



Professional Development Office

Grant Application for Low-Cost Projects

To be used by part-time employees and/or to apply for a Professional Development grant for projects that cost \$400 or less. 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):

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