



# Professional Development Office

## Grant Application for Individual and Group Conference Projects Over \$400

To be used for projects for one employee, or groups of employees, seeking to attend a conference or training. **Multiple individuals applying to attend the same event must each fill out a separate form;** however, responses may be shared, copied, and pasted. The maximum award for individual applicants is \$1,200, and \$2,700 for groups. For questions, call the Professional Development Office at (562) 463-3210.

Applicant Name	Date
	/ /
Division/Department	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):

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. Applicant's Signature

/ /  
Date

2. Supervisor's Name

/ /  
Date

2. Supervisor's Signature

3. Appropriate Vice President's Name

/ /  
Date

3. Appropriate Vice President's Signature

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

**Grant Application for Individual and Group Conference Projects Over \$300, page 2 of 4**

Professional Development Office (LR206): (562) 463-3210 | Rev. BM, KO'B, MG 052224

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

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

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

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

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

To maximize limited funds, applicants should detail specific activities they will undertake to share the project with the largest appropriate campus audience. Please describe this dissemination plan:

Dissemination activities timeline:

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

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	\$