \$ _____ |
| Amount requested from other sources: | |
| • _____ | \$ _____ |
| • _____ | \$ _____ |
| • _____ | \$ _____ |
| Total cost of the opportunity: | \$ _____ |
8. If you have requested funds from other sources, please explain the amounts requested and the source(s).

Applicant's Signature

Date

Endorsement Signature*

Date

* Department Head