



ESP Professional Development Grants – Instructions

An ESP Professional Development Grant application form begins on the following page.
This form can be used for any of the following financial award programs:

Professional Development Grant

This is a general fund that provides up to \$2,000 per person for in-depth, focused, professional development opportunities such as formal coursework, internships, workshops or conferences with a specific subject matter focus.

Marvin and Ellouise Beatty Award

One award of up to \$2,500 annually is made to an exceptionally promising and/or productive individual in UWEX-Cooperative Extension to aid the recipient in the development of his/her career as an adult educator.

Henry L. Ahlgren Award

Provides up to \$5,000 annually for individuals or groups whose work helps to perpetuate the family farm in Wisconsin. It supports professional development that improves the ability of Extension educators to work in agriculture and natural resource areas such as farm succession, modernizing family farms, or protecting the environment.

J. Mitchell Mackey Award

An award of up to \$1200 to support professional development of promising faculty or staff in Youth Development.

Ellen Fitzsimmons Award

Provides up to \$1200 annually to support professional development of promising/productive faculty or staff.

ESP National Conference / Galaxy Conference Grant

A professional development grant of up to \$1200 to assist faculty or staff attend the National ESP Conference.

Who should apply?

Any current or retired Wisconsin Cooperative Extension educator is eligible to apply for a grant. Priority will be given to members of Epsilon Sigma Phi. Recipients can receive only one grant in a three-year period.

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 and incomplete applications are not acceptable.

Application due dates: February 1 and August 1

Application procedure

1. **Mail one hard copy** of the completed application (with appropriate signatures) to the interim committee chair, Patrick Nehring, UW-Extension, PO Box 487, Wautoma, WI 54982
2. **Email a copy** of the completed application to each of the following ESP Grants Committee members:
(This copy does not need signatures)
Chris Kniep (Family Living) – christine.kniep@ces.uwex.edu
Pattie Carroll (WNEP) – pattie.carroll@ces.uwex.edu
Colleen Pulvermacher (4-H & Youth Development) – colleen.pulvermacher@ces.uwex.edu
Patrick Nehring (CNRED) – patrick.nehring@ces.uwex.edu
Kay Buelke Schroeder (Retiree) – kschroeder36@wi.rr.com

Questions??

Contact Patrick Nehring, Interim Committee Chair, at patrick.nehring@ces.uwex.edu or (920) 787-0416

ESP Professional Development Grants Application

Name:

Title:

Full mailing address:

Phone:

Email:

Are you an Epsilon Sigma Phi member? Yes No

Priority will be given to members of Epsilon Sigma Phi.

If yes, answer the following: Regular Member Life Member Number of Years

Amount requested from ESP: \$_____ |

Check the type of program:

Tuition-based coursework

Attending a workshop, conference, etc.

Other (please list below)

The committee will select the best award program listed on the previous page based on the application.

Please respond to the following questions:

1. Briefly provide the **major responsibilities** of your position and the number of years of service with UW-Extension.
2. Describe the **professional development plan** for which you are request funding. Include details such as: the title and description of the proposed study, dates, locations, number of hours, sponsoring group, etc. If working towards a degree, list the course name that this grant would be applied towards.
3. How does this experience **support your professional career plans** with UW-Extension or, if retired, how the experience will benefit you in the work you will share with UW-Extension?
4. How will this program or study **benefit your clientele**?
5. How will you **share this experience** more broadly with the institution? (In addition, grant recipients are required to provide a paragraph or page summary to the committee chair of what was learned or accomplished through this grant within 90 days of the completion of the training or activity. It should be suitable for publishing by ESP.)
6. If this program or study includes **giving a presentation**, provide the title, type of presentation, and audience.
7. Submit a detailed **expense budget**, including registration/course fees, travel, materials, and other related expenses. UW travel guidelines for meals, lodging, travel request/permission, etcetera must be followed, see <http://www.uwex.edu/business-services/travel/>. For tuition-based coursework, ESP can only reimburse the tuition fees; not books, supplies and travel costs. (Successful grant recipients will be required to submit a travel expense report following the educational experience. Therefore, keep all original receipts.)
8. Restate the **amount requested from ESP**. In addition, what **other funding** will you use or have applied for? List each source and dollar amount including any personal contributions. Total funding should equal the total expenses.

Applicant's Signature

Date

Endorsement Signature*

Date

* District Director for County Staff; Program Director for State Staff