

Appropriate Uses for Spending Program Focus Team Funding

Purpose of Program Focus Teams

- Identify basic knowledge and professional development opportunities for all agents who want to do programming in subject area.
- Identify advanced knowledge and professional development opportunities for program focus team members wanting to do in-depth programming in subject area.
- Develop state-wide action plans and evaluation plan related to subject area.
- Develop or review at least one Signature Program action plan and evaluation tool per year (a Signature Program can continue over a few years.)
- Develop at least one Making a Difference report each year, to include one for each Signature Program.

Appropriate Uses for Program Focus Team Funding

In general, spending of PFT funding should support the purposes (outlined above) of Program Focus Team work. Specifically, funds could be used for:

- Expenses for Program Focus Team meetings to plan and develop state-wide action and evaluation plans related to their program area or cross-cutting programming with other PFTs.
- Expenses for a member(s) to represent the PFT at a professional development opportunity in order to: *(the expectation would be for the member to bring back the information and share with the whole team.)*
 - prepare and support PFT action plans
 - prepare to deliver agent/specialist training in support of action plans
 - prepare to deliver professional development related to the PFT's work
 - on rare occasions, it may be appropriate for the team to travel within Kansas (or nearby) to receive training for program delivery ***(This travel should be pre-approved by the appropriate Program Leader Coordinator)***
- Expenses for external speakers/trainers to train the team or other Extension professionals on information or programs that are appropriate for the team's work.

Personal professional development is **not** an appropriate use of PFT funds.

PFTs may define more specific guidelines for spending their PFT dollars, but those guidelines should adhere to the overall guidelines indicated above.

All spending should be reasonable with the understanding that funding is from state appropriations, is limited, and subject to availability of appropriations. If you have any questions about the appropriateness of use of PFT funds, please check with your Program Leader Coordinator.

Funding:

- Amount of funding will be dependent on available funding
- Program Focus Team will submit a simple spending plan narrative by July 1 each year starting July 1, 2020, to their Program Leader Coordinator
- PFTs will be limited to carrying over \$1000 to the next program year for a maximum of \$5000. Excess funds will be collected to support new PFT and/or transdisciplinary program initiatives.
- ***For this first year only, Program Focus Team will submit a spending budget for their carry over funds by November 1, 2019. This plan should indicate how the team will spend down their money over a 3 year period until the carry over is \$5000 or less. Alternatively, the team could decide not to submit a plan and any funds over the \$5000 maximum would automatically roll into the pool of funds to support new PFT and/or transdisciplinary program initiatives.***