



2023-2024 CTEA PROFESSIONAL DEVELOPMENT MINI GRANT GUIDELINES

The SRJC Office of Career Education and Economic Development (CE/ED) is a catalyst for collaboration and communication in the North Bay. It initiates, facilitates, and supports cooperative projects featuring SRJC faculty, college advisory committees, and Sonoma County businesses.

The 2023-2024 goals of SRJC CE/ED are to encourage faculty to:

- Work closely with industry partners to ensure that Career Education (CE) programs are responsive to labor market demands
- Develop effective alignment between instruction in CE programs and the skills the labor market needs
- Participate in professional development activities related to improving instruction, program and curriculum

This can be accomplished in a number of ways:

- Visits to industry
- Externships with industry
- Attend seminars, conferences and association meetings about the discipline, job market, workforce training, or regional economic trends
- Visit and communicate with neighboring community colleges in the region

Perkins funds through the Career & Technical Education Act (CTEA) are available for professional development mini-grants to support these activities in fiscal year 2023-2024. Interested faculty and staff may apply for a grant by submitting the application. The following guidelines apply:

- Proposals must be received and approved at least two weeks prior to the training
- Out-of-State Travel must be received 6 weeks in advance of the activity to receive Chancellor's Office approval. State currently subject to California's ban on state-funded and state-sponsored travel can be found at this link: <https://oag.ca.gov/ab1887>
- List the date of your Fall and Spring Advisory Committee meetings (**quorum must have been met to be an official meeting**). If your program did not have at least one meeting with quorum in the last academic year, you are not eligible to apply for funding
- A maximum of \$2,000 is available (CTEA funds may not be able to fund the total amount requested)
- Faculty may receive more than one mini-grant as long as the total does not exceed \$2,000
- Within two weeks of completing the activity, each grant recipient must submit a Mini-Grant Report. The Report template will be sent to you upon approval of your activity.

We will accept applications on an on-going basis as long as funds are available.

Submit application materials electronically, with supervisor's support of application and verification that the training is related to Career Education teaching assignments, to Rachel Smith rsmith@santarosa.edu