



**Extension Endowment Fund Grant Alpha  
Rho Chapter, Epsilon Sigma Phi  
Professional Development Grants due May 1  
Program Innovation Grants due August 15**

The purpose of this fund is to improve the quality of educational programs offered by K-State Research and Extension by encouraging faculty professional development experiences and special projects. Contributions to this fund have been made by Extension faculty, friends and supporters of the Alpha Rho Chapter, Epsilon Sigma Phi.

Applicants must be members of Alpha Rho Chapter. Grant applications may be a maximum of two pages and must have advance approval of the department head/area director.

In lieu of signatures, electronically submit the completed application to the endowment fund chair and to the department head/area director by May 1 for professional development grants and August 15 for program innovation grants. The department head/area director will notify the Extension Endowment Fund Chair by e-mail regarding the approval status. Responsibility for the chair getting this notification lies with the applicant (there is no form).

Grant application must include the following information: (there is no form)

1. Project title and applicants' name, phone number, mailing address, and e-mail address.
2. Whether the project is for professional development or program innovation.
3. A description of the project which includes:
  - Situation
  - Expected outcome
  - Audience to be addressed
  - Collaborators, if any
  - Amount of grant request. Total cost of project and justification of anticipated expenses and other sources of funding.
  - Plans for sharing information with Extension faculty about the grant and acknowledging ESP Endowment Fund financial support (e.g., chapter newsletter, brochures, posters, displays)
  - Date approved by department head
4. Has ESP funding been previously received for a similar project? If so, when was the grant received and how would this request meet a different need.

Ideas for grants include:

<b>Professional Development</b> <ul style="list-style-type: none"> <li>- Attendance at ESP professional meeting with preference to first time attendance</li> <li>- Graduate studies</li> <li>- Innovation of professional development opportunities targeted to extension professionals and/or clientele</li> </ul>	<b>Program Innovation</b> <ul style="list-style-type: none"> <li>- Something new</li> <li>- Able to be replicated</li> <li>- Timely and relevant to the mission of Extension and ESP</li> </ul>
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Preference is given to grant applications which include collaborative efforts, and outside funding including registration fees. Funding cannot be used to pay for salaries or honorariums of anyone on the State of Kansas payroll. Funds may not be used for consumables (such as food, art supplies, etc.)

Grant recipients will be announced at the annual banquet.

Grant funds will be paid upon presentation of paid receipts or invoices to the ESP treasurer.

All requests for funds must be received by December 31 of the year following selection.