

Council of Administrative Personnel (COAP) Professional Development Grant Program

Application

The COAP Professional Development Grant allows an individual the opportunity to attend a professional event relevant to his/her work in which he/she otherwise could not participate. Examples include conferences, seminars, teleconferences, webinars and workshops. Grants up to \$500 are available.

To apply for this grant program, please submit this application via campus mail to Schuyler Meixner, COAP President. Applications will be accepted through July 1. Grant recipients will be notified in writing in July. Funds must be spent within the fiscal year of the award.

All grant recipients are required to submit a final report to the COAP Executive Board within one month of his/her return from or participation in the event.

Conference Date(s): _____ Name (please print) _____

Department/Unit _____ Campus Address _____

Campus email and phone number _____

I will only be able to attend this conference with the support of this professional development grant.

Estimated event expenses: Conference Registration Fee \$ _____ Hotel \$ _____

Transportation \$ _____ Accommodations \$ _____ Meals \$ _____

Total Requested \$ _____

If your event expenses exceed the grant amount, please indicate how you will make up the difference:

I will personally pay for additional expenses.

My department will pay the additional expenses. *If checking this box, please provide supervisor letter of support.*

Description of the event you want to attend:

Please attach a narrative explaining why you want to attend this particular event and how it will contribute to your professional development. How does this conference exceed any annual conference participation that your department/unit has already provided? Please attach an official agenda/itinerary from the conference website.

Signature

Date