



21st Century Extension
Team Resources

Grants for Teams Available

Extension Administration will make available funds depending on the annual budget for funding Action Plan/work group programs on a competitive basis during a fiscal year. Possible uses of the funding could include:

- delivery of targeted educational programming
- curriculum development for targeted programming
- professional development to enhance competency of focused educators
- publication development and printing for targeted programming
- purchasing publications or other educational materials for targeted programming
- travel to support an Action Plan/work group educational program
- preparing multi-media materials for targeted programming
- conducting impact evaluations
- needs assessment
- web page development for targeted programming

The maximum for which grant proposals can be written will depend on budget resources available. Action teams, as well as work groups of action teams, are eligible to submit proposals. The intent is to fund projects that contribute to the comprehensive educational goals of the action plans and not a one time, stand alone events. An attempt will be made to balance funding across the six plans based on submission of quality proposals.

Proposals should include: 1) a one-two page (not including the logic model) overview of how the educational project addresses the goals of an action plan 2) a completed logic model for the proposal and 3) a short statement from action plan leaders that the proposed project is consistent with action plan goals (action plan leaders are listed in the Extension's personnel directory).

The following items must be included in the proposal:

- title
- action team(s) and/or work group(s) involved
- contact person
- definition of why this is an important issue
- how the proposal supports the goals of a current Extension action plan
- overall educational objectives (outcomes-impacts detail will be submitted as part of the logic model)
- research base that supports this educational project (one or two sentences)

- target audience
- how the funds requested can leverage additional resources
- how impact will be documented, including EARS report(s) planned, and process for sharing the impact with stakeholders
- budget (buying out the time of current employees to work on a project will not be funded)
- statement from action plan leaders
- what makes this proposal "cutting edge" programming
 - which academic departments are involved
 - identify protential connections with research and teaching programs
 - what is the potential for applied research programming
 - what are the opportunities for traditional and nontraditional partnerships
 - how this educational effort will contribute to the goals of the IANR

Strategic Plan

A completed logic model of this educational project describing the goals (outcomes-impacts), process (inputs-outputs) and evaluation steps is required as an attachment to the two page overview.

Funds awarded must be expended by June 30 of each year. Proposals are usually due September 1, to Linda Tempel, 211 Agricultural Hall, 68583-0703. Award recipients will be announced by October's UNL Extension Fall Conference.

Proposals will be evaluated by a team that includes a district director, an IANR unit administrator, two faculty memberbs, three members of the Extension Advisory Committee, Keith Niemann, DeLynn Hay and Beth Birnstihl. Collaboration across various program focus areas is encouraged. Criteria for evaluating the proposals are:

- contribution of proposal to the long term goal of the action plan
- perceived probability of achieving expected outcomes/impacts
- creativity exhibited in addressing action plan goals and objectives
- clear, measurable, meaningful and logical outcomes for the proposed educational project
- activities appropriate for achieving outcomes
- inclusion of an evaluation process in the logic model that monitors progress toward outcomes
- strategy for sharing impact report with stakeholders

Guidelines for Registration Fees

- strategy for sharing impact report with stakeholders
- contribution to the goals of the IANR Strategic Plan
- completed logic model

The following quote from Dean Dickey describes his expectations, “I think programs funded must make effective use of the logic model and identify programmatic outcomes and (must identify) how they intend to measure and report the outcomes. Above all, anything funded must support the action plans and be supported by the teams (if it comes from a work group)”.

UNIVERSITY OF NEBRASKA–LINCOLN EXTENSION GUIDELINES FOR REGISTRATION FEES

Operating funds for Extension professionals are limited, but this should not limit the delivery of educational programs. Like many public agencies, basic expenses are covered. To enhance programming, however, work groups may need to recover costs of educational materials, travel and meeting rooms. User fee support is a growing part of our current overall budget and will be an essential part of successful programming in the future.

There is not an expectation that a user fee will be charged for every Extension program. Federal Extension regulations state that user fees should not be charged for “basic educational services” those services which are for the public good (drought programming, volunteer leader training, parenting classes). However, these regulations further state that fees may be charged for enhancements to basic programs (profitability workshops, e-business classes or child care professional training).

Whether or not a fee will be charged will depend on what costs need to be recovered. To make that decision, a budget worksheet is provided for work group use.

- There are several costs associated with a program: expenses such as room rental, refreshments/meals, educational materials, educational handouts for participants, postage, advertising, honoraria for speakers outside the Extension system and travel expenses for Extension Faculty/Staff.
- Registration fees may be waived for individuals when conditions warrant (i.e., inability to pay). Provisions must be in place to reduce or waive fees when individuals or organizations are unable to pay.
- Salary/wages for Extension employees shall not be included in calculating a registration fee.

- The registration fee will be based on a pre-determined minimum attendance. Pre-registration is recommended, but may not be practical in all circumstances. If the desired number is not reached through pre-registration, the event may be canceled by the meeting coordinator(s).
- Extension Specialists who serve as resource persons for programs and Extension Educators providing expertise should request that a user fee be included in the budget to offset travel, lodging, educational handouts and meal expenses.
- A revolving account should be used to handle the money received from registration fees and for payment of related expenses of team programs. Revolving funds may be established at the district or department level depending on decisions of the work group involved. Access to money accrued is at the discretion of the work group that generated the fund.
- Work groups should have a plan for reinvesting funds into the program. Funds should be used to augment aspects of the Extension program such as the development of new educational programs, team travel for planning, professional development needs, program evaluation expenses and marketing.
- Teams should try to set common fees statewide. Some variation might need to occur but different fees send mixed messages to clientele.



How do we cover mileage for the times when staff is driving to meet other staff, find out about the community, network in the community but not do a specific program?

How will focused programs be funded?

Registration Fee Worksheet

PROGRAM/ACTIVITY _____

DATE(S) _____

COORDINATOR(S) _____

TEAM MEMBERS _____

Part A. Planning and Marketing Expenses

1. Announcements, brochures, etc \$ _____
2. Letters _____
3. Address labels _____
4. Postage _____
5. Telephone calls _____
6. _____
7. _____
8. Sub total (lines 1-7) \$ _____

Part B. Program Expenses

9. Speakers/resource persons outside of Extension \$ _____
(list each person and expense item)

10. Extension Faculty/Staff _____
(list each person and expense item)

11. Room fee/rental/set-up fees _____
12. Educational Materials _____
13. Equipment rental _____
14. Photography _____
15. _____
16. _____
17. Sub total (lines 9-16) \$ _____
18. Total fixed costs (line 8 + 17) \$ _____
19. Estimated attendance _____
20. Fixed costs per persons (line 18 ÷ line 19) \$ _____

Part C. Variable costs

21. # _____ meals @ \$ _____
22. _____ breaks @ \$ _____
23. _____ handouts @ _____
24. _____
25. Variable cost per person (line 24 ÷ line 19) \$ _____
26. *Minimum Registration* fee to be charged (line 20 + line 25) \$ _____



