

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 2nd 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 (TF SF)

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
ITEMIZE ANTICIPATED EXPENDITURES				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL COST	\$	\$	\$	\$

*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.