



2023-2024 CTEA PROFESSIONAL DEVELOPMENT MINI GRANT APPLICATION

Submit completed application by email to rsmith@santarosa.edu

Email submission must include supervising administrator's support of application and verification that the training is related to Career Education teaching assignments

Submitter's Name:

Department/Program:

Title of Training:

Date of Training:

Out of State Travel?

Out of State Travel will require Chancellor's Office Approval (takes 2-4 weeks, do not book anything prior to approval)

Amount Requested:

Not to Exceed \$2,000

TOP Code(s): (use 6 digit) Use this link to determine TOP Code for your program:

<https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Educational-Services-and-Support/Academic-Affairs/What-we-do/Curriculum-and-Instruction-Unit/Files/TOPmanual6200909corrected12513pdf.ashx>

Fall 2022 Advisory Meeting **Date** with a quorum:

Did not meet in Fall 2022

Spring 2023 Advisory Meeting **Date** with a quorum:

Did not meet in Spring 2023

1. Describe the requested professional development activity and **attach** documentation such as a course flier

2. Describe how this activity will improve the program