

**NATIONAL EPSILON SIGMA PHI**  
**PROFESSIONAL DEVELOPMENT MINI-GRANT PROGRAM**  
**REQUEST FOR PROPOSALS**

**Applications due February 1. They are awarded regardless of region. If four grants are not awarded February 1, a second due date of August 1 will be announced.**

**Submit to:** Executive Director (name and address listed in Directory) using the outline on the Professional Development Mini-Grant Application Form.

**Decisions will be announced by:** Epsilon Sigma Phi President.

**Funds must be requested no later than six months following notification of funding and if not used, returned to the National Office by the end of the following six months.**

**Purpose:** Epsilon Sigma Phi will provide up to four (4) grants not to exceed \$1000 each to stimulate the professional development of Extension faculty.

**Criteria:** Grants will be awarded on the basis of the following criteria:

- \* The project should address professional development of members.
- \* Fifty percent of persons on project planning teams must be current members of an Epsilon Sigma Phi chapter.
- \* The planning team must be interdisciplinary.
- \* The project should provide model professional development events or materials that could be replicated or adapted by other Epsilon Sigma Phi chapters. Examples of events or materials are speakers and workshops, development of materials such as print, videotapes, slide tapes, etc.
- \* Budget should be total budget including all funds for the project. The budget shall also spell out how the ESP funds will be used.
- \* The projects are to be completed one year from date funding is announced.
- \* A summary of the project description and outcomes/results must be submitted to the National Epsilon Sigma Phi Office by **February 1 following the year in which the project was completed**, for use in the Epsilon Sigma Phi Newsletter. Failure to submit a report will necessitate reimbursement to Epsilon Sigma Phi by the chapter. In addition, the chapter will not be eligible for another grant until the report and/or funds are returned.
- \* The proposal is to be supported and signed by: Chapter President, Extension Director, and Project Leader.

**Questions and Answers:** Contact the Chair of the Member Services Committee (name and address listed in Directory).

**Selection:** *Selection recommendations will be made by the Member Services Committee to the Epsilon Sigma Phi National Board.*

**NATIONAL EPSILON SIGMA PHI  
PROFESSIONAL DEVELOPMENT MINI-GRANT PROGRAM**

Page 2

Mini-grant recipients must display their project at the National Conference upon completion of their project. A report or abstract must be submitted to National ESP Office for possible inclusion in the *ESP Connection* newsletter.

**EXAMPLES OF TOPICAL AREAS FOR  
PROJECT CONSIDERATION**

- Futuring Techniques in an Issues Programming Era
- Managing Your Own Professional Development
- Needs of Practicing Professionals in an Issues Programming Era
- Professional Ethics in Extension
- Professional Collaboration in an Issues Programming Era
- Images of Extension's Priority Programs
- State CES Policies and Practices Affecting Professional Development
- Staffing and Budget Allocation Concerns in an Issues Programming Era
- Professional Performance Criteria in an Issues Programming Era
- Interagency Coordination in an Issues Programming Era
- Using Professional Organizations and Journals for Professional Development
- Responding to balance in professional, personal and family needs
- Meeting needs of retirees
- Public Policy Programming through Effective Professional Development