



Faculty/Staff Conference Grant Application Instructions

The Program

The CT Foundation Faculty/Staff Conference Grant Program was established to assist fulltime faculty and staff of Chattahoochee Technical College attend professional conferences that are essential to staying current in their field so students have a relevant and quality education. As college budgets have tightened, the Foundation offers 10 (5 faculty, 5 staff), \$1,000 grants to approved faculty and staff applications each semester each academic year.

Eligibility

Applicants must meet the following criteria:

- Fulltime Faculty or Staff at Chattahoochee Technical College
- Approval from direct supervisor and VP

Application Process

Prospective grantees should complete the application answering all areas completely. Applications will be accepted July 1st beginning at 8:00 am for Fall semester and December 1st for Spring semester. All grants are first come, first serve availability for eligible applicants. Applications are submitted to the respective direct supervisor and approved applications are forwarded to their department's Vice President for review and final approval. **Incomplete applications will not be evaluated.**

Payments

If approved for funding, payment process will be determined by the foundation on a case-by-case basis. In most cases, award payments are made directly to the vendor. With receipts of the approved expenses not to exceed \$1,000, payment may be made as reimbursement to the Faculty member.

Obligations

Keep ALL receipts pertinent for payment. Also, recipients may be asked to participate in follow-up studies or promotional efforts.

Additional Information

Submit application and all documentation to: Your Direct Supervisor; then the VP of your department, and finally to the Chattahoochee Tech Foundation, **via email** at: Foundation@ChattahoocheeTech.edu. **We will use the time stamp on our email to validate decisions. Submissions before 8:00 am will not be considered.**

Questions? Call Amanda Henderson at 770-528-4461

Do not return this instruction page with your application.

Please Print Clearly

Applicant Data

Applicant Name: _____ Date: _____

Department: _____

Mail Stop: _____ Office Number _____

Phone Number(s): Hm: _____ Cell: _____ Wrk: _____

Email Address(s): _____

(Please use email address you frequently check.)

Request

Please provide a brief letter no more than two typed pages explaining:

- The conference or training
- The benefits to you professionally to attend
- The benefits to students for you to attend
- The benefits to the College for you to attend
- The need for the grant

Please attach copies of all supporting documents (promotional/announcement materials or emails).

**Conference
Information**

Provide name of the conference and dates to attend:

Amount of funds Requested: \$ _____

Include copies of receipts/price lists from vendors if requested funds.

**Application
Checklist**

This application will be reviewed when all of the following materials have been received:

- _____ 1. Completed Application Form
- _____ 2. Name & Contact Information
- _____ 3. Brief Letter or Essay
- _____ 4. Any other supporting Documentation

Certification
Signature
required

The information contained in this application is true to the best of my knowledge. I understand the nature of the grant as stated in the instructions. By signing, I authorize the foundation to use images, quotes, and other information for promotional and reporting reasons.

Applicant Signature _____ Date _____

*****For Office Use Only*****

**Direct
Supervisor
Approval**

Printed Name Signature Date

VP Approval

Printed Name Signature Date

**Foundation
Office
Approval**

Printed Name Signature Date