

**LCDE Application Form**

**Leadership Development and Citizen Engagement  
Oklahoma State University  
MINI-GRANT APPLICATION FORM**

Date: \_\_\_\_\_

Title of Project or Training: \_\_\_\_\_

Applicant (Contact Person) Name: \_\_\_\_\_

OHCE Member & Position: \_\_\_\_\_

OCES Professional & Position: \_\_\_\_\_

Other: \_\_\_\_\_ Sponsored by: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone (W): \_\_\_\_\_ (H): \_\_\_\_\_ (Cell): \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Additional Applicants and Title (Position): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the amount requested in LDCE funds and also any supplemental &/or matching funds you expect to receive for this project/training (source and amount):

\_\_\_\_\_  
\_\_\_\_\_

List previous Family & Community Leadership and/or Leadership Development and Citizen Engagement Grants received (amount and purpose): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Attach written proposal.** (Follow format on LDCE Information/Instructions)

# Leadership Development and Citizen Engagement MINI-GRANT INFORMATION/INSTRUCTIONS

**DEADLINE: April 1 and October 15.** Applicants will receive notification regarding status of application within 30 days of receipt of application.

**PURPOSE:** LDCE Mini-Grants are to provide seed money for proposals whereby emerging leaders can learn leadership skills through specific training &/or by working on a project of importance to the community, neighborhood, or county. **The proposed project or training must clearly foster leadership development.**

**GRANT CATEGORIES. Activities recognized as eligible for LDCE mini-grants are:**

- **Leadership training costs** (must be provided by a reputable organization and relevant to the role of the applicant). E.g., participation in county leadership programs or other training that improves your performance by increasing effective leadership skills/knowledge for the immediate application in meeting the social, economic and business challenges of your county/state. Training/seminar should provide avenues for enhancing the qualities of good leadership in you, a team and/or community. Applicant must indicate how the training will be used professionally within 12 months after completion.
- **Civic Engagement leadership projects** (i.e., leadership in or via service-learning, public policy, county/city government, public deliberation training, etc.) Civic engagement is individual and collective actions designed to identify and address issues of public concern. Civic engagement is about decision making and the right of the people to define the public good; determine the policies by which they will seek the good; and reform or replace institutions that do not serve that good.
- **Officer leadership development** training for officer roles, parliamentary procedures, effective use of team/committee work, planning processes, conference planning, etc. Leadership development for officers expands the capacity of individuals to perform in leadership roles within organizations such as OHCE, for example. Leadership roles are those that facilitate execution of an organization's strategy.
- **Diversity training.** Attending programs for how to lead in a diverse environment, how to recruit/serve diverse audiences. Diversity training is for the purpose of increasing participants' cultural awareness, knowledge, and skills, which is based on the assumption that the training will benefit an organization by protecting against civil rights violations, increasing the inclusion of different identity groups, and promoting better teamwork.
- **OTHER** timely topics related to leadership and citizen engagement. E.g., community leadership for effecting community outcomes (such as policy changes for public safety, recycling, bullying, public improvements, etc.)

**WHO CAN APPLY?** Oklahoma Home and Community Education (OHCE) members, Oklahoma Cooperative Extension Service (OCES) staff and/or an individual/group sponsored by OHCE or OCES. Ideally, applications should include a county educator (FCS and/or 4-H) plus an OHCE member or volunteer.

**AWARD AMOUNT:** Several mini-grants of **up to \$1,000 each** are available annually. Receipts and appropriate proofs of purchase are required to process reimbursements. Some costs may be covered in advance and will require prior approval from OSU-College of Human Sciences.

## DISBURSEMENT OF FUNDS:

This will be handled in one of two ways:

1. You may purchase supplies, curriculum, etc.; then submit receipts and proofs of payment to the Human Sciences Office of Extension and Engagement for payment (attention: Kimberly Nolting). Funds will be paid within six weeks after receiving these receipts.
2. You may submit a purchase request and invoice. The vendor(s) will be paid within six weeks of receiving your request.

## TIMELINE:

Projects/training must be completed within one year of funding notification. A report, presentation or display must be completed immediately following completion and/or according to the Report plan specified in the proposal.

**WRITTEN PROPOSALS:** The LDCE **Mini-Grant Application Form** must be completely filled out and attached to the written proposal. Written Proposals should be brief (1-2 pages), and written using the following outline:

1. **Describe the proposed project &/or training**, including how it meets local needs of the community, neighborhood, or county.
2. **Indicate the appropriate category for the LCDE proposed project or training**
3. **Describe collaboration** among groups, organizations &/or individuals for project/training, if any
4. Discuss **significance of need for leadership development and/or citizen engagement**
5. **Expected leadership outcomes:** Include how emerging leaders will learn leadership and increase/enhance skills and abilities, by working on the project or in training. Outcomes may be stated in the form of objectives. Identify a minimum of three leadership skills to be learned or developed.
6. **Projected impact** of leadership training &/or citizen project **on the community.**
7. **Describe target audiences for the leadership/citizen engagement project.** Priority will be given to proposals intended to increase leadership skills in a diverse audience. Audience diversity includes characteristics such as, but not limited to, age, gender, ethnicity, and background.
8. **Detailed budget.** List line items in the budget such as Educational materials, Illustrative materials, Travel expenses, Training costs, etc. Specify the costs for each including quantities or how you arrived at the estimated costs for the item(s).
  - Include other contributions, both monetary and in-kind, from any source.
9. **Budget Narrative.** Describe the purpose of each line item, including how LDCE grant funds will be used to develop/enhance leadership skills and abilities
10. **Reporting.** Indicate how project/training will be reported, including photos is appreciated:

___ Written Report	immediately following completion/when	_____
___ Presentation	where _____ and when	_____
___ Display	where _____ and when	_____
11. **Credit.** Indicate how credit will be given to the Oklahoma State University Leadership Development and Citizen Engagement (i.e., media, certificates, other)

## **SELECTION CRITERIA:**

- Significance of need for leadership development.
- Evidence of how emerging leaders will increase and/or enhance their leadership.
- Projected impact of leadership training and/or projects on the community. How proposal will meet a local need.
- Proposal targets leadership training for diverse audience.
- Evidence of collaboration among individuals or groups (i.e., schools, 4-H, volunteer and/or professional groups)
- Clear and concise budget & budget narrative, including any other in-kind or monetary support.
- Includes plan for follow-up report.
- Follows format, providing requested details.

## **EMAIL (preferred) or MAIL APPLICATION, COMPLETION REPORT, and REIMBURSEMENT REQUESTS**

To: [srendel@sbcglobal.net](mailto:srendel@sbcglobal.net) and Cc: [kimberly.nolting@okstate.edu](mailto:kimberly.nolting@okstate.edu).

Sue Rendel  
59201 East 70 Rd  
Miami, OK 74354

Home: 918-542-2092  
Cell: 918-540-4208

For reimbursement requests, include a scan/copy of all receipts along with the reimbursement form. **Mail any original paper receipts to the FCS state office as directed below. If the original receipt is electronic, then just forward the electronic version with the reimbursement request (no need to mail a paper copy).**

## **MAIL original PAPER receipts to:**

Kimberly Nolting  
OSU Extension-Family & Consumer Sciences  
135 Human Sciences  
Stillwater, OK 74078-6111

Phone: 405-744-6280

- Send reimbursement request form and copy of all receipts to Sue Rendel as explained above.
- Mail any original paper receipts to FCS state office (OSU Foundation requires original receipts)
- Sue will review and forward approved reimbursement forms and receipts to the state office. The reimbursement request form, printed copies of electronic receipts, and any original paper receipts received in the mail will be included with the reimbursement voucher and sent to the OSU Foundation for processing payment.

## **LDCE STEERING COMMITTEE MEMBERS:**

Sue Rendel, Convener, (OHCE Representative)  
Kathy Fentress, (OHCE Representative)  
Dr. Jorge Atilas (OCES Assistant Director for FCS)  
Brenda K. Miller (OCES Northeast District FCS Program Specialist)  
Karla Knoepfli (OCES 4-H Youth Development Assistant Extension Specialist)