



OUTREACH MINI-GRANT APPLICATION

TITLE

Project Leader:

Date:

Primary Contact:

Affiliation:

Email:

Mailing Address:

Phone Number:

PROGRAM PLAN

Maximum of 4 pages for Program Plan. Include the following sections: Project Goal, Significance, Methods, Evaluation Plan, Future Implications, and Timeline.

Project Goal: State the project goal/outcomes/deliverables and estimated reach.

Significance: Describe specific priority area(s) addressed. If relevant, include local needs assessment or other justification. State how the project fits with SW Ag Center intermediate outcomes listed in the Outreach Mini Grant Program Description.

Methods: Describe steps to conduct project.

Evaluation Plan: Describe how results will be measured e.g., number of workers trained, number of items distributed, increase in safety devices, publications, presentations, media coverage.

Future Implications: Explain the potential for a sustained program, continued funding, spin-off programs, and/or promoting awareness through trade journals, conferences, social media, etc.

Timeline: Project timeline for 12 months. Indicate major activities by monthly intervals.

BUDGET

A maximum of \$10,000 total costs may be requested. The budget must indicate the requested amount and the justification for each category (e.g. personnel, fringe, consultant, supplies, travel, other). Costs to cover travel for outreach are allowable. Purchase of new equipment for one-time use is not allowable. The budget request is for up to a 12-month period. While the maximum funds awarded are set at \$10,000, the SW Ag Center reserves the right to negotiate the budget lower or higher based upon total funds available and/or projects of exceptional merit.

Outreach Mini Grant Budget

Personnel	
Fringe	
Consultants	
Supplies	
Travel	
Other	
Subtotal Direct Costs	
Indirect Costs	
Total Costs-Amount Requested from SW Ag Center	

Budget Justification: Explain how the money will be used. For example: 2 months' staff time, travel to training sites, printing 200 brochures, shipping, etc.

OTHER SUPPORTING DOCUMENTS

Project Leaders: Describe key personnel and their qualifications.

Letters of Support: Include a letter of support from your institution/organization and other letters as appropriate.

Appendices: Only highly relevant materials should be included in appendices.