Professional Development Grant Application

Applicant name: _____

School/Department: _____

Name of event/activity: _____

Date(s) of event/activity: _____

Location of event/activity: _____

Brief description of event/activity: _____

Is travel required? _____

Dollar amount requested (maximum $500): _____

How will your participation benefit SUNY Delhi students? _____

_____

_____

How will your participation benefit yourself, your school/department and the college? _____

_____

_____

If travel is required, application must include:
Completed Travel Request Form with
- Agenda
- Fleet Vehicle Confirmation/Denial
- Airfare, Car Rental, Train cost, etc. (if applicable)
- Request to Exceed Lodging Per Diem (if applicable)

If travel is not required, application must include:
- Event announcement (brochure, web page, etc.) showing dates and cost
- Documentation identifying any additional expenses

Applicant signature and date: _____

Dean/Supervisor signature and date: _____

Date application received: _____

Date presented to Academic Council: _____

☐   Approved   Amount approved: _____

☐   Denied