

# PROFESSIONAL DEVELOPMENT GRANT APPLICATION



## APPLICANT INFORMATION & BASIC ACTIVITY DESCRIPTION

**Employment Type:**

**Name:**

**Division/Department:**

**Job Title:**

**Brief description of major job duties:**

**Mail Stop:**

**Daytime Phone:**

**Activity Title:**

**Activity Type:**

**Location of Activity:**

**Activity Date(s):**

**State your goals/objectives for this activity and how they relate to your job at Seattle Central. (max 300 words)**

## **ACTIVITY DETAILS**

**If this activity is a requirement of your job, please explain:**

**How do you plan to share what you've learned with interested colleagues? (max 300 words)**

**Briefly describe the activities that will take place (in addition, you must attach a brochure that describes the activity via a PDF or attach a paper copy; links are not accepted)**

**Indicate your level of participation in the activity:**

**Is there any additional information you would like the committee to know or consider?**

## **BUDGET & SIGNATURES**

**STRONGLY RECOMMENDED:** Seek assistance from your department/division office on the current travel authorization process. Please fill out the following section (\*use current [state](#) & [national](#) lodging and meal per diem rates):

Activity fee (tuition, registration, etc.) \$

Lodging\* \$ x = \$  
per day # of days

Meals\* \$ x = \$  
per day # of days

Transportation x \$ 0.575 = \$  
# of miles per mile

Other expenses (itemize completely) Expense \$  
Expense \$  
Expense \$

Budget notes

Total cost to complete activity \$

Total amount requested for this award \$

**If the total cost exceeds the maximum awarded amount, how will you fund the remaining amount?**

**IMPORTANT: Sign and route for signature through Adobe Sign. [Go to: File/ Request Signature]**

**Applicant:** I have read and understand the Professional Development Grant guidelines. The information I've provided is correct to the best of my knowledge. If funded, I agree to submit a brief summary for the activity within 30 days of the event conclusion or award letter, whichever is later.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Department/Division Approval:** I have read this application and I approve of the request for funds for this professional development activity. Additional comments attached?

Yes

No

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**RETURN TO:** [EmployeeDev.Central@seattlecolleges.edu](mailto:EmployeeDev.Central@seattlecolleges.edu) or Dawnelle Wilkie @ [BE2101-H](#)

### **Application Checklist & Reminders**

Complete all 3 pages of application

Send in time to meet deadlines

Include copy of TAR, activity brochure/agenda

Sign application and get departmental signature