

American Association of Family & Consumer Sciences Community of Extension Grant Application Guidelines

The Community of Extension Grant provides funding for innovative programs designed to enhance the well-being of families. 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 Community of Extension Grant will receive \$5,000, a certificate, and recognition at the AAFCS Annual Conference.

The project leader or designee is expected to attend the AAFCS Annual Conference where the results of the funded grant project will be presented. Up to \$1000 additional money can be included in the Grant Budget to support expenses to attend the AAFCS Annual Conference.

Eligibility

Individuals and teams who are eligible to apply for the Community of Extension Grant include:

- Individuals or teams employed by Extension with family and consumer sciences program responsibilities.
- Individuals or teams retired from Extension who maintain a connection with their local Extension family and consumer sciences program.
- At least one team member must be an active member of AAFCS and belong to the Community of Extension.

The grant will be presented when a qualified applicant is identified. Community of Extension Grant awards are limited to one recipient or recipient team each year. The project will be completed in two years with impact results provided.

Process

Jurors will be recruited from the Community of Extension and review the applications and assign points using the Evaluation Criteria. Individuals or teams who apply for the Community of Extension Grant cannot serve as jurors for the grant. Jurors cannot judge applications from their own institution, applicants who have the same employer, or any applicant for whom there may be a potential conflict of interest.

Timeline

September 1	Grant Guidelines Released
December 15	Grant Application Deadline
March 1	Grant Recipient Announced

Grant Overview

A review of each proposal will confirm:

- The successful proposal requests no more than \$5,000 from the Community of Extension. Matching funds are not required, but matching funds may be provided in the budget to show other sources of revenue to support the project.
 - ✓ No indirect costs will be paid by the Community of Extension.
 - ✓ Expenses related to the purchase of computer hardware will not be paid.
 - ✓ Approval by the Community of Extension must be obtained in advance to change any objectives or strategies for the Extension Grant.
- The project will be funded for two years (2026 - 2028)
 - ✓ Two-thirds of the funds granted will be disbursed in **July, 2026**. The remaining one-third will be paid upon completion of the project and submission of the final report.
 - ✓ Any unused Community of Extension Grant funds at the end of the two years must be returned to the Community.

The project will be completed in two years with impact results provided as follows:

- ✓ A one-year written progress report will be due **July 1, 2027**, and a final written report will be due **June 1, 2028**.
- ✓ The grant recipient will present the project results at the Community of Extension meeting during the **2028** AAFCS Annual Conference.
- ✓ The grant recipient will submit a project article to AAFCS for publication in the Journal of Family and Consumer Sciences.

The Community of Extension requires that the Extension Grant recipients sign an acceptance document.

Application Guidelines

Use the Community of Extension Grant Application form to provide your answer to the following criteria.

A. Project Narrative: maximum three, one-sided pages.

- **Title of Grant Proposal**
- **Purpose:** Clearly stated; relates to current and relevant issues in Extension. Focuses on an identified community need or shows an emerging need. 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 Extension.
- **Objectives:** Clearly stated and measurable; achievable within two years.
- **Plan of Action:** Clearly explained with realistic timeline included. Innovative and easily replicated. Methods in line with objectives.
- **Dissemination:** Clear and innovative; target audience identified; strategies result in enhanced image of family and consumer sciences.
- **Evaluation:** Clearly established; effectively measures identified objectives and outcomes. Impact results available at the end of two years.
- **Personnel and Sponsoring Organization:** Identify the principal project personnel and background of any sponsoring organizations or collaborators.

B. Budget Narrative: Maximum one page

- Narrative with paragraphs or bullets should include **proposed budget**, including brief rationale for each item. \$1000 additional money can be included to support expenses to attend the AAFCS Annual Conference to present the project plans during the Community of Extension meeting and receive the grant or present final project outcomes at the end of the project. The money can also be divided between the two years.

Application Scoring

Applications will be evaluated 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	Points Possible Points Awarded
Purpose: Clearly stated; relates to current and relevant issues in Extension. Focuses on a identified community need or shows an emerging need. 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 Extension.	20 _____
Objectives: Clearly stated and measurable; achievable within 2 years.	20 _____
Action: Clearly explained with realistic time line included; innovative and easily replicated and methods in line with objectives.	20 _____
Dissemination: Clear and innovative; target audience identified; strategies result in enhanced image of family and consumer sciences.	10 _____
Evaluation: Clearly established; effectively measures identified objectives and outcomes. Impact results available at the end of two years.	10 _____
Personnel/Sponsoring Organization: Expertise is appropriate to the project; capacity and mission of sponsoring organization or collaborators supporting the project.	5 _____
Budget: Clear, concise and justifiable.	5 _____
AAFCS Membership: As of the due date of application, at least one applicant is both an AAFCS and Community of Extension member.	5 _____
AAFCS Certification: As of the due date of application, at least one applicant holds these credential(s) in family and consumer sciences: • 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).	5 _____
<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>	
TOTAL POSSIBLE POINTS	100