

**Colorado WSARE Program
Educational Event **Mini-Grant** Proposal**



Up to \$2000 for projects <30 beneficiaries

Up to \$5000 for 30 or more confirmed project beneficiaries. Up to

\$8000 for more than 100 confirmed project beneficiaries

Email application to adrian.card@colostate.edu

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Position: _____

1) Project Summary

Project Title:

PD Mini-Grant proposal submission date:

Performance dates (MM/DD/YYYY - MM/DD/YYYY): [See limits](#)

Invoice, payment evidence and evaluation summary due no later than 2 months after end date.

Name of project fiscal agent (County Extension office, non-profit partner, etc.)

Description of project. Explain number of beneficiaries.

Why is this project needed in Colorado, who benefits, how do they benefit?

List partners and/or collaborators:

Mini-Grant funds requested:

Have you previously received a state SARE Mini-Grant? Yes _____ No _____

2) Project description – answer the following questions:

[Refer to the NIFA logic model for program planning.](#) **Review outputs vs outcomes.**

Confusing these two terms is the most common proposal error.

a. Who is the target audience? Specifically, identify the group or groups that will be targeted for participation in your project.

b. How will you promote the event to insure reaching this audience?

c. Describe briefly your outputs, such as hold an educational event, produce educational materials, etc.

d. What changes in awareness, knowledge or attitudes are expected to occur as a result of the target audience learning? (Short term outcomes measurable during the project period.)

e. What actions or intentions to take action do you hope will take place among the target audience as a result of this project? (Medium term outcomes. If action will not take place during project period, measure intention to take action in your evaluation)

f. What are the intended societal benefits from these changes (e.g. improved stewardship, economics, etc)? (Long term outcomes desired, not measurable during project period)

g. Evaluation plan – How will you determine if the intended educational outcomes in 2d and 2e been achieved? (Describe the methods)

****Please also submit your evaluation instrument with your application.**

3) Budget Narrative:

[Click to review eligible expenses.](#) Funding requests for food and beverage are discouraged and F & B should be funded as part of participant registration income whenever possible.

Place each expense item into one of three categories: **Travel** (transportation, lodging, per diem), **Supplies** (notebooks, snacks, software, and other project inputs), or **Other** (contractual services, speaker fees and honoraria, printing, rent, etc.). Show itemization of expenses as: item purchased X dollar amount/item X number of items in each line with summation of all expenses per category and summation of total expenses.

If funding for food and beverages is requested, please describe how it contributes to the continuity of the educational event. Typically lunches only qualify. No alcohol is permitted.

List estimated program income (registration, fees, etc). Describe how program income will be used to pay for program related expenses, such as food and beverage costs. CSU WSARE mini-grant awards are not intended to generate a profit for the applicant or fiscal agent and do not pay indirect costs.

Minimum viable amount: Indicate a minimum dollar amount in each line item and/or expense category that would allow your project to be viable. This will be considered in the event the review committee wants to fund multiple proposals and is faced with constraints based on funds available to award.

Application checklist:

Application is concise and complete (less text is best, preliminary review will request more details if needed)

Evaluation instrument submitted (preliminary review will compare stated short and medium term outcomes from proposal sections 2d and 2e to your draft evaluation instrument to confirm that you will measure what you intend as desired outcomes)

Submit both to Adrian.Card@colostate.edu