



*Professional Development Grants
2022*

Name: _____

Title: _____

Department: _____

Daytime Phone: _____

Email: _____

Project/Technology: _____

Requested Funding Amount: _____

Applicant's Signature: _____

**Department Chair's Signature
(if applicable):** _____

Dean's Signature: _____

**Optional:
Signatures of supporters of
the project/technology:** _____

1. Have you previously received funding from the Gateway Community College Foundation for a professional development grant? Yes or No

2. Brief Summary of the Project/Technology: In your summary, please include a description of the project/technology and the population that will be impacted. Include the purpose or need of the project/technology. Outline the timeframe in which the activities will be conducted. (You can attach this as a timeline/work plan.)

3. How is this project/technology relevant to the mission of Gateway Community College and your particular department/program?

4. Provide a detailed list of the specific objectives of this project/technology and the number of people who will be impacted.

5. What metrics will be used to evaluate the success of your project or technology use? (Examples: peer review, survey, achievement comparison).

6. Give a brief history of the project/technology. What information/experience led you to design this project/technology?

7. If the Gateway Community College Foundation can only partially fund this project/technology, what will be the effect?

8. Who will be the primary contact(s) responsible for the project/technology and what expertise or special qualifications do they bring?

9. How can you leverage this grant from the Gateway Community College Foundation?

10. Please attach a separate page listing with signatures of supporters to your project/technology request.

Budget Worksheet

Using the following form, please provide a detailed budget narrative to this budget worksheet.
PLEASE ATTACH ESTIMATES FROM VENDORS AND/OR SERVICE PROVIDERS.

Total Project Expenses (be as specific as you can)	Requested from Fund	Other Funding Source (identify amount and source)
<u>Equipment:</u>	\$	\$
<u>Supplies:</u>	\$	\$
<u>Labor & Contracted Services:</u>	\$	\$
<u>Conference Fee:</u>	\$	\$
<u>Accommodations:</u>	\$	\$
<u>Other:</u>	\$	\$
TOTAL	\$	\$