

American Association of Family & Consumer Sciences

Excellence in Extension Grant 2018 Guidelines

The AAFCS Excellence in Extension Grant provides seed money for programs designed to enhance the well-being of families, to expand the Cooperative Extension program initiatives and support the work of AAFCS. Creative and innovative Cooperative Extension research, demonstration, or staff development proposals that address both the current and relevant issues in AAFCS or Extension are invited. Proposals must address how the project contributes to increasing public knowledge of family and consumer sciences and its value to society and expanding the body of knowledge related to family and consumer sciences.

Any individual or group chosen to receive the Excellence in Extension Grant will receive \$5,000 and a commemorative certificate. The title of the project and the recipient's name will be reported in the Annual Conference Program Book. The project leader will receive up to \$1,000 of support for one year of AAFCS membership (\$150) and reimbursement for expenses to attend the AAFCS Annual Conference & Exposition, where the grant award will be presented. (up to \$850).

Eligibility

Individuals and groups who are eligible to apply for the Excellence in Extension Grant include:

- Individuals or teams employed by Cooperative Extension with family and consumer sciences program responsibilities; and
- AAFCS communities, committees, commissions, councils, affiliates, or units whose proposal is an Extension program that reflects best practices in curriculum development, delivery methods, and learning outcomes. Collaborative efforts are encouraged.
- Members of the AAFCS Board of Directors and Awards and Recognition Committee are not eligible to apply during their terms of office. AAFCS staff members are not eligible to apply during their periods of employment with the Association.

The grant will be presented when a qualified applicant is identified. Excellence in Extension Grant awards are limited to one recipient (or recipient group) in odd numbered years, or as funds are available.

Application Process

To apply for the 2018 AAFCS Excellence in Extension Grant, complete three steps by **January 8, 2018**:

Step 1 – Read the 2018 AAFCS Excellence in Extension Grant Guidelines in their entirety.

Step 2 – Complete the Excellence in Extension Grant online application form available at www.aafcs.org.

Step 3 – Submit supporting documentation (A-C, below) to awards@aafcs.org via PDF.

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A. Project Narrative: maximum four (4) double-spaced, one-sided pages in 12-point sans-serif font with one-inch margins. (Tahoma, Arial, and Helvetica are some examples of sans-serif fonts).

- **Purpose:** Clearly stated; relates to current and relevant issues in Extension; contributes to increased public knowledge of family and consumer sciences and its value to society; expands the body of knowledge related to family and consumer sciences; and/or expands the program efforts of Cooperative Extension. A brief literature review may be used to support the statement of purpose.
- **Objectives:** Clearly stated and measurable; achievable within one (1) year.
- **Plan of Action:** Include clearly stated project activities with a month-by-month timeline which shows the activities required to accomplish the objectives of the project, along with the target completion date.
- **Dissemination:** Clear and innovative; target audience identified; strategies result in enhanced image of family and consumer sciences.
- **Evaluation:** Indicate how this project will be monitored and evaluated to determine whether the objectives have been met and goals achieved.

B. Budget Narrative: Maximum one (1) double-spaced, one-sided page in 12-point sans-serif font with one-inch margins.

- Narrative should include **proposed budget**, including brief rationale for each item.

Note: The successful proposal requests no more than \$5,000 from AAFCS and includes matching funds that are equal to the amount requested in the proposal (up to \$5,000). Matching funds can be provided by allocations from other funding sources or from in-kind contributions (such as salaries). No indirect costs will be paid by AAFCS. Expenses related to the purchase of computer hardware and expenses for travel to and participation in professional meetings will not be paid by AAFCS.

C. Personnel and Sponsoring Organization Background: Maximum one (1) double-spaced, one-sided page in 12-point sans-serif font with one-inch margins.

- Provide description of the expertise of the principal project personnel and a brief background of the Extension organization, including a statement of its mission.

Please keep a copy of all materials submitted to AAFCS; materials will not be returned to applicants.

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Review Process

Jurors selected by the AAFCS Awards and Recognition Committee review the applications online and assign points using the Evaluation Criteria (see section titled *Evaluation Criteria*). Individuals or teams who apply for the 2018 AAFCS Excellence in Extension Grant cannot serve as jurors for the grant. Additionally, jurors cannot judge applications from family members, their current students, students at their own institution, applicants who have the same employer, or any applicant for whom there may be a potential conflict of interest. An individual who has been nominated and/or applied for an award, grant, fellowship, or scholarship shall not serve as a juror for any award, grant, fellowship, or scholarship during the period of time in which his or her own nomination or application is being judged.

The grant recipient will be announced in the spring of the year awarded.

Requirements

Although AAFCS does not require that Excellence in Extension Grant recipients sign a contract to receive the funds, please remember that:

- The successful proposal requests no more than \$5,000 from AAFCS and includes \$5,000 or an amount equal to the grant request in matching funds. Matching funds may be provided by budget allocations from other funding sources or in-kind matching funds.
- No indirect costs will be paid by AAFCS.
- Expenses related to the purchase of computer hardware will not be paid by AAFCS.
- The project will be funded for one year (**October 1, 2018 - September 30, 2019**).
- A six-month progress report will be due by **April 30, 2019**, and a final report will be due by **September 30, 2019**.
- Two-thirds of the funds granted will be disbursed in **October 2018**. The remaining one-third will be paid upon completion of the project and submission of the final report.
- Any unused Excellence in Extension Grant funds must be returned to the Association.
- AAFCS has the first right to publish a manuscript related to the Excellence in Extension Grant.
- Approval of the AAFCS Awards and Recognition Committee must be obtained in advance to change any objectives or strategies for the Excellence in Extension Grant.

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Evaluation Criteria

Applications will be evaluated online using the point system outlined below and can be awarded no more than 100 points. Guidelines as to what jurors may consider for each criterion are listed for clarity in preparing the application and consistency in judging applications.

Evaluation Criteria Awarded	Points Possible	Points
<p>Purpose: Clearly stated; relates to current and relevant issues in Extension. Contributes to increased public knowledge of family and consumer sciences and its value to society; expands the body of knowledge related to family and consumer sciences; and/or expands the program efforts of Cooperative Extension.</p>	20	_____
<p>Objectives: Clearly stated and measurable; achievable within one (1) year.</p>	20	_____
<p>Action: Clearly delineated with realistic time frame (timeline included); innovative and easily replicated; and methods in line with objectives.</p>	20	_____
<p>Dissemination: Clear and innovative; target audience identified; strategies result in enhanced image of family and consumer sciences.</p>	10	_____
<p>Evaluation: Clearly established; effectively measures identified objectives and outcomes.</p>	10	_____
<p>Personnel/Sponsoring Organization: Expertise is appropriate to the project; capacity and mission of sponsor/organization support the project.</p>	5	_____
<p>Budget: Clear, concise and justifiable.</p>	5	_____
<p>AAFCS Membership: As of the due date of application, at least one applicant is an AAFCS member</p>	5	_____
<p>AAFCS Certification: As of the due date of application, at least one applicant holds these credential(s) in family and consumer sciences:</p> <ul style="list-style-type: none"> • Certified in Family and Consumer Sciences (CFCS), • Certified in Human Development and Family Studies (CFCS-HDFS), • Certified in Hospitality, Nutrition and Food Science (CFCS-HNFS), • Certified in Personal and Family Finance Educator (CPFFE) • Certified in Nutrition and Wellness Education (CNWE) and/or • Certified in Family and Consumer Sciences, Retired (CFCS, Retired). <p><i>Note: If applicant is a team and at least one team member is certified, full points (5) will be awarded. Only 5 points total will be awarded for certification, regardless if multiple certifications are held.</i></p>	5	_____
TOTAL POSSIBLE	100	

Recommend for grant? Yes No

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Comments to be shared with other jurors:

Comments to be shared with applicant:

Signature of Juror: _____

Date: _____