



# Professional Development Office

## Grant Application for Group Learning Projects

To be used to apply for projects that involve groups, departments, or divisions sponsoring a speaker, training, or retreat activity. Multiple individuals applying to attend the same off-campus conference or event should submit a Grant Application for Low-Cost Projects or Grant Application for Individual and Group Conference Projects Over \$400. The maximum award for a Group Learning Projects grant is \$2,700. For questions, call Professional Development Office staff at (562) 463-3210.

Applicant(s') Name(s)	Date
	/ /
Group(s)/Division(s)/Department(s)	Requested Amount
	\$

Will you seek funds outside of any funds allocated by the Professional Development Office?      Yes      No

If yes, please identify the other potential funding source(s):

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Will this project take place off campus?      Yes      No

What will you do if the Professional Development Office denies or only partially funds your grant?

I will NOT attend the event/undertake the project.

I will fund attendance/the project myself.

### Professional Development Project Nature

The Professional Development Committee is able to offer two potential sources of funding for Professional development projects. Funding is available for activities/ projects that are required for an employee to remain competent in current job duties, and separate funding exists 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 the Professional Development Office can best determine the appropriate funding source.

Please select the option that best describes the nature of the project; please select one option only:

Growth and development

Necessary for current job duties

If you indicated the project is necessary for current job duties, please complete sections A and B on the following page.



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?

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

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

\_\_\_\_\_  
1. Main Applicant's Signature

\_\_\_\_\_  
/ /  
Date

\_\_\_\_\_  
2. Supervisor's Name

\_\_\_\_\_  
2. Supervisor's Signature

\_\_\_\_\_  
/ /  
Date

\_\_\_\_\_  
3. Appropriate Vice President's Name

\_\_\_\_\_  
3. Appropriate Vice President's Signature

\_\_\_\_\_  
/ /  
Date

**Application continues on pages 3 and 4.**



**All applicants must complete the following section (pages 3 and 4).**

Project description (include the time and date of the activity):

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

Describe specifically how this project will enable faculty and/or staff to enhance their job performance:

How many faculty/staff members will attend this event? What steps have you taken to guarantee this number of participants?



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

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What evidence have you gathered that demonstrates this project is of interest and benefit to faculty and/or staff members in your area?

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Please provide an itemized list for the amount requested:

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14.	\$
15.	\$
Total	\$