Bellingham Technical College Foundation
Professional Development Grant Request

Purpose:
The Foundation's Professional Development Grants support faculty and staff professional development.

Eligibility:
Any BTC faculty (including adjunct), classified, exempt or administrative staff working full or part-time, with supervisor/dean approval.

Priority consideration will be given to:
- Faculty projects involving pursuit of an advance degree that is a prerequisite for their program's professional or state certification.
- Faculty or staff working toward completion of a degree or certification related to their work.
- Projects or activities that meet one or more of the following:
  - *Broaden understanding and knowledge of an occupational, technical or professional field.*
  - *Improve occupational, technical, administrative, managerial and/or supervisory skills.*
  - *Benefit a significant number of BTC students.*
  - *Facilitate or support collaborative projects within BTC or between the College and its partners.*
  - *Support BTC's Strategic Plan.*

BTC Foundation grants do *not* fund:
- Professional development activities that can be funded with your available institutional funds.
- Salaries or release time.
- Equipment and materials.

Grant Award:
The maximum grant per person is $300 per year (while Foundation funds last), however additional funds may be granted based on available funds and the total number of requests received. If you are pursuing a program of study that extends throughout the academic year, you may apply once and ask to be considered for funding over multiple quarters. Subsequent funding may be reduced as qualified new applications have priority over multi-quarter requests from the same applicant for the same project.

Note: To maximize the use of Foundation funds, first or concurrently utilize any available institutional funds.

How to Apply:
1. Turn in your completed BTC Foundation Professional Development Grant application including relevant conference, workshop or course details to the Foundation Office (Morse Center, 203). Your supervisor needs to endorse/approve the professional development application(s).
2. Applications will be reviewed and grantees selected by BTC staff members.

Questions: Call Valerie Frank, Foundation Coordinator at 752-8684.

Foundation Professional Development Application

Name: _____**Title:** _____

Program/Dept: _____**Phone Ext:** _____ **Date:**_____

Project Description: _____
(***Project*** *refers to class, workshop, conference, seminar, activity, etc.)*   Type of Project: ☐ Individual ☐ Group

> **Details:** *(What are the dates/duration of the project? Where will it take place? If a group project, how many individuals are involved in the project? Please attach copies of course descriptions, conference/workshop registrations, etc.)*

> **Goals:** *(What do you hope to achieve? What need--either professionally or institutionally-- does this project fill? What results do you anticipate? Briefly describe how the project or activity meets the **objectives on page 1**.)*

> **Accomplishments:** *(What will the project accomplish? Who and how many from BTC will benefit from this project? How will they benefit?)*

> **Budget:** *(Please itemize costs such as fees, materials, lodging, equipment, etc. Include total cost and breakdown of funding sources.)*

Amount Requested from Foundation: $ _____   I ☐ have ☐ have not used my institutional prof. development funds.

If not, please explain why: _____

*Approximate date and amount of the last P.D. grant you received from the Foundation – Date:*_____ *Amt:*_____

I understand that if I am selected to receive a BTC Foundation Professional Development Grant that I will be required to submit the following before grant funds are disbursed: 1) proof of payment for project; 2) transcript with "B" grade or better, or where grades are not given, a written report summarizing project activities; 3) for group projects attended on behalf of a larger group, tangible evidence that information has been shared with that group.

_____   _____
Applicant Signature   *Supervisor's Endorsement (where applicable)*

_____   _____
Foundation Signature   *Approved Amount*

* Please attach copies of course descriptions, conference/workshop programs, registration forms, etc., to this application.