



H O L M E S C O U N T Y

EDUCATION FOUNDATION

114 North Clay Street • Millersburg, OH 44654 • (330) 674-7303

Professional Development Grant Application Instructions

The Holmes County Education Foundation welcomes your application for a Professional Development Grant. The goals of this grant program are: 1) to identify and recognize Holmes County persons who exemplify professionalism in service; 2) to provide opportunities for professional growth activities; and 3) to encourage staff from all public and non-profit organizations to join together to enhance the quality of service in the community.

This class of grants was initiated to support professional development throughout Holmes County. Individuals in public and non-profit organizations are eligible to apply for a Professional Development Grant. This grant program offers up to \$1,000.00 to help applicants offset the costs of professional seminars, workshops or programs that are not funded by their respective organizations. Preference is given to **in-state** seminars, workshops, or programs. Payments will be made to the sponsoring organization. The applicants are eligible to receive Professional Development Grants for as long as they provide services to Holmes County residents.

Management of all Holmes County public and non-profit organizations are asked to select applicants based on locally determined criteria. The criteria must include, but not be limited to: 1) An identification of those persons who would most benefit from professional development; 2) An identification of those persons who would have the broadest community impact after receiving the professional development; 3) An evaluation and certification that internal organizational resources have been exhausted prior to selecting an applicant; and 4) an ability to certify that the professional development being requested is primarily for enrichment purposes.

Following selection by the sponsoring organization management, the applicant must complete, sign and submit the application form to the Holmes County Education Foundation. Grants will be drawn from a pool of funds allocated annually by the Holmes County Education Foundation Board of Trustees. Grants will be made on a first-come-first-served basis until funds are depleted for a given year. The Holmes County Education Foundation reserves the right to approve or decline any application for any reason, to follow all the guidelines of the Internal Revenue Service set out for the Holmes County Education Foundation, and to modify terms of the program at any time. For further information, contact Darla Stitzlein, Executive Director of the Foundation, at (330) 674-7303 or info@hcef.net.

PROFESSIONAL DEVELOPMENT GRANT APPLICATION FORM

Date: _____

In one sentence, summarize the professional development activity: _____

Amount requested: \$_____ (maximum \$1,000)

Applicant Name: _____

Applicant E-mail Address: _____

Sponsoring Organization Name: _____

Organization Mailing Address:

Organization Telephone: (_____) _____ - _____ Extension #: _____

DETAILS OF THE PROPOSAL

On the following page, please describe your grant request in detail. Your description should include, but need not be limited to, the items outlined below:

- A full description of the professional development activity and its purpose including when it is scheduled, where it will take place and why you wish to participate.
- A description of the benefits you expect to receive by participating in this professional development activity.
- Itemized budget (e.g., registration fee, materials, travel and meal expenses).

Description of Professional Development Activity:

I understand that I will be asked to provide the Holmes County Education Foundation with a summary of the professional development activity and its benefits. This summary may be shared with donors and used in press releases.

Signature of Applicant: _____

I have reviewed and endorse the above applicant for a Professional Development Grant. I also certify that the selection criteria listed in the application instructions as requirements one through four have been met for the above applicant.

Organization Supervisor Signature:

Title:



Holmes County Education Foundation use only:

Approved _____ Amount \$ _____ Declined _____