|  |  |  |  |
| --- | --- | --- | --- |
| Western SARE Professional Development Program for California  **MINI-GRANT APPLICATION**  **Due Friday, October 15, 2021 (by 5 pm)** | | | |
| **1. APPLICANT INFORMATION** | | | |
| a. Applicant Name: | | | |
| **b. Address:** | | | |
| Street line 1: | | | |
| Street line 2: | | | |
| City: | | | |
| County: | | | |
| |  |  |  | | --- | --- | --- | | State: | Zip Code:: | | | Email: | Phone: | | | | |
| **c. Organization:** | | | |
| Department or unit: | County or region: | | |
| **2. Have you previously received a WSARE California Mini-Grant?**  **YES [ ] NO [ ]** | | |
| **4. Proposed Date Range for Use of Funds. Projects must take place between January 7, 2022 and June 30, 2023.** | | **Total funds requested, direct costs only:** |
| **5. Project Title**: | | |
| **6. Issues and Geographical Areas (counties, regions) Addressed by Project:** | | |
| **7. List of partners and/or collaborators (please provide name and title or affiliation, and role on the project):** | | |
| **8. PROJECT DESCRIPTION** | | |
| 1. ***Two to three sentence summary of project objective and methods (or activities)***. 2. ***Who is the target audience? Specifically identify the group or groups that will be targeted for participation in your project***. 3. ***Describe briefly what you’re going to do, such as hold an educational workshop, produce educational material, etc. Provide relevant details such as location, proposed agenda topics, and estimated number of attendees or target audience.*** 4. ***How will you promote your events or products to ensure they reach your target audiences?*** 5. ***What changes in awareness, knowledge or attitudes are expected to occur as a result of the target audience participating in the project? (Be specific)*** 6. ***What changes in decision-making, intentions or actions do you hope will take place among the target audience as a result of your project? (Be specific)*** 7. ***What is the intended benefit from these changes (e.g. improved stewardship, economics, market access)?*** 8. ***Evaluation plan – How will you determine if your educational outcomes have been achieved? (Describe the methods). Please note that, in addition to your own internal evaluation, each grantee will be required to complete a project evaluation form that conforms to WSARE requirements and that will be provided after the grant is awarded.*** | | |
| **8. Proposed Budget: Maximum amount: $20,000.**  **(note: final grantee budgets must follow University of California and SARE requirements)** | | |
| 1. Facility rental $ 2. Printing/media $ 3. Supplies & Exp. $ 4. Domestic Travel $ 5. Personnel    1. Salary $    2. Benefits $ 6. Honoraria/stipends $ 7. Other $ | | |
| **Total direct costs $** | | |
| **Will you be requesting indirect costs (Facilities and Administration costs)? Yes / No**  **If yes, amount requested: $**  Indirect Costs may not exceed the lesser amount of either 10% of the Total Federal Funds Awarded (TFFA) or your organization’s  Federally Negotiated Indirect Cost Rate Agreement (NICRA). Organizations that do not have a NICRA may request the de minimis  rate of 10% of the Modified Total Direct Costs (MTDC). Please see the Western SARE indirect cost guide for further details.  <https://www.sare.org/wp-content/uploads/Western-SARE_IDC_Guide_2019-2021.pdf> | | |
| **BUDGET NARRATIVE**  **Budget Narrative: Explain the expenses listed. Eligible expenses include reasonable speaker and project travel expenses, salaries and benefits, notebooks, publications used at meeting or event, plot or project inputs (like seed or fertilizer), postage, promotional expenses, photocopies, laboratory analysis expense and equipment rental.**  **Ineligible expenses include equipment and food, including food service items such as plates and cups. The exceptions to this "food rule" are if participants have to travel more than 50 miles to an event or if the continuity of the event will be broken up by meals being served off-site.** | | | |