



SUNYCDO PROFESSIONAL DEVELOPMENT GRANT PROGRAM

The SUNY Career Development Organization (SUNYCDO) is pleased to announce the availability of funding for SUNYCDO members to pursue professional development opportunities. The Professional Development Grant Program provides individual grants to cover or defray the cost of career-related professional development activities. Applicants may submit only one project per grant period, and may not receive grant money in two consecutive years. Submissions must be for upcoming activities. Award recipients will be selected by a sub-committee overseen by the SUNYCDO Professional Development Chair. Award notifications will be made within one month of application deadline.

Applicants for this program must be professional members of SUNYCDO (not graduate assistants or interns) and must have been a member for at least one full year before applying.

The types of programs that may be submitted include but are not limited to:

- Registration, travel, fees, and related expenses for conferences, workshops, and trainings. If applying for funds to support attendance at the SUNYCDO Annual Conference, recipient must volunteer to be involved in some way with the conference (presenter, committee member, etc.)
- Tuition for a course of interest relevant to career development (may not be toward advancement of a personal degree)
- Support for research project

Should you receive a professional development grant, you must:

- Submit an evaluation and summary to SUNYCDO within 30 days of completing the activity which includes an itemized list of all costs incurred including receipts
- Present regarding the material learned at a the SUNYCDO annual conference, drive-in workshop, or webinar if requested to do so

Applications

Applications are due **December 1** (if funds are not fully distributed, another round of applications will be accepted with a deadline of **February 1**). Membership will be notified in the event that funds are still available.

To apply for a SUNYCDO Professional Development Grant, you must submit the following materials by email to the Professional Development Coordinator, Holly Horn at hhorn@binghamton.edu.

- Application form
- Updated resume
- Statement indicating the amount of funds available from your college/university
- Statement indicating any other funding support for the project/activity
- Brochure, announcement, or relevant material describing the activity and costs (website that outlines relevant information is sufficient)
- Any other supporting documentation

SUNYCDO PROFESSIONAL DEVELOPMENT GRANT APPLICATION

Applicant's Name: _____

Work Address: _____

Email: _____ Phone: Work (____) _____ Home (____) _____

College/University: _____ Department: _____

Title: _____

Dates of SUNYCDO Membership: _____

Proposed project/activity title. (List name of seminar, conference, workshop, if applicable.)

Date (time frame) of proposed project/activity: _____

Please describe your involvement in SUNYCDO since becoming a member.

Briefly describe the proposed project/activity and its job relatedness. (Use additional sheets if necessary.)

Why are you interested in pursuing this at this time? Is there any additional information you would like to add regarding this proposal? In essence, please indicate any special circumstances or reasons why you feel you should receive this grant. (Use additional sheets if necessary.)

Would you still pursue this opportunity if you do not receive the full amount of funding requested?

Estimated Budget Summary:

- \$ _____ Tuition
- \$ _____ Registration Fees
- \$ _____ Travel and Related Expenses
- \$ _____ Lodging Expenses
- \$ _____ Food
- \$ _____ Research Support
- \$ _____ Supplies
- \$ _____ Other Expenses (please break down, attach a separate sheet if needed)

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- \$ _____ Total Expenditures
 - \$ _____ Amount Received from Other Sources

\$ _____ Total Requested from SUNYCDO

The funds requested here will be used solely for the purpose indicated above. Within 30 days of participating in this project, I will submit an itemized budget with receipts as well as a one page summary of the experience and what was gained by participating. In addition, I am willing to present at a SUNYCDO conference or other workshop regarding this topic if requested to do so.

Applicant's signature _____ Date _____

Please list all attachments that you are submitting as required by the program guidelines.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Please submit all application materials to the SUNYCDO Professional Development Chair **Holly Horn**,
hhorn@binghamton.edu