



Low Cost and Individual Grant Application

Staff Development Office (LR 206): (562) 463-3210 | <http://www.riohondo.edu/staff-development/fundinggrant-opportunities>

Applicant Name	Date
Division/Department	Requested Amount
Will you seek funds outside of any funds allocated by the Staff Development Office?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "yes," please identify the other potential funding source(s):	
Does this project involve, in-person, off campus participation? If yes, a signed Travel Authorization must also be included in the application.	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
What will you do if the Staff Development Office denies or only partially funds your grant?	
<input type="checkbox"/> I/we will NOT attend the event/undertake the project.	<input type="checkbox"/> I/we will fund attendance/the project myself/ourselves.

<i>Nature of Professional Development Project</i>	
<i>The Staff Development Committee is now able to offer two potential sources of funding for professional development projects. We have funding for activities/ projects that are required to remain competent in your current job duties and separate funding for activities/projects that focus on professional growth and development. Please select the most appropriate option below reflecting the focus of your activity/project so that we can best determine the appropriate funding source.</i>	
Is this project geared more toward growth and development, or is it necessary to keep competent in current job duties? Select one option only.	
<input type="checkbox"/> Growth and development	<input type="checkbox"/> Necessary for current job duties
If you indicated this project is necessary for current job duties, please complete sections A and B below.	
A. Please explain why this project is needed for you or others to remain competent in current job duties.	

B. Has this professional development need been included in relevant program plans?

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"I understand that I am responsible for following up with my grant application and obtaining the required signatures. I will ensure that the completed grant is received by the Staff Development Office by the appropriate deadline."

"I understand that even though travel may be approved by the Board of Trustees in advance, no Staff Development funding is guaranteed; I will be notified by the Staff Development Coordinator following the next grant meeting if and the amount of funding I have been awarded."

Applicant Signature	Date

Supervisor Name	Vice President Name
Supervisor Signature	Vice President Signature

APPLICATION CONTINUES ON PAGE 3

ALL APPLICANTS MUST COMPLETE THE FOLLOWING SECTION

Project description (attach any conference/workshop description and registration cost information):

How will this project enhance your professional skills, and ability to serve Río Hondo College?

Please provide an itemized list for the amount requested:

LOW-COST GRANT APPLICANTS (\$300 OR LESS) STOP; ALL OTHERS CONTINUE THROUGH PAGE 4

How will this project further the mission of Río Hondo College?

If applicable, describe how this project will improve student learning outcomes (SLOs) for your students:

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To maximize the limited amount of available Staff Development Office funds, we ask applicants to detail the specific activities they will undertake to share the project with the largest campus audience that is appropriate. Please describe this dissemination plan:

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Dissemination activities timeline:

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Estimated number of campus community members who will be reached by the dissemination plan:

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