



## Extended Learning Conference/Program Support Grant Funding Source: UWL Extended Learning

### Introduction

To promote and support conference/program development, UWL Extended Learning provides funds to faculty and staff to help cover the Extended Learning administrative fee assessed when Extended Learning provides support services in the development and/or hosting of a conference/program.

### Program Description

The term “conference” refers to a one- to three-day event sponsored by a professional organization or developed by UWL faculty and/or staff. The term “program” refers to pre-college programs, workshops, or a series of events hosted by UWL or developed by UWL faculty and/or staff. Proposal topic areas should align with UWL’s mission. The conference/program location is on or off campus; you are not limited to a La Crosse location.

### Award Information

- Deadline to apply: Ongoing as long as there are sufficient grant funds available.
- Number and amount of awards is contingent upon funding availability.
- Funding is limited to a maximum of \$5,000 per conference/program.
- Funding is limited to the initial use of Extended Learning's support services.

### Eligibility Information

All current faculty and staff members with a continuing appointment are eligible to apply for the Extended Learning Conference/Program Support Grant. Individual or multiple faculty/staff may propose projects. Faculty/staff can submit an unlimited number of unique proposals. Conferences/programs with repeat potential receive priority.

### Requirements and Instructions

Grant funds are available to fund Extended Learning’s administrative fee (partially or fully) assessed for conference/program support services. Funds through this grant are not available for any other conference/program expense. You may submit your proposal at any time. There is no deadline.

1. Schedule a meeting with the Extended Learning Director to review your proposed conference/program and discuss potential funding availability.
2. Enter the required information on the Proposal Cover and Narrative Page.
3. Submit the grant proposal to your department chair/unit director for their signature prior to submitting an application.
4. Email a PDF version of the approved application to [lweiland@uwlax.edu](mailto:lweiland@uwlax.edu) and [grants@uwlax.edu](mailto:grants@uwlax.edu). Be sure to copy your department chair/unit director and any co-applicants in the CC line of the grant submission email.

### **Review and Selection Process**

A committee consisting of Extended Learning staff review and approve funding. Awards range from 50% to 100% of the Extended Learning administrative fee up to a maximum of \$5,000 per conference/program. Only one grant is awarded per conference/program. Conferences/programs with repeat potential are given priority.

### **Award Administration Information**

Within three weeks of proposal submission, the committee will communicate its decision.

Should the conference/program receiving the grant have a positive balance after all expenses are paid, that balance will be dispersed in the following way:

- Fifty percent of the balance—up to the full amount of the grant—is refunded back to the Extended Learning grant account.
  - The remaining funds are held in an Extended Learning account as start-up money for a subsequent conference.
- The remaining balance is paid back to grant if a subsequent conference does not occur.
- If a balance exists after the grant is paid back, it will be dispersed equally as follows:
  - To the UWL department or to the external partner, if there is one.
  - To the Extended Learning grant account (to fund future programs).

#### *Example:*

- *Balance is \$2,000, grant amount was \$1,500.*
- *\$1,000 is refunded back to the grant account.*
- *\$1,000 is held as start-up funding for the subsequent conference.*
- *If a second conference will not be held:*
  - *Of the \$1,000 balance held for start-up, \$500 is applied to the remaining grant balance.*
  - *The remaining \$500 will be dispersed (50% each) as follows:*
    - *\$250 to the UWL department or external partner, if there is one.*
    - *\$250 to the Extended Learning grant fund.*

### **Additional Information**

Direct questions regarding the Extended Learning Conference/Program Support Grants to the Director of Extended Learning.

Last updated: 11/25/2019