

Request for Applications – Small Acreage “Hands-on” Workshops 2008

Due Date: February 15, 2007

Description: Funds are available to support Small Acreage “Hands-on” Workshops across the state of Wyoming. These funds will be provided to selected applicant organizations through reimbursement of funds expended. Up to \$1,200 is available per selected application. **If you are interested hosting a workshop in Spring or Summer of 2008 we suggest that you submit an application during this round of funding.**

The Small Acreage Issue Team is an open group composed of members interested in addressing some of the issues related to small acreage parcels in the state of Wyoming.

Mission:

“To create a culture of stewardship among small acreage land managers by promoting sustainable practices which enhance the ecological, economic and social aspects of the land and its people.”

The team uses multiple methods to reach landowners including publication of the *Barnyards & Backyards* magazine as an educational tool, small acreage workshops, intern activities in various parts of the state and other educational activities. One of the group’s goals is to provide interested members of natural resource organizations in the state with the tools they need to effectively reach this audience. These tools include the magazine, templates of small acreage “hands-on” workshop mailers, flyers, agendas, etc.

The group has been fortunate in receiving funding that is now available for distribution across the state in support of workshops to selected applicants through a reimbursement process. Applicants may apply for up to \$1,200 in support for workshop related expenses for activities beginning after March 30, 2008. **These are reimbursement grants.** Up to 25 applications will be funded in 2008. Expenses that will be reimbursed include postage and printing for workshop advertising, supplies, facility use, and speaker costs. (Please contact us if you have questions regarding which expenses are eligible.) You can utilize the \$1,200 to cover multiple “mini-workshops”, such as ones held “after work”, a half day on the weekend or during the week, etc. - you don’t have to propose to hold an all-day event.

Application Ranking:

Applications will be reviewed and ranked by the Small Acreage Issue Team based on the following criteria as well as the information being communicated in a clear, concise manner with enough detail so that the merits of the proposed activities can be determined:

- How well your organization’s proposed workshop and associated outreach activities meet the Small Acreage Issue Team mission (see above) [*15 points possible*]
- Need (those demonstrating financial need and/or small acreage pressures will be ranked higher) [*15 points possible*]
- Description of proposed workshop and incorporation of “hands-on” activities [*15 points possible*]
- Planned marketing efforts [*5 points possible*]

- Willingness to devote the resources (time, personnel, etc.) necessary to conduct a successful workshop. [10 points possible]
- Collaboration (those applications showing evidence of cooperation with other organizations will rank higher) [10 points possible]
- Ability and willingness to meet the requirements of recipients that are listed below [Yes/No]
- Inclusion of topics that address improved water quality [10 points possible]
- Those workshops who will reach landowners near an impaired waterbody will rank higher [10 points possible]
- Those applicants who have not previously received a grant will rank higher [10 points possible]
- Those sites hosting small acreage interns will rank higher [10 points possible]

Requirements for funded proposal recipients:

- There should be a component related to sustaining or improving water quality in your workshop. There are many different approaches to these topics (reducing overgrazing, reducing erosion, proper herbicide application, septic maintenance, etc.).
- You will need to incorporate some practical, “hands-on” activity in the workshop for landowners so that they maintain interest (we have many agendas from previous workshops that can give you ideas). The focus and draw of these workshops is that they provide practical, useful, fun, I-can-use-it information to landowners.
- You will need to include the *Barnyards & Backyards* logo, website URL, and “sponsored by the Non-Point Source Task Force” on advertisement and agenda materials.
- Information needed back from your workshop before expenses will be reimbursed include (we will send you a checklist and the templates for this reporting if you are funded):
 - How many invitations were sent out, flyers distributed, etc.
 - Where and when the workshop occurred
 - Workshop agenda (including times, topics, speakers, etc.)
 - How many landowners attended the event
 - Landowner workshop evaluation and sign-in data entered into a spreadsheet from existing simple (one page) evaluation forms that will be provided to you
 - Copies of those evaluation sheets so they can be filed
 - Your impressions of how things worked – what worked, what didn’t (we have a brief form you will fill out).
 - Workshop information on where, when and what (agenda) in advance of your workshop so that we can post it on the project web site, in the *Barnyards & Backyards* magazine events calendar and through the Barnyards and Backyards list serve.
 - A signed letter from your organization stating the salaried hours that were devoted to planning and carrying out the workshop, how much that time was worth in a monetary amount and how much of it was non-federal money. This information is needed to fulfill the non-federal match requirement in the grant.
- One of the most effective ways to reach small acreage landowners is often to send invitations directly to them. This can be the most costly part of doing a workshop. We encourage efforts to increase your mailing lists if your organization deems it beneficial. Postage and materials can be reimbursed. Some *Barnyards & Backyards* magazines may be available for you to include in your workshop mailings (dependent on availability).
- You will need to fill out a University of Wyoming “vendor form” and submit eligible receipts before reimbursement will occur.

Benefits:

These activities provide many benefits for Wyoming communities. Benefits include:

- Helping to meet a large educational need in many Wyoming communities
- Organizations can utilize resources developed by the Small Acreage Issue Team that will decrease the workload involved. Templates are available for all stages of arranging workshops (invitations, registration cards, sign-in sheets, evaluation sheets, agendas, etc.), you just modify them to fit your location and agenda
- You will have a copy of all data for your own organizational reporting. You are also welcome to other project wording to facilitate your reporting tasks.
- Your event will be listed in the *Barnyards & Backyards* magazine (if you meet the printing deadline), list serve and website.
- Most participants in the workshops thus far have been extremely interested and enthusiastic
- Opportunity to network with other natural resource professionals who have the same interests, concerns and challenges
- The application of the knowledge learned in workshops will conserve natural resources.

If you aren't interested in the funding but are still interested in collaborating with or becoming part of the Small Acreage Issue Team you are welcome to all the other benefits we can offer. We welcome your participation in this important area and hope the project can be of use to you and your community.

If you are interested hosting a workshop in Spring or Summer of 2008 we suggest that you submit an application during this round of funding (due Feb 15, 2008). Additional Requests for Applications are planned (most likely a RFA will be released in June). *However if funds are exhausted, these planned Requests for Applications will not occur.*

If you have questions regarding this request for applications please contact us at 307-766-3549 (through Jan 25th) 307-745-3698 (after Jan 25th) or e-mail Jennifer Jones, Small Acreage Coordinator at jsjones@uwyo.edu.

This announcement and information on previous workshops can be found at www.barnyardsandbackyards.com/

