

EDUCATIONAL AND TRAVEL GRANTS APPLICATION

Human Resources

This application is for **full-time and part-time Administrative/Professionals and Support Staff** to apply for grants of up to \$500 after their professional development allowance has been exhausted. This grant can cover the costs of:

- Tuition/fees and materials, associated with successfully completed college credit courses
- Membership fees (job applicable)
- Conferences/workshops (and applicable travel reimbursement)
- Training/certifications (job applicable)
- Other job-related events

Request Details

Please select the category that best describes your request (select one):

<input type="checkbox"/>	Tuition/fees and materials	<input type="checkbox"/>	Membership fees
<input type="checkbox"/>	Conferences/workshops	<input type="checkbox"/>	Training/certifications
<input type="checkbox"/>	Other job-related events (Please describe _____)		

*Reimbursement of grant monies will happen after the conference has taken place and/or successful completion of certification/training/college courses/etc.

Brief Description: _____

Location (if applicable): _____

Dates (if applicable) I will be attending the event from _____ to _____

Requested Amount: \$ _____

Please attach any supporting documentation relevant to your request (e.g., invoices, brochures, registration details, course information).

Describe details that show connection of the activity to the following where applicable.

Relevance to the applicant's position (Example but not limited to: coordinator of College initiative or program)

Connection to applicant's professional development

Applicant's Name _____ Division/Department _____

Applicant's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Please submit your application to Human Resources (humanresources@delta.edu). If you have any questions regarding the application, please send them to the Human Resources email address or call (989) 686-9107.

Applications will be accepted from July 1-July 31. If additional monies are left over, a second application deadline will be opened in December. Grant monies must be used July 1-June 30 of application year.

HR OFFICE USE:		
<input type="checkbox"/> Employee Eligibility	<input type="checkbox"/> Proof of Completion	<p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">Cabinet Member's Signature / Date</p>
<input type="checkbox"/> Approve / <input type="checkbox"/> Deny _____ <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">HR Director or Designee's Signature / Date</p>		<p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">President's Signature / Date</p>