The WSU Center for Sustaining Agriculture & Natural Resources administers the USDA Western Sustainable Agriculture Research and Education (SARE) Professional Development Program, offering financial assistance on a competitive basis to **anyone with a WSU Extension appointment or Extension responsibilities**. Proposals are accepted for two types of grants: 1) **attending** an event for professional development that supports work related to agricultural sustainability, and 2) **hosting** an event for an agricultural professional audience that supports work related to agricultural sustainability. The parameters of each grant type are described below.

Proposals are accepted on a rolling basis and applicants are encouraged to submit proposals well ahead of event dates. For attending grants, proposals are requested at least four weeks in advance. For hosting grants, proposals are requested at least six weeks in advance.

The PI of each funded proposal will submit a report within one month of the attended or hosted event. A report template will be provided. Hosted event reports require evaluation data and analysis from event participants.

### Attending Grants – up to $1000

**Grants of this type are essentially travel grants.** Faculty and staff may apply for funds to attend events that will offer professional development such as conferences, workshops, trainings, etc. Applicants must explain how participation in the event will impact agricultural sustainability*, and how they will disseminate what they learn to colleagues, producers, and others.

Funds may be used for domestic travel expenses (hotel, flight, mileage, per diem, etc.) and event registration. Other eligible expenses include publications, supplies, printing, and other needs associated with event attendance.

Eligible applicants are WSU Extension faculty members and program staff, and those with Extension-related outreach roles. Students are not eligible for this funding.

All eligible proposals will be reviewed, and priority will be given to proposals that:

- Demonstrate how staff other than the one receiving funds will benefit from the training
- Fund travel for program staff
- Utilize additional funds or other contributions
- Are submitted at least four weeks ahead of event date

### Hosting Grants – up to $5000

**Grants of this type are essentially for hosting train-the-trainer events.** They are designed to fund professional development events for a primarily agricultural professional audience. Ag professionals are defined as ag service providers and educators who serve producers. They include Extension personnel, Conservation District personnel, NRCS personnel, and crop advisers. Producers themselves are not considered ag professionals by this federally defined program. While producers are not excluded from events, they cannot be the target audience.
Applicants must explain how hosting the proposed event will impact agricultural sustainability*, and how they intend to measure impact. Evaluation plans are required.

Funds may be used for reasonable event-hosting expenses including speaker and project travel expenses, supplies, publications used at meeting or event, postage, promotional expenses, copies, printing, equipment rental, venue rental, speaker honoraria, and laboratory analysis expenses.

Ineligible expenses include salaries, equipment, and food, including food service items such as plates and cups. The exceptions to this “food rule” are if participants must travel more than 50 miles to an event or if the continuity of the event will be broken up by meals being served off-site. If an applicant includes food in their budget, they must also ask for the exception and provide a written explanation describing why it is needed. Breakfast and dinner are almost never eligible for this exception.

Eligible applicants are WSU Extension faculty members and staff, and those with Extension-related outreach roles. Students are not eligible for this funding.

All eligible proposals will be reviewed, and priority will be given to hosting proposals that:

- Have regional or statewide significance
- Partner or collaborate with conservation districts, NRCS, WSDA, and/or non-governmental organizations (NGOs) to host an event
- Provide a training or education opportunity that targets agency personnel (CDs, NRCS) and crop advisers, along with Extension personnel
- Are submitted at least six weeks ahead of event date

*Agricultural Sustainability
Congress has defined sustainable agriculture as an integrated system of plant and animal production practices having a site-specific application that will over the long-term:

- Satisfy human food and fiber needs
- Enhance environmental quality and the natural resource base upon which the agriculture economy depends
- Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls
- Sustain the economic viability of farm operations
- Enhance the quality of life for farmers and society as a whole

To Apply
Please use the application forms below to apply to the grant type of your choice. Be sure to download and save the form to your computer before you fill in the fields or your data may be lost. All questions can be addressed to Tara Zimmerman via email at goldsmitht@wsu.edu or by phone at 206-770-6073.

[Attending Grant Proposal Form](#)
[Hosting Grant Proposal Form](#)