



**CENTER FOR
TEACHING & LEARNING**

Professional Development Mini-Grant Proposal Application

These funds support individual faculty members or collaborative projects among faculty that enhance professional development. Mini-Grants are awarded to individual faculty to support ongoing research, reimbursement for training/professional development, the purchase of materials that are directly linked to a specific project, etc.

Name:

Department:

Phone: E-mail:

Academic Year:

Date(s)/Location of Event/Conference Title:

**All sections of the application must be completed, and Department Chair and Dean signatures obtained (except Co-Director of CTL and Sr. Vice President of Academic Affairs, Workforce Development and Student Success) to be accepted. After completion of the application, including the TRA and Department Chair and Dean signatures, the application is to be sent to CTL. Any bypass of the application process will lengthen the approval process.*

**All applications must be received by CTL no later than 20 business days prior to the event/conference. Any proposals received after that time will not be accepted.*

Proposal Description (Be thorough in describing how this project/events/conferences, etc. will support your professional responsibilities.)

Alignment with [Center for Teaching and Learning Mission Statement](#) (Located on the CTL Webpage, CCM/Faculty and Staff)

Alignment with current [CCM Strategic Plan](#) (Located on the CCM Website, Faculty and Staff)

Objectives

Funding Requested – Maximum \$1000 (No duplicates permitted if you are receiving funding from another source).

Benefits to the Department & CCM

Share Format (Article, Learning Session, Narrative or Presentation) – If you are traveling out of state, the narrative required by the Board of Trustees can be used to satisfy this requirement.

Approvals

Applicant: Date:

Department Chair: Date:

Division Dean: Date:

Director CTL: Date:

Date:

Sr. VP of Academic Affairs, Workforce Development
& Student Success