

Leadership Development and Citizen Engagement (LDCE) Grant Information

Would you like financial assistance for a project to develop strong leadership in your county, OCES staff, OHCE group, 4-H group or community?

GREAT NEWS! The amount of the Leadership Development and Citizen Engagement grant has been increased to **\$1500.00 as of July 9, 2018.**

1. What is the purpose of the LDCE grant?
 - a. LDCE grants are to provide seed money for any program whereby attendees can develop and refine leadership skills through specific training and/or by working on a project of importance to the community. The proposed training or program must clearly foster leadership development.
2. Who can apply?
 - a. Oklahoma Home and Community Education (OHCE) members, Oklahoma Cooperative Extension Service (OCES) staff and/or an individual or group sponsored by OHCE or OCES
3. What is the maximum amount that can be applied for?
 - a. Any amount up to **\$1,500.00** for each project and is available annually.
 - b. There is no limit to the number of times an individual may apply.
4. Is there a deadline to apply?
 - a. No. This grant is open-ended and has no specific date to apply. Any time throughout the year that funding is needed for a project with leadership components you may apply.
5. How does a county/individual apply?
 - a. Fill out the application forms and electronically send to Sue Rendel, LDCE Convener; srendel@sbcglobal.net
6. Where can I find the application forms?
 - a. More information can be found on the OEAFCS website under "OEAFCS Awards" <http://oeafcs.okstate.edu/oeafcs-awards>.
 - b. Forms can be found on the OHCE website under "Resources," then "Grants" <https://humansciences.okstate.edu/fcs/ohce/resources.html>.
 - c. FCS Educators can also access forms on Brightspace under "Educator Resources."
 - d. You may also contact any one of the members on the steering committee:
Sue Rendel, srendel@sbcglobal.net Dr. Jorge Atilas, jorge.atilas@okstate.edu
Marie Jones, mvsjones@msn.com Brenda Miller, brenda.k.miller@okstate.edu
Cathleen Taylor, cathleen.taylor@okstate.edu

7. How long does it take to get results from committee?
 - a. Applications are electronically sent to Convener.
 - b. Convener electronically sends them to each committee member for review.
 - c. Applicant will be notified of the results within 10 days.
 - d. The committee may ask for more detailed information or clarification of a feature resulting in a slight delay.
 - e. Suggestions may be given to assist applicant and you will be given an opportunity to make further changes if the committee deems necessary.

8. After approval, when is the money dispersed?
 - a. Applicant may purchase supplies, curriculum, etc. any time after approval until the project is completed. Only approved grant items can be reimbursed.
 - b. At point of purchase ensure receipt includes details such as: vendor, date, itemized purchase detail, and payment information. Original receipts are required and must be legible. Receipts should include grant items only: Any personal items should be purchased on separate receipt.
 - c. No writing or markings on the receipts. If explanation of items is necessary, put on a separate sheet of paper.
 - d. Send original receipts and proof of payment to: Sue Rendel, Convener: 59201 East 70 Road; Miami, Ok. 74354.
 - e. A purchase Order and Invoice may be submitted for receipt. The vendor may be paid direct within 6 weeks of receiving the request for payment. Vendor must be in agreement of the payment time frame prior to the transaction.
 - f. A letter from the Convener with the grant committee's endorsement of the completion of the project, the original receipts, and the Reimbursement form signed and dated by Applicant & Convener will be sent to the State Extension office secretary, Kimberly Nolting authorizing payment. She will process the payment requirements according to OSU Foundation guidelines.
 - g. Funds should be received within six weeks after receipt of necessary documents. LDCE grants are funded through OSU Foundation and those guidelines and timeline must be followed for reimbursement.

9. Timeline for completion of Grant project?
 - a. Project must be completed within one year of approval. A written report, presentation or display must be completed following completion. Location of display will be determined by committee and applicant.
 - b. If there is a delay in completion on behalf of the grant applicant, committee must be notified and approval for additional time may be granted.

The LDCE committee wants to hear from you and will assist you if you have further questions with a Leadership Development and citizen Engagement grant application.

Sue Rendel, LDCE Convener