



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 spent by June 30, 2008.

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.

Summary report

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

- Monthly Southern District teleconference
- District Program All Staff meeting
- Brief report on the Southern District web site

Application due date: March 15

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

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

Questions??

Contact Deb Ivey, 2007-08 SD Grants Committee Chair at debra.ivey@ces.uwex.edu or 608-935-0391

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*
* Department Head

Date