**CE-FCS AMBASSADORS PROGRAM DEVELOPMENT**

**GRANTS AND AWARDS**

**Category Descriptions**

\*Only Oklahoma Cooperative Extension Service employees and OHCE members are eligible for these grants.

The \***OHCE County/Group Grant** may be made to a team of County OHCE members and may include an Extension Educator. The total amount available in this category is $4000 with a maximum of $800 per application. The Grants and Awards Committee is encouraged to select at least one proposal from each of the four districts but allowed flexibility based on number and quality of applications.

The \***State Specialist Grant** may be awarded to one or more Family and Consumer Sciences State Extension faculty for an assistant or for program development. The total amount available in this category is $3000.

The \***County Grant** may be made to an individual Extension Educator or a team of collaborating staff (Extension Educators-FCS, CNEP, Special Projects positions, and/or 4-H Extension Educators with family and consumer sciences responsibilities) within a single county. The total amount available in this category is $6000 with a maximum of $1,000 per application.

The \***Multi-County Grant** may be made to an individual working with more than one county or to a team of Extension staff (ex: Extension Educators-FCS, Extension Educator-4-H Youth Development, Special Projects positions, District Family and Consumer Sciences Program Specialists) collaborating across county or unit boundaries. The total amount available in this category is $3000 with a maximum of $1000 per application.

\*\*Only Oklahoma Cooperative Extension Service Employees are eligible for this award.

**\*\*Outstanding State Faculty, Individual Field Staff and Team/Group Award** – Use the OCES/FCS Application for Honors Awards form to report innovative programming that is consistent with the goals of the Family and Consumer Sciences Plan of Work. The $500 award for State Staff, $500 award for Individual Field Staff, and $500 award for Team/Group can be used for purchase of program resource materials and/or professional meeting registration.

Application, Checklist/Score sheet, Letter of Recommendation   
must be submitted electronically by **April 10th** to**:**

**Kristy Spalding at** [**kristy.spalding@okstate.edu**](mailto:kristy.spalding@okstate.edu)

**Applications are available at**

[**https://extension.okstate.edu/programs/family-and-consumer-sciences/ambassadors**](https://extension.okstate.edu/programs/family-and-consumer-sciences/ambassadors)

**CE-FCS AMBASSADORS PROGRAM DEVELOPMENT**

**GRANTS AND AWARDS**

**Criteria for consideration for an Ambassador Program Grant:**

* The proposed project should enhance knowledge and increase potential for addressing complex issues facing Oklahoma families and/or communities and should be designed to build coalitions and network with appropriate community agencies. It must involve educational programming to be conducted by the applicants addressing subject matter based on research or solid evidence. Projects should encourage inclusion of limited resource and/or culturally diverse audiences and a public policy component that supports human well-being and/or a leadership component. *Projects designed for outright benevolence* ***will not*** *be funded (i.e. items that will be given away and have no educational component, donations to other groups).*
* Applicant must provide documentation of donation in the past 12 months. A minimum of $25.00 is required to be eligible to apply for a grant.
* The proposed project should be a new program idea which seed money could help initiate and has potential to become an established program in other settings. *The purpose of the grant* ***is not*** *to provide ongoing support or to expand previously funded projects.*
* Projects should provide positive visibility to OCES and/or OHCE, and to Ambassadors.
* Indirect expenses or overhead charges are non-allowable expenses. Snacks or meals for participants are not allowable expenses, unless they are an integral part of a nutrition education program, support the educational objectives of the program and abide by all OSU purchasing protocol.
* No early spending of funds will be allowed. Funds are available only after July 1st of the granting year.
* An Extension Educator and an OHCE group or county organization from the same county wishing to apply for funds for the same project should apply in only one category. *Two proposals submitted from one county for the same project* ***will not*** *be funded.*
* All grant funds are to be used starting July 1 of year awarded and ending July 31 of the following year. Budget revisions will not be accepted after April 30th of the grant cycle.. All funds must be spent within the intent of the proposal.
* The description of the innovative program should be typed and double-spaced, **no more than three (3) pages in length**, with at least 1-inch margins using a size 12 font**.**
* Incomplete applications are unlikely to be funded.

NOTE: For state specialist’s proposal, if funds are requested for a graduate assistant, describe the need and expectation in the proposed program including the graduate assistant’s role in the development of the program and the anticipated benefits. Any projects for development of web-based materials or videos must comply with OSU policies and approval process.

**Application Deadline: April 10th**

**CE-FCS Ambassadors Program Development Grant**

**OHCE, State Specialist, County and Multi-County**

**The proposal should use and address the following outline and items:**

1. **Name of Applicant(s) and position**
2. **Address,**
3. **Phone**
4. **E-mail**
5. **Title of program**
6. **Type of award** (OHCE County/Group, State Specialist, County or Multi-County)
7. **Documentation of Donation to Ambassadors** (Attach documentation within the past 12 months: Letter from OSU Foundation or Dr. Peek, Report from OSU Foundation Website, or copy of check and/or donation form.) **This must be included in order for the application to be judged! A minimum of $25.00 is required.**

1. **Initiative Area** – Indicate FCS Issue Team Area (Hunger, Health, Environment, Safety, Finances, Jobs and Employment, Family Breakdown, Risky Behaviors, Resilience and Leadership Development) or an OHCE Project Committee (Cultural Enrichment, Healthy Living, Resource Management, Family Issues or Leadership).

2. **Innovative program** – Address how this proposal is a new program idea that can be developed and established in other settings and with other populations.

1. **Situation statement** – What’s happening in your area that justifies the need for this program?

4**. Objectives** – What things do you intend to accomplish with this project?

5**. Primary target audience** – Who will your project benefit? Are they limited resource or culturally diverse?

6**.** **Program delivery methods** – How will your project be done?

7**. Program evaluation procedures/expected outcomes** –

* Describe how the project will be evaluated.
* Describe your expected outcome for the project.

8**. Marketing strategies** – How will you provide positive visibility for OCES and/or OHCE and Ambassadors?

9. **Budget** – List specific items you will purchase and how much you plan to spend on each item. Items may include supplies, educational resources/curricula, marketing publications, training, postage, travel-cost breakdowns, fees, etc. Don’t forget shipping/handling. Specify total amount of grant funds requested. (If dollars from other sources will also be used, identify source and amount.)

10. **Letter of Recommendation** from the District Family and Consumer Sciences Program Specialist, District 4-H ProgramSpecialist, District Director or from the appropriate department head. OHCE needs a letter from the Extension Educator-FCS.

**Reminders for Applicants:**

Include Checklist/Score Sheet with top portion of the application completed.

Proposal, Checklist/Score Sheet, Documentation of Donation and Letter of Recommendation must be submitted electronically by **April 10th** to the Ambassadors’ Grants & Awards Committee Chair**:**

**Kristy Spalding at** [**kristy.spalding@okstate.edu**](mailto:kristy.spalding@okstate.edu)