# Chalkley-Fenn Public Policy Scholar Grant Guidelines

The Chalkley-Fenn Public Policy Scholar Grant was established in 1990 to honor Gladys Branegan Chalkley, president and treasurer of AAFCS from 1940-1942. Dr. Chalkley founded the Montana Affiliate of AAFCS, as well as the state's dietetic association and its chapter of the American Association of University Women. The grant is also funded by a gift from the estate of Geraldine G. Fenn, a South Dakota native who was an Extension 4-H Specialist in Montana. After retirement, Fenn spearheaded development of the Montana 4-H Foundation for Montana and served as a youth advocate at state and national levels. Today, it is supported by donations from AAFCS members who believe in public policy and the utility of civic engagement.

The Chalkley-Fenn Grant program is designed to:

- Stimulate interest in public policy as it affects the family and consumer sciences profession.
- Educate scholars in various aspects of policymaking and capitalize on their contributions to public policy.
- Provide avenues for interaction with members of the U.S. Congress and leaders of various family and consumer sciences-related organizations.
- Advance the strategic public policy work of AAFCS as well as build on the learning interests and capacity of the awardee.

**Applying for the Chalkley-Fenn Public Policy Scholar Grant**

- The applicant has a minimum of a baccalaureate degree in Family and Consumer Sciences or related field and is working toward or supporting the vision and mission of AAFCS.
- The applicant has demonstrated leadership in AAFCS at the state and/or national level.
- The applicant makes a commitment to spend a designated/agreed upon period of time, starting July 1 of the award year through June 30 of the following year, working on public policy issues.
- Application materials must be prepared by the applicant and submitted in English.
- Members of the AAFCS Board of Directors and Grantmaking Committee are not eligible to apply during their terms of office. AAFCS staff are not eligible to apply during their periods of employment with the Association.
- All policies, procedures, and guidelines must be followed for the application to be considered for juried review.

**Submitting the Application**

The application must be submitted using the official application form as one PDF document. Please be aware of the page requirements for each section. Please include page numbers and headings. Keep a copy of all materials submitted to AAFCS. Forward questions to grants@aafcs.org.

**Section 1: General Information**
Applicant Information

- First and Last Name (include AAFCS Credentials, if applicable)
- Current Title/Position
- AAFCS Member Number, if applicable
- Contact Information (Email, Phone Number, Mailing Address)

**Section 2: Professional Statement** (Maximum of two (2) double-spaced pages in 12-point font)

- Describe your knowledge of, or a strong interest in, the role of family and consumer sciences in public policy development.
- Summarize your knowledge of public policy, your experiences with public policy initiatives, and/or your interest in learning more about public policy.
- Describe your contributions to date to the family and consumer sciences profession and/or public policy issues.
- Describe your involvement in AAFCS at the Affiliate/Local and National level.

**Section 3: Statement of Plan** (Maximum of six (6) double-spaced pages in 12-point font)

- Describe the work you intend to complete as a Chalkley-Fenn Public Policy Scholar, the estimated time commitment, and how the work complements current AAFCS public policy efforts.
- Outline the plan and timeline for completing the work, which may include, but is not limited to:
    - Identifying a relevant public policy issue
    - Conducting technical and public policy research as requested
    - Preparing documents and publications related to public policy issues
    - Monitoring legislation, regulations, and public policy issues
    - Supporting public policy initiatives

**Section 4: Budget & Brief Rationale** (Maximum of two (2) double-spaced pages in 12-point font)
Provide a budget outlining expenses and include a narrative that explains how the funds will be utilized in completing the work. Please note the following when proposing the budget:

- The successful proposal requests no more than $10,000 from AAFCS.
- No indirect costs will be paid by AAFCS.
- Expenses related to the purchase of computer hardware will not be paid by AAFCS.
- Travel to carry out objectives of the work is appropriate and may be funded by the grant.

**Section 5: Two Letters of Reference/Support**
Each letter is limited to one page and written from individuals who can give evidence of the applicant's impact and/or potential to positively impact policies affecting individuals, families, the community, and/or profession. For applicants currently employed, one of the two letters should be from a supervisor, indicating that the applicant's time will be sufficiently and appropriately allocated for this project.

**Evaluating the Chalkley-Fenn Public Policy Scholar Grant Application**

- Individuals who write a letter of reference/support for a current applicant cannot serve as jurors for this grant.
- Jurors cannot review applications from family members, their current students, students at their own institution, applicants who share the same employer, or current collaborators or partners. Jurors are responsible for identifying any applicants that include a potential conflict of interest and recusing themselves from the review process.
- Jurors selected by the AAFCS Grantmaking Committee review and score the application using the Evaluation Criteria.

**Awarding the Chalkley-Fenn Public Policy Scholar Grant**

- The Chalkley-Fenn Public Policy Scholar Grant is limited to one recipient.
- The recipient will be notified in late February/early March annually and will be announced during the AAFCS Annual Conference.
- The recipient will receive a commemorative certificate, and their name and photo will be shared in AAFCS communications and materials.
- The Grantmaking Committee reserves the right not to award if jurors do not find a worthy applicant.

**Receiving the Chalkley-Fenn Public Policy Scholar Grant**

The recipient will complete an acceptance form outlining project deliverables and timeline to align with the following:

- Any individual chosen to receive the Chalkley-Fenn Public Policy Scholar Grant will receive a maximum of $10,000.
- To change or modify objectives/strategies or budget lines, approval of the AAFCS Grantmaking Committee must be obtained in advance.
- One-half of the funds awarded will be dispersed in July of the award year. One-quarter of the funds will be disbursed upon receipt of a 6-month progress report by January 31. The final one-quarter of the funds will be disbursed upon completion of the project and submission of the final report by June 30. The reports will include budget expenditure information.
- The recipient is expected to share project deliverables at the AAFCS Annual Conference.
- The recipient will acknowledge funding as the "Chalkley-Fenn Public Policy Scholar Grant from the American Association of Family and Consumer Sciences" in publications and presentations.
- Any unused Chalkley-Fenn Public Policy Scholar Grant funds must be returned to the Association within thirty (30) days of the final report submission.

*Failure to follow the guidelines will result in the ineligibility of the applicant.*

## Evaluation Criteria

The following criteria correspond with the Chalkley-Fenn Public Policy Scholar Grant guidelines. They provide clarification, ease in preparing the application materials, and consistency in evaluation.

| Evaluation Criteria | Points Possible |
|---|---|
| **Professional Statement**<br>Knowledge or interest in the role of family and consumer sciences in public policy development. | /10 |
| **Professional Statement**<br>Knowledge or experience of public policy, public policy initiatives, and/or learning more about public policy. | /10 |
| **Professional Statement**<br>Contributions to the family and consumer sciences profession and/or public policy issues. | /10 |
| **Involvement with AAFCS**<br>National Level | /5 |
| **Involvement with AAFCS**<br>Affiliate/Local Level | /5 |
| **Statement of Plan**<br>Coherent plan for completing the intended public policy work during a specified time frame. | /30 |
| **Budget**<br>Is clear, concise, and justifiable. | /15 |
| **Letters of Reference/Support**<br>Two letters of reference/support. For applicants currently employed, one letter should be from a supervisor, indicating that the applicant's time will be sufficiently and appropriately allocated for this project. | /5 |
| **AAFCS Membership**<br>As of the due date of application, the applicant(s) is an AAFCS member. Note: if applicant is a team and at least one team member is an AAFCS member, full points (10) will be awarded. Partial points are not awarded for membership. | /10 |
| **TOTAL** | **/ 100** |