

University of Hawaii – Windward Community College  
Staff Development  
**PROGRAM/EVENT GRANT PROPOSAL**

- Procedure**
1. Review the Guidelines for submitting grant proposals. (Ensure that this project is not more appropriately funded by another source.)
  2. Complete the grant proposal and attach documentation as appropriate.
  3. Present completed proposal to your Dean/Director for approval (signature).
  4. Submit your signed proposal to the Chair of the Staff Development Committee.
- Deadline**      Proposals must be submitted at least two months prior to the event. The last day of submission for the academic year is the 2<sup>nd</sup> Friday in April.

Grant Applicant			
Title of Program/Event			
Date of Event			
Amount Requested			
Describe the beneficiaries of the proposal (provide projected numbers, if possible)			
Describe the program/event			
Explain how the program/event will support WCC's mission to provide quality post-secondary education			
Amount of any Staff Development grant received in this or the previous academic year			
Signature of Grant Applicant		Date	
Signature of Dean/Director		Date	

Staff Development Committee's Actions

☐ Approved

☐ Not Approved

Amount Approved: \$ \_\_\_\_\_

from

☐ SD Fund (TFSF)

☐ UH Foundation

\_\_\_\_\_  
Chair, Staff Development Committee

\_\_\_\_\_  
Date

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**EXPENDITURE PLAN**

For each item listed, please complete the cells for all three sources of funding.

	From Staff Development Fund*	From Other Funds	From Personal Funds	Total Cost Estimate
<b>ITEMIZE ANTICIPATED EXPENDITURES</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTAL COST</b>	\$	\$	\$	\$

\*Total SD funds requested may not exceed \$500. Staff Development funds are largely restricted funds (from tuition and fees) and cannot be used to pay for food, gifts, or honoraria. Some funds *may* be available to cover restricted items such as food and gifts. No Staff Development grant monies can be used to pay for honoraria for UH employees.

Please describe the details of any travel involved (e.g., airfare for a speaker) below.

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