

# WyoVita (Faculty 180) Tip Sheet



## How to Enter Resource Development (April 2020)

Resource Development includes competitive grants, local fundraising/donations and registration fees. This section is about the resources generated to support local Extension programs, not the number of contacts.

**TIP:** Grants which required a green sheet and are housed at UW Sponsored Programs should be entered under Grants, not UW Extension – Resource Development.

To capture the calendar year, please select J Term for the Start Semester and Fall for the End Semester. Remember to select the correct year for which you are reporting.

The dropdown menu for Resource Type includes: Competitive Grants; Local Fundraising/Donations; Registration Fees. Select the most appropriate option. The remaining information fields are the same.

**TIP:** Remember to include grants which were not funded. It takes as much effort to complete and submit a grant which is not funded as it does any others. Indicate the amount of funds requested and enter 0 in the grant funds received.

### A Input Form

Start Semester*	→	J Term	2020
End Semester*	→	Fall	2020
Resource Type*		Select	<b>Competitive Grants Local Fundraising/Donations Registration Fee</b>
Date		2020-05-09	
Granting/Donation Source		Chamber of Commerce	
Purpose		cash donation for top 3 business plans in youth entrepreneur	
Educator Role		wrote grant	
Grant Funds Requested/Resource Requested		3000	
Grant Funds Received/Resource Received		3000	

Use the attachments field to upload documents which reflect your best work in resource development. It is not necessary to include everything. Be selective and choose the most appropriate documents. Examples include grant applications, award letters, fundraising plans, etc. Remember to save your entry.

### B Attachments ?

Attachment Type	Attachment
File	<b>Upload File</b> Chamber of Commerce Grant Application.d

**Add Another**

**Save Save and Add Another Save and Go Back Cancel**

Once you have uploaded an attachment and saved the entry, the font color changes making it easy for you and your supervisor to see which entries have attachments.

▼ UW Extension - Resource Development

Resource Type ^	Date ^	Granting/Donation Source ^	Purpose ^	Educator Role ^	Grant Funds Requested/Resource Requested	Grant Funds Received/Resource Received
Competitive Grant	2020-05-09	Chamber of Commerce	cash donation for top 3 business plans in youth entrepreneurship contest	wrote grant application	3000	3000
Competitive Grant	2020-02-28	Farm Bureau	off set registration fee for participants	wrote grant application	500	500
Local Fundraising/Donations	2020-01-08	Farm Bureau	Belt Buckles	Main Contact	500.00	250.00

Resource Development is also a section where it might make sense to combine entries. Solicitations for donations from local businesses could be reported in one entry especially if they are being used for the same purpose. Another example might be local fundraising for general program support like 4-H Carnivals or selling the Holiday Meat Gift Boxes from the UW Meat Science Club. Those could easily be reported in one entry.

**A** Input Form

Start Semester*	J Term	2020
End Semester*	Fall	2020
Resource Type*	Local Fundraising/Donations	
Date	2020-5-15	
Granting/Donation Source	local businesses	
Purpose	donations for craft activity at 4-H camp	
Educator Role	wrote letter soliciting donations and followed up with person	
Grant Funds Requested/Resource Requested		
Grant Funds Received/Resource Received	300	

**TIP:** Report contacts reached in Resource Development under Program Management in UW Extension – Educational Programs and Contact Reporting. Please refer to the Tip Sheet on Program Management for more information.

If you have additional questions about how to report work in Resource Development in WyoVita, please contact Kim Reaman at [kreaman@uwyo.edu](mailto:kreaman@uwyo.edu).