

**NCR-SARE Proposal Cover Page
PDP State Plan of Work, Calendar Year 2008**

PROPOSED PROJECT TITLE

2008 Kansas SARE Professional Development Program

PROJECT COORDINATOR

(This is the person that NCR-SARE will communicate with and hold responsible for reporting.)

Name and Title: Jana Beckman, Coordinator

Organization: K-State Research and Extension

Address: 2021 Throckmorton, Mail Stop: HFRR

City, State, Zip: Manhattan, KS 66506

Phone: 785-532-1440

Fax: 785-532-6290

E-mail: beckman@ksu.edu

I have read the Call for Proposals and consent to the review process.

Signature of Project Coordinator: _____ Date: _____

PRINCIPAL INVESTIGATOR

(This is the person that the Primary Grantee holds responsible for the project and could be different from the Project Coordinator; leave blank if the Project Coordinator and Principal Investigator is the same person.)

Name and Title: James 'Pat' Murphy, ANR Program Leader

Organization: K-State Research and Extension

Address: 123 Umberger Hall

City, State, Zip: Manhattan, KS 66506

Phone: 785-532-5838

Fax: 785-532-6290

E-mail: jmurphy@ksu.edu

I have read the Call for Proposals and consent to the review process.

Signature of Principal Investigator: _____ Date: _____

LEGAL NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE (PRIMARY GRANTEE; include mailing address)

Kansas State University
PreAward Services
2 Fairchild Hall
Manhattan, KS 66506-1103

PRIMARY GRANTEE'S TAX IDENTIFICATION NUMBER (TIN) 48-0771751

AUTHORIZED ORGANIZATIONAL REPRESENTATIVE (AOR; Official Representative of Primary Grantee)

Name and Title: Paul Lowe, Assistant Vice President for Research

Address: PreAward Services

2 Fairchild Hall

Manhattan, KS 66506-1103

Phone: 785-532-6804

Fax: 785-532-5944

E-mail: plowe@ksu.edu

Signature of AOR: _____ Date: _____

PARTNER ORGANIZATIONS (Organizations that will receive project funds through subcontracts with the Primary Grantee)

Kansas Rural Center

PROPOSED PROJECT START DATE (cannot be before January 11, 2008): January 15, 2008

PROJECT DURATION (maximum of 36 months): 36 months

TOTAL BUDGET REQUEST FROM NCR-SARE (\$50,000 maximum): \$50,000

2008 Kansas SARE Plan of Work

Section 1 - Background

Priority areas for the 2008 Kansas SARE program include developing professional training and resources for PDP stakeholders who deliver programs related to small scale food processing, water quality, agritourism, small acreages and integrated systems.

There are two NCR SARE funded PDP projects ongoing in Kansas. There are also approximately 15 active Producer Grant projects. The Kansas SARE Coordinator is actively involved in supporting the efforts of those projects by recruiting participants and promoting activities of the Organic Production in the Great Plains grant and promoting the activities of the Building Capacity to Engage Latinos in Local Food Systems. As appropriate, travel scholarships will be awarded to support educator participation in competitive PDP grant activities. This includes the grants listed above as well as the bioenergy PDP grant projects awarded in the region. State Coordinator, Jana Beckman, is involved with the organization of the National SARE Conference tours to be held March 27, 2008.

The Kansas SARE Coordinators are James P. Murphy, Interim ANR Program Leader and Jana Beckman, Coordinator, Kansas Center for Sustainable Agriculture and Alternative Crops (KCSAAC). One FTE is committed to coordinating sustainable agriculture and SARE PDP activities in Kansas. Any salary in the plan of work budget is programmatic, and does not support the Kansas SARE Coordinator's salary.

The Kansas SARE Coordinator will coordinate with the Kansas Rural Center, the Kansas Graziers Association and several county extension offices to organize various activities outlined in the POW.

K-State Research and Extension (KSRE) has implemented a training program that focuses on core discipline knowledge and content. Extension educators have been asked to declare a 'program focus' area for their professional development. The Kansas SARE Program will cooperate with the program focus team (PFT) co-chairs and extension specialists to host workshops and other training activities that contribute to the desired outcomes of the Kansas SARE Program.

Section 2 - Program Logic Model – Refer to Appendix Page 1.

Section 3 - Stakeholder Involvement

The following groups provided input to the plan of work: Kansas SARE Advisory Committee members, KSRE Program Focus Team members (food and nutrition, crops, livestock and natural resources), Kansas Graziers Association Board Members, Kansas Rural Center staff and the Kansas Association of County Agricultural Agents.

Kansas SARE Advisory Committee members debate and recommend priorities for the Kansas SARE Program and are asked to review and select mini-grant recipients and travel scholarship recipients. If advisory committee members apply for a mini-grant or travel scholarship, they are not allowed to participate in the review process. The Kansas SARE Advisory Committee has determined that applications will be reviewed by at least one of the state coordinators and two other committee members.

Section 4 - Expected Outcomes Overview

New emphasis areas for 2008 include training on small scale food processing, encouraging integrated systems training within program focus teams, creation of a small acreage program development team and implementing a new approach to assist NCR SARE Farmer Rancher grant applicants from Kansas.

Water quality and agritourism projects initiated in 2007 will continue into 2008. The water quality project will be completed in 2008. The agritourism Kansas SARE funded project will conclude with the 2008 POW. Outcomes from the previous POW related to community based food systems and underserved audiences

continue to interest the Kansas SARE Program. The survey of resources for outreach to small acreage owners also extends into 2008.

The Kansas Center for Sustainable Energy was created at Kansas State University in 2007. The Kansas SARE Program will not define specific outcomes related to bioenergy until resources, roles and opportunities become more defined.

Modified Sections 4 - 6

Project Expected Outcomes, Approach, Method, Activities and Evaluation

Water Quality Initiative

Knowledge and Awareness

- 25 Extension educators, state and federal agency staff and non-profit stakeholders will be knowledgeable about water quality protection and conservation best management practices in east central Kansas.
 - 25 Extension educators, state and federal agency staff and non-profit stakeholders will be knowledgeable about county, state, federal and private resources available to producers who implement water quality protection and conservation best management practices for east central and north central Kansas
- Evaluation: Pre and post testing of the Water Quality training participants including questions about intent to utilize the new information and contacts.*

Change in Behavior

- 10 Extension educators, state and federal agency staff and non-profit stakeholders will advise individual land owners on water quality protection and conservation best management practices in east central Kansas and will make referrals to the appropriate agencies.
- Evaluation: 12 month follow-up questionnaire measuring actual number of programs conducted and individual farmer/rancher contacts utilizing information and resources presented at the training event.*

Approach, Methods and Activities

Target audience

Extension, NRCS, KDWP, County Conservation Districts, and non-profit organizations.

Key educators in north and east central Kansas will serve as project coordinators. A bus tour is planned to visit farms and rural/urban interfaces where water quality and conservation projects have been implemented. The keynote topic is water law, water rights and water quantity. The tour will be promoted via flyers, emails, press releases and by word of mouth.

Integrated Systems Mini Grant Program

Knowledge and Awareness

- 50 agriculture professionals will acquire knowledge and working skills to assist producers that transition to more sustainable production systems.
 - 50 agriculture professionals will gain perspective and greater appreciation for the integrated system in which producers manage and operate their businesses.
- Evaluation: Pre and post testing of the integrated training participants including questions about intent to utilize the new information and contacts.*

Change in Behavior

- 15 agriculture professionals will each assist two producers to evaluate current production or marketing methods.
 - 15 agriculture professionals, in one-on-one situations, will each assist at least one farmer to transition from a current production system to a new, more sustainable system.
 - 3 agricultural professionals will mentor another agricultural professional to learn the process of working with a producer to change management techniques.
- Evaluation: 6-12 month follow-up questionnaire measuring actual number of programs conducted and individual farmer/rancher contacts utilizing information and resources presented at the training event.*

Approach, Methods and Activities

Primary target audience

Extension

Secondary target audience

Non-profit organizations, agency staff and agricultural lenders

The intent of the integrated systems mini grant program is to encourage interdisciplinary training events, Extension educators have indicated that 'the system process' is a skill that would allow them to utilize existing and newly learned knowledge. Mini-grants will be targeted to projects and training opportunities that are more integrated and include meaningful representation from multiple disciplines. Inclusion of other PDP stakeholders will be strongly encouraged.

Agritourism Initiative

Knowledge

- 50 agriculture professionals will acquire knowledge and working skills to assist producers assess the agritourism potential of their farm & family.
- 50 agriculture professionals will gain perspective and greater appreciation for role of agritourism in developing local food sources, capturing the value of natural resources and the potential impact of agritourism on the local community.

Evaluation: Pre and post testing of the Agritourism training participants including questions about intent to utilize the new information and contacts.

Change in Behavior

- 15 agriculture professionals will know of available agritourism resources and will refer producers to those resources.
- 5 agriculture professionals will each assist a producer to evaluate the potential of an agritourism enterprise.
- 5 agriculture professionals will incorporate agritourism into their regular professional activities including newsletters, and newspaper columns and answering client questions.

Evaluation: 12 month follow-up questionnaire measuring actual number of programs conducted and individual farmer/rancher contacts utilizing information and resources presented at the training event.

Approach, Methods and Activities

Primary target audience

Extension, non-profit organizations and agricultural lenders

Secondary audience

Community and economic development staff

The project coordinator will mentor three educators in the process of implementing local agritourism programming. To encourage agritourism programming, 4 newsletter columns on agritourism topics will be written exclusively for and distributed to county extension and RC&D offices. Twenty county/district extension newsletters will be distributed containing the agritourism information. An agritourism potential speaker list including area of expertise and contact information and a compilation of existing power point presentations and agritourism resource materials will be developed to encourage and foster locally organized agritourism programs.. The SARE Coordinator will work cooperatively with the agritourism project coordinator to develop and distribute these resources to extension educators and RC&D staff in Kansas. The project coordinator is Ben Allen, Chautauqua County Extension Educator.

Small Scale Food Processing Initiative

Knowledge and Change in Behavior

- 50 extension educators will be more knowledgeable about the process and regulations related to establishing licensed, inspected, processing facilities (certified kitchens).
- 100 extension educators will become aware of the resources available for use by extension clients, and 20 educators will refer clients to the identified resources.

- An informational publication will describe in detail how to establish a licensed, inspected, processing facility. 20 extension educators will utilize the publication in outreach activities and in one-on-one consultation with their stakeholders.
Evaluation: Pre and post testing of training participants including questions about intent to utilize the new information and contacts. 6-12 month follow-up questionnaire measuring actual number of programs conducted and individual contacts utilizing information and resources presented at the training events.

Rationale, Approach and Activities:

Primary target audience

Extension educators with interest in small scale food production and local food systems.

Extension educators, such as Family and Consumer Science agents, are often approached with questions about small scale food processing and certified kitchens. Key members of the Food and Nutrition PFT have been engaged in the development of this project plan. Proposed activities will include one presentation at an Extension training session, a small scale food processing tour including a visit of a certified kitchen, and the development of an informational guide on establishing a licensed, inspected, processing facility (certified kitchen) in Kansas. Activities will be promoted via email and electronic listservs.

Small Acreage Program Development Initiative

Knowledge and Awareness

- 20 Stakeholders will enhance their knowledge of the common problems facing new small acreage landowners, available resources, opportunities to further the missions of collaborating institutions, and identification of potential partnerships and shared programmatic goals.

Evaluation: Track development of educator network

Change in Behavior

- 6 Extension educators will initiate or expand programming directed towards small acreage land owners.
- 25 Extension educators will work with small acreage owners to incorporate sustainable land management practices.

Evaluation: Track number of small acreage programs implemented or expanded. Survey educators to document the number of one-on-one interactions with small acreage land owners.

Rationale, Approach and Activities:

Primary target audience:

Educators with US Fish and Wildlife, Kansas Department of Wildlife and Parks, Extension, rural utility associations, conservation districts, state agencies and non-profit organizations.

The Kansas SARE Advisory Committee has prioritized small acreage program development. The current need is to determine what type and extent of small acreage programming is best suited for Kansas educators. Facilitated strategic planning by key educators will be conducted in order to identify outreach partners, common goals, outreach needs and opportunities, the potential of existing small acreage curriculums and funding sources for development of small acreage programs. Strategic planning will occur through focus group and face-to-face meeting, E-mail communication and conference calls. If necessary, a funding source will be identified and a grant proposal collaboratively written and submitted.

Face of SARE Activities and Program Coordination Outcomes

Awareness

- The general public and appropriate targeted audiences will be aware of SARE and SARE funded projects and gain knowledge of the impact of those projects.

Evaluation: The number of news releases, posters and other outputs.

- The appropriate target stakeholders will be aware of the NCR SARE grant program opportunities and application deadlines.

Evaluation: Document the number and quality of grants submitted to NCR SARE from Kansas. Track the number of grants awarded. Baseline information has been gathered from regional staff.

- Key producers, extension educators and other agricultural professionals are aware and have knowledge of sustainable agriculture and the resources available through SARE and KCSAAC.
Evaluation: Track web site usage via web-trends report. Track number of travel scholarships, mini-grants and speaker bureau reimbursements awarded and report impacts from surveys.
- 15 key educators, extension educators and other agricultural professionals are more familiar and aware of the SARE Program as a result of attending the 2008 National SARE Conference.
Evaluation: Track number of travel scholarships awarded to attend the 2008 National SARE Conference and report impacts from surveys.

Change in Behavior

- Educators will utilize the reference library, Kansas SARE Program and other information on the KCSAAC web site in programming and in one-on-one interaction with stakeholders.
Evaluation: Track web site usage via web-trends report. Track number of travel scholarships, mini-grants and speaker bureau reimbursements awarded and report impacts from surveys.

Methods and Activities

A ‘top ten’ list of sustainable agriculture book resources as well as a ‘top ten’ list of books for small farmers will be created. Educators will be asked to suggest and review books. Once the lists are created, they will be sent to all educators, with suggestions on how to incorporate the resources in their programming and to refer new small farmers to meaningful resources. Other activities include promoting NCR SARE grant portfolios to stakeholders, Farmer-Rancher Grant Writing webinar and workshop, improving the topical listing on the Reference Library and maintaining a calendar of events.

General Kansas SARE Outcomes include 1) PDP target audiences will learn specific knowledge of practices and resources pertaining to the Kansas SARE priority areas (agritourism, water quality, integrated systems, diversity and community based food systems), 2) PDP target audience will know of resources made available to them through the Kansas SARE program, 3) Extension educators will utilize their knowledge of practices and available resources to implement local activities with the intent of impacting producer and consumer practices and 4) Extension and non-profit partners will cooperate in organizing and hosting local education events including in depth workshops, demonstrations and tours.

Section 6 – Evaluation

Ongoing evaluation efforts of outcomes stated in the 2007 POW remain for the water quality, agritourism, underserved audiences and community based food systems projects. Evaluation methods of 2008 activities are listed above.

Section 7 – Budget

Refer to NCR SARE budget forms – POW pages 11 and NCR SARE requested budget breakdown – POW page 12.

Section 8 – Budget Narrative

Refer to POW pages 13-14.

2008 Kansas SARE Program Logic Model

Intermediate Outcomes	Short-term Outcomes	Outcome Measures	Initiatives & Activities	Outputs	Inputs
Water Quality Initiative					
<p><u>Change in Behavior</u> 10 Extension educators, state and federal agency staff and non-profit stakeholders will advise individual land owners on water quality protection and conservation best management practices in east central and north central Kansas and will make referrals to the appropriate agencies.</p>	<p><u>Knowledge and Awareness</u> 25 Extension educators, state and federal agency staff and non-profit stakeholders will be knowledgeable about water quality protection and conservation best management practices as well as county, state, federal and private resources available to producers who implement water quality protection and conservation best management practices in east central and north central Kansas.</p>	<p>* Pre and post testing of the Water Quality training participants including questions about intent to utilize the new information and contacts. * 12 month follow-up questionnaire measuring actual number of programs conducted and individual farmer/rancher contacts utilizing information and resources presented at the training event.</p>	<p>Initiative: Water Quality * Collect 12 month outcome measure information from 2007 WQ tour participants * Feb. 2008 planning meeting to finalize tour theme and sites. * 'Save the date' flyer sent May 2008. Registration brochures sent August 2008. * Water Quality bus tour to be held September 25, 2008. * Compile post event survey information and share with tour organizers and participants. * Conference call in fall 2008 with initiative partners to define need and direction for future collaborations.</p>	<p>* Event flyer and brochure * Promote through emails and newsletters. * Partnership between KSRE, Conservation Districts and NRCS to organize and conduct bus tour. * 60 participants on bus tour * Post Event survey information and comparison of 2007 and 2008 data * 12 month evaluation data from 2007 participants</p>	<p>* bus rental * Participants * Planning team * Host farmers * Speakers from ACOE staff at Clinton Lake bus tour stop * NRCS staff * Conservation District staff * County Extension Agents</p>
Small Acreage Program Development Initiative					
<p><u>Change in Behavior</u> 6 Extension educators will initiate or expand programming directed towards small acreage land owners. 25 Extension educators will work with small acreage owners to incorporate sustainable land management practices.</p>	<p><u>Knowledge and Awareness</u> 20 stakeholders will enhance their knowledge of the common problems facing new small acreage landowners, available resources, opportunities to further the missions of collaborating institutions, and identify potential partnerships and shared programmatic goals.</p>	<p>* Track development of educator network. * After small acreage programming materials are made available, 6-12 month follow-up questionnaire measuring the number of local programs expanded or initiated and the number of educators working with small acreage land owners to install sustainable land management practices.</p>	<p>Initiative: Small Acreage Program Development <i>A group of extension educators has expressed interest in new programming directed to small acreage owners. See narrative.</i> * Conduct focus group and face-to-face meetings to identify existing curriculum, outreach partners, common goals, and funding sources for development of small acreage programs. * Follow-up conference calls and emails to consolidate focus group information and develop an action plan.</p>	<p>* 35 participants * network of educators with common interests in small acreage program development * List of books and resources for educators to recommend to small acreage land owners * Grant proposal (if external funding is needed to implement programming) * Increased exposure for Kansas SARE Program</p>	<p>* Coordination between SARE Coordinator and project coordinator from the Kansas Rural Center to organize and conduct activities * KSRE Adobe Connect Conferencing Services * <i>Living on the Land</i> curriculum - MN and MO versions</p>

2008 Kansas SARE Program Logic Model

Intermediate Outcomes	Short-term Outcomes	Outcome Measures	Initiatives & Activities	Outputs	Inputs
Integrated Systems Initiative					
<p><u>Change in Behavior</u> 15 agriculture professionals will each assist two producers to evaluate current production or marketing methods.</p> <p>15 agriculture professionals, in one-on-one situations, will each assist at least one farmer to transition from a current production system to a new, more sustainable system.</p> <p>3 agricultural professionals will mentor another agricultural professional to learn the process of working with a producer to change management techniques.</p>	<p><u>Knowledge and Awareness</u> 50 agriculture professionals will acquire knowledge and working skills to assist producers that transition to more sustainable production systems.</p> <p>50 agriculture professionals will gain perspective and greater appreciation for the integrated system in which producers manage and operate their businesses.</p>	<p>* Pre and post testing of the integrated training participants including questions about intent to utilize the new information and contacts.</p> <p>* 6-12 month follow-up questionnaire measuring actual number of programs conducted and individual farmer/rancher contacts utilizing information and resources presented at the training event.</p>	<p>Initiative: Integrated Systems Mini Grants</p> <p>* Utilize the Kansas SARE mini grant program and the KSRE Professional Development Initiative to encourage educator training that is integrated across disciplines, and includes agency and non-profit partners as appropriate.</p> <p>* SARE Coordinator will network with key educators and extension specialists to identify potential interdisciplinary projects or training opportunities and assist in the organization and execution of the mini grant activity.</p>	<p>* Three Integrated system training sessions</p> <p>* Proceedings and materials from training sessions.</p> <p>* New working relationships for the Kansas SARE Program</p> <p>* Increased exposure for the Kansas SARE Program</p> <p><u>Mini Grant sponsored events:</u></p> <ol style="list-style-type: none"> 1. Eastern Kansas Integrated Forage Management School – April 15-16, 2008 2. Western Kansas Interdisciplinary Agricultural Extension Educator In-service training – tentatively scheduled for November, 2008. 3. Tenant/Landlord relationships – first event held February 2008. Series of conference calls to be held in the fall of 2008. 	<p>* Kansas SARE Mini Grant Funds</p> <p>* extension specialists</p> <p>* Professional Development Catalog to list and promote events.</p>
Agritourism Initiative					
<p><u>Change in Behavior</u> 15 agriculture professionals will know of available agritourism resources and will refer producers to those resources.</p> <p><i>Continued, next page</i></p>	<p><u>Knowledge</u> 50 agriculture professionals will acquire knowledge and working skills to assist producers assess the agritourism potential of their farm & family.</p> <p><i>Continued, next page</i></p>	<p>* 6-12 month follow-up questionnaire measuring the number of educators utilizing the newsletter columns, speaker list and resources made available.</p> <p><i>Continued, next page</i></p>	<p>Initiative: Agritourism</p> <p>* Define the role of extension in agritourism through interaction with extension educators, state agency partners and key agritourism operators.</p> <p><i>Continued, next page</i></p>	<p>* Three mentoring relationships between project coordinator and extension educators initiating agritourism programming.</p> <p>* Four newsletter columns</p> <p><i>Continued, next page</i></p>	<p>Note: Due to the timing of the arrival of the subcontract from NCR-SARE and the K-State Extension system cycle, the 2007 AT Project activities were not initiated until October 1,</p>

2008 Kansas SARE Program Logic Model

Intermediate Outcomes	Short-term Outcomes	Outcome Measures	Initiatives & Activities	Outputs	Inputs
<p>5 agriculture professionals will assist a producer to evaluate their potential or existing agritourism enterprise.</p> <p>5 agriculture professionals will incorporate agritourism into their regular professional activities including newsletters and columns and answering client questions.</p>	<p>50 agriculture professionals will gain perspective and greater appreciation for role of agritourism in developing local food sources, capturing the value of natural resources and the potential impact of agritourism on the local community.</p>	<p>* 12 month follow-up questionnaire measuring actual number of programs conducted and individual farmer/rancher contacts utilizing information and resources presented at the training event.</p>	<p>* write four newsletter columns for distribution to county extension offices for educators use in local newsletters/newspapers.</p> <p>* Develop list of speakers for local and regional agritourism meetings.</p> <p>* Compile listing of existing power points and web-sites for educators to use and reference.</p> <p>* presentation at Community Development Program Focus Team (PFT) Training Session</p>	<p>* Agritourism potential speaker list</p> <p>* 20 county extension newsletters distributed that contained agritourism information</p> <p>* Community Development PFT training session.</p> <p>* locally organized agritourism programs</p>	<p>2007. Some activities planned for 2007 did not occur until 2008, and it is likely some of the activities outlined in the 2008 POW will be completed in early 2009.</p> <p>* Coordination between SARE Coordinator and project coordinator to organize and conduct activities.</p> <p>* Partnership with Kansas Department of Commerce and Kansas Pride Program</p> <p>* Use of listservs and email to promote events</p>
<p>Small Scale Food Processing Initiative</p>					
<p><u>Change in Behavior</u></p> <p>20 educators will refer clients to the small scale processing resources available in Kansas.</p> <p>20 extension educators will utilize the informational guide in outreach activities and in one-on-one consultation with their stakeholders.</p>	<p><u>Knowledge</u></p> <p>50 extension educators will be more knowledgeable about the process and regulations related to establishing licensed, inspected processing facilities (certified kitchens).</p> <p>100 extension educators will become aware of the resources available for use by extension clients.</p>	<p>* Pre and post testing of training participants including questions about intent to utilize the new information and contacts.</p> <p>* 6-12 month follow-up questionnaire measuring actual number of programs conducted and individual contacts utilizing information and resources presented at the training events.</p> <p>* Track number of informational guides distributed.</p>	<p>Initiative: Small Scale Food Processing</p> <p>* Training session on small scale food processing, food safety and impact on local economies at extension educator training scheduled for February 2009.</p> <p>* Small Scale Food Processing Bus tour including a visit to a certified kitchen (fall 2008)</p> <p>* Development of an informational guide on establishing a licensed inspected processing facility in Kansas.</p>	<p>* 100 participants at training session</p> <p>* 45 participants at bus tour</p> <p>* 200 copies of the informational guide distributed to extension educators upon completion</p>	<p>* Coordination between SARE Coordinator and project coordinator from the Kansas Rural Center to organize and conduct activities</p> <p>* Food Safety and Nutrition Program Focus team members</p>

Kansas SARE Advisory Committee

2008 Kansas SARE Committee Members	Affiliation
Mary Fund	Kansas Rural Center and producer
Mary Howell	Kansas Graziers Association and producer
Karl Harborth	KSRE Area Extension Specialist
Glenn Brunkow	County Extension Educator and producer
Sarah Larison	Kansas Department of Commerce – state agency
Karen Pendleton	Producer and R&E SARE grant project coordinator
Donn Teske	Producer
Charlie Barden	State Extension Specialist, Forestry
Pat Murphy	Kansas SARE Coordinator and ANR Program Leader
Jana Beckman	KCSAAC and Kansas SARE Coordinator
Ron Seyfert	County Extension Educator and producer
New Agent*	County Extension Educator
Sherry Mahoney	County Extension Educator

** The Advisory Committee recommends inviting a newer extension agent to join the committee. The individual would provide fresh perspective and stronger ties to the newer agent peer group.*

Tentative Meeting Date	Purpose of Meeting
January 7, 2008	An Adobe Connect conference call to review 2008 KS SARE POW prior to submittal to the regional office.
September 24, 2008	Provide feedback on 2008 activities and input for the 2009 Plan of Work
November 20, 2008	Review and finalize 2009 Plan of Work
Every month	Committee members will assist State Coordinators with the selection of scholarship and locally funded initiative recipients.

North Central Region Sustainable Agriculture Research and Education
Professional Development Program- State Sustainable Agriculture Coordination
(NCR SARE Form)

Budget

ORGANIZATION AND ADDRESS Kansas State University PreAwards 2 Fairchild Hall Manhattan, KS 66506-1103			DURATION PROPOSED MONTHS: 36 Funds Requested by Proposer	
PROJECT DIRECTOR(S) James P. Murphy Jana Beckman				
A. Salaries and Wages	CSREES-FUNDED WORK MONTHS			
1. No. Of Senior Personnel	Calendar	Academic	Summer	
a. ___ (Co)-PD(s)				
b. ___ Senior Associates				
2. No. of Other Personnel (Non-Faculty)				
a. ___ Research Associates/Postdoctorates				
b. <u> x </u> Other Professionals.....	.144			5280
c. ___ Paraprofessionals.....				
d. ___ Graduate Students.....				
e. <u> x </u> Prebaccalaureate Students				2730
f. ___ Secretarial-Clerical				
g. ___ Technical, Shop and Other				
Total Salaries and Wages →				
B. Fringe Benefits (If charged as Direct Costs)				1704
C. Total Salaries, Wages, and Fringe Benefits (A plus B) →				9714
D. Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item.)				
E. Materials and Supplies				5200
F. Travel				9400
G. Publication Costs/Page Charges				
H. Computer (ADPE) Costs				
I. All Other Direct Costs (In budget narrative, list items and dollar amounts, and provide supporting data for each item.)				25686
J. Total Amount of This Request →				50000
			SIGNATURE	DATE
Project Director : James 'Pat' Murphy				
Project Director: Jana Beckman				
Authorized Organizational Representative: Paul Lowe				

2008 Kansas SARE Budget Breakdown

Funding Category	\$ Requested
Personnel	
State Coordinator Time	0
Other Staff Time	2,730
Salary for extension educator conducting agritourism training	5,280
Benefits	1,704
Travel Scholarships (approximately 25 to be awarded)	5,000
Travel Scholarships for 2008 National SARE Conference (registration and lodging, (10 @ \$600)	6,000
Travel for State Coordinator	2,000
Mini-grants (approximately 3 to be awarded)	2,150
Partnership activities (list organizations and activities)	
Kansas Graziers Assn – Organize ‘Water Quality and Cost-Share’ Tour (\$100 for meeting supplies, \$300 producer honorarium, \$100 postage)	500
Douglas County Extension Office – Organize ‘Improving Water Quality in East Central Kansas’ Tour (\$100 for postage, \$200 for meeting supplies, \$600 producer honorarium, \$800 bus rental, \$330 food cost)	2,030
Chautauqua County Extension – Agritourism agent training (\$100 for meeting supplies, \$1,400 for travel, \$200 for meeting facility rental, \$100 for long distance phone charges) [\$6,943 for salary and benefits listed above]	1,800
Kansas Rural Center – Farmer Rancher Grant Writing Webinar and Workshop (\$100 for travel, \$50 for meeting supplies, \$250 for webinar conference fees, \$50 long distance phone charges, \$200 for facility rental, \$2,100 for project coordination)	2,750
Kansas Rural Center – Small Scale Food Processing (\$150 for long distance phone charges, \$400 for travel, \$800 for bus rental, \$295 for materials and supplies, \$750 for bus tour box lunches, \$75 for project audit, \$50 event liability insurance, \$2,000 producer honorarium and consulting fees, \$1876 for project coordination)	6,396
Kansas Rural Center – Small Acreage Program Development (\$388 for long distance phone charges, \$282 for travel, \$160 for materials and supplies, \$50 for project audit, \$100 facility rental, \$3,952 for project coordination)	4,932
Conference/Meetings/Workshops Costs (List workshop focus and approximate direct costs)	
SARE AC Meeting (\$200 for facility rental, \$400 for mileage, \$800 for stakeholder honorariums, \$200 web and teleconference charges, \$150 for lunch)	1,750
Showcase Kansas and organic food items at 1 extension area director meeting per year.	100
Miscellaneous (please list)	
Kansassare domain registration and email list serve mgt fees	228
Office Supplies	1,250
Purchase publications for use at meetings, book review, new extension agents	1,200
Long Distance Phone Charges	400
Print and laminate posters	200
Web and teleconference fees	200
Duplicating of publications, handouts, CD’s and brochures	1,000
Literature Graphic Design Charges	70
IET charges for technical assistance with pdf applications	330
Total Funds Requested	50,000

2008 Kansas SARE Budget Narrative

Salaries (\$8,010 in wages, \$1,704 for benefits)

- Student Labor – 26 weeks*15 hours per week*\$7.00 per hour (school year)

Student labor will complete newsletters, press releases, posters and other promotional materials related to the SARE activities. Student labor will administer and compile some of the extension educator evaluation information. The student will maintain the following pages of the KCSAAC web site: Reference Library, Calendar of Events and Kansas SARE Page hosted on the KCSAAC web site. Informal feedback has indicated the need for resources and programming for new producers and landowners.

- Salary support for Agritourism project coordinator - .12 FTE @ \$44,000 per year

Salary and Employee Benefit calculations	Salary	Benefit
School year student	\$2,730	\$40.95 (1.5%)
Salary for Agritourism project coordinator	\$5,280	\$1,663.20 (31.5 %)
Total	\$8,010	\$1,704 (\$1,704.15)

Materials and Supplies (\$5,200)

- Supplies such as digital recorder film and batteries, printer cartridges, shipping, subscriptions, digital camera supplies, easel pads, notebooks, transparencies, postage charges and other meeting supplies such as folders, notepads, pens, pencils, and foam board and Velcro (for mounting posters for display) will be purchased with these funds. - \$1,850
- Purchase of publications for use at meetings, book reviews and new educators - \$1,200
- Reimbursement for integrated systems training events - \$2,150

Travel (\$9,400)

- Funds will be used by stakeholders (State of Kansas employees) for travel to in-state and out-of-state meetings and conferences. A one-page application including expressed outcomes will be required before funds are approved. Expenses included are lodging, per diem, registration, mileage, airfare and miscellaneous expenses, such as parking and tolls. - \$6,000
- Travel expenses for Agritourism program trainer - \$1,400
- Travel expenses of the Kansas Sustainable Agriculture Coordinator - \$2,000

All Other Direct Costs (\$25,686)

- Speaker Honorariums - \$1,700

Honorariums for members of the KS SARE Advisory Committee who are producer PDP stakeholders - 4 @ \$100 x 2 meetings	\$800
Water quality tour producer instructors - 6 @ \$150	\$900

- Meeting facility expenses - \$400

SARE Advisory Committee meeting - 2 @ \$100	\$200
Agritourism trainings - 1 @ \$200	\$200

- Long distance phone charges incurred from PDP planning and activities - \$500
- Funds will be used by stakeholders (non-State of Kansas employees) for travel to in-state and out-of-state meetings and conferences. A one-page application including expressed outcomes will be required before funds are approved. Expenses included are lodging, per diem, registration, mileage, airfare and miscellaneous expenses such as parking and tolls. - \$5,400
- Bus rental – 1 @ \$800 = \$800
- Printing and laminating of posters 2 @ \$100 - \$200
- Web and teleconference call charges 8 @ \$50 = \$400
- Email list serve management fees 12 month @ 14/month = \$168

- Kansas and organic food and food ingredients (showcase local and organic foods area extension director meeting) - \$100
- One half of food expenses for water quality tour. Local partners will provide other ½. 55 people @ \$12 x 50% = \$330
- Lunch for Kansas SARE Advisory Committee meetings. 2 @ \$75= \$150
In order to maintain the continuity of the meetings and avoid imposing arduous conditions on the meeting participants, lunch will be provided at the East Central Kansas water quality tour, Kansas SARE Advisory Committee meetings and the small scale food processing tour.
- Literature graphic design charges 10 pages * \$7 per page - \$70
- Information and Education Technology service fees 10 hours x \$33/hour = \$330
- Duplicating of publications, handouts and brochures - \$1,000
- URL registration fees for www.kansassare.org, www.kansassare.com, www.kansassare.net, www.kansassare.info – 4 @ \$15 = \$60
- Professional fees – 200 hours @ \$39.64 per hour = \$7,928
- Other professional fees - \$6,150 – refer to budget breakdown, page 12

\$50,000.00	Total Request
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