



# Faculty/Staff Conference Grant Application Instructions

## The Program

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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

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Applicants must meet the following criteria:

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

## Application Process

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Prospective grantees should complete the application answering all areas completely. Applications will be accepted early July for Fall semester and early December 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

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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

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

## Additional Information

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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](mailto: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:

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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