

Grant Application Instructions for Securing Professional Development Funds

Credential/Certificate & Formal Study Programs:

Teacher/Staff Applicant Pre-Approval:

1. Obtain *Credential/Certificate Course Form or Formal Study Grant Form* online.
2. Complete form with pertinent information.
3. Secure signature approval from division principal or supervisor.
4. Submit completed Form to the Academic Dean. Be sure to allow for 2-4 weeks for processing time.
5. You will be notified of approval/denial by the Academic Dean's Office.

Teacher/Staff Applicant Post-Approval:

1. Collect a green Check Request Form from the division office, Business Office or online and complete to secure funds for reimbursement. Check Request Form must be reviewed and signed by the Academic Dean. (You may use inter-department mail or deliver to the Academic Dean's Office.) Academic Dean will submit to the Business Office. ****Note: Funding for professional development is NOT RETROACTIVE. Please secure approval BEFORE you register as we will not honor applications after the fact.**

Workshops/Conferences:

Teacher/Staff Applicant Pre-Approval:

1. Obtain *Conference Grant Form* from divisional office or online.
2. Complete form with pertinent information.
3. Secure signature approval from department chair (if applicable) and division principal or supervisor.
4. Submit completed Form to the Academic Dean. Be sure to allow for 2-4 weeks for processing time.
5. You will be notified of approval/denial by the Academic Dean's Office.
6. Meals will be reimbursed up to a maximum of \$60.00 per day. Copies of itemized receipts (with a description of the items) must be returned with a check request for reimbursement. The school will not reimburse for alcohol.

Teacher/Staff Applicant Post-Approval:

1. Collect a green Check Request Form from the division office, Business Office or online and complete to secure funds for reimbursement. Attach receipts and/or proof of payment with Check Request Form. Check Request Form must be reviewed and signed by the Academic Dean. (You may use inter-department mail or deliver to the Academic Dean's Office.) Academic Dean

will submit to the Business Office. **Note: Funding for professional development is NOT RETROACTIVE. Please secure approval BEFORE you register as we will not honor applications after the fact.