The Texas Extension Specialists Association (TESA) requests proposals from members for monetary professional development grants. Awards may be applied toward attending trainings, developing educational materials or curricula, acquiring and applying new technology, hiring staff, and any other expenses relevant to the members’ work.

**Objective:** To provide support to Texas Extension Specialists Association Members for efforts furthering their work and fostering excellence within TESA and Texas A&M AgriLife Extension Service.

**Qualification:** Any member in good standing for 2 years prior to the date of application may submit a proposal. Note: the TESA membership year is 01 August – 31 July.

**Award:** The maximum amount awarded will be $2,500.00. There is no limit to the number of awards that may be given in a particular funding cycle; however, a member may receive only one grant per cycle. Awards will be for a period of 12 months, after which unexpended funds shall be returned to TESA.

**Proposal:** Each proposal should clearly demonstrate how the grant will be used and how its use will benefit the work of the Member, TESA, and Texas A&M AgriLife Extension. Proposals should be a maximum of three pages, including a cover letter, and include:

1. Member’s name, job title, department/unit, mailing address, phone number, and email address
2. Program background/description
3. How the award will be used to further the member’s work
4. Rationale/justification for the funds
5. Detailed budget and budget narrative

Proposals should be submitted in electronic form to Andy Crocker (ABCrocker@ag.tamu.edu) by 5:00 p.m., Friday, 28 March 2014. Paper submissions will not be considered.

The proposals will be considered by the TESA Professional Development Awards Committee, which will recommend awardee(s) to the TESA President. The Committee is not required to recommend awardee(s) – its decisions will be based upon assessment and thorough consideration of the proposals.

**Timeline:** The Professional Development Awards Committee will make recommendations to the TESA President at or before the Spring Board Meeting. The award winner will be notified and the award account will be set up through Contracts and Grants. The President, with the approval of the Board, will present the grant(s) during the TESA Annual Meeting. Awards will be for a period of 12 months. TESA may consider a no-cost extension of funds on an individual basis.

**Report:** Awardees will submit a final report of their efforts and a final accounting of funds not to exceed two pages to the TESA President. Awardees are expected to present a report on their project during the next TESA Annual Meeting following the grant.