

**PROPOSAL  
FOR THE USE OF  
STAFF DEVELOPMENT GRANT FUNDS**

**Project Submitted by** \_\_\_\_\_  
**Department/Division** \_\_\_\_\_  
**Project Title** \_\_\_\_\_

**Amount Requested from Staff Development Grant Funds \$** \_\_\_\_\_

**Other funds allocated to this project \$** \_\_\_\_\_ **Source** \_\_\_\_\_

**Project Description (50 words or less)** Include a description of the project's impact on the District's Mission Statement, Strategic Plan or Annual Implementation Plan.

--

Project Category (Check all that apply)

1. Improvement of teaching	<input type="checkbox"/>
2. Maintenance of current academic and technical skills	<input type="checkbox"/>
3. In-service training for vocational (career technical) and employment preparation programs	<input type="checkbox"/>
4. Retraining to meet changing institutional needs	<input type="checkbox"/>
5. Intersegmental exchange program	<input type="checkbox"/>
6. Development of innovations in instructional and administrative techniques and program effectiveness	<input type="checkbox"/>
7. Computer and technology proficiency programs	<input type="checkbox"/>
8. Courses and training implementing equal employment opportunity and upward mobility programs	<input type="checkbox"/>
9. Programs designed to develop self esteem	<input type="checkbox"/>

**Please use twenty-five words or less to answer the following questions:**

1. What need or requirement does this project address?

--

2. How is the need or requirement documented or substantiated?

--

3. Who will be the primary beneficiary (s) of this project?

--

4. Describe the expected outcome(s) of this project.

--

5. How will the outcomes of this project be measured?

--

6. Outline Project Plan (step by step plan to achieving your goals/objectives including a timeline of when specific activities will occur).

--

**Project Budget\***

<b>Object of Expenditures</b>	<b>Description Please be specific</b>	<b>Amount Requested</b>
1000	Instructional Salaries	
2000	Classified Salaries	
3000	Employee Benefits (Includes STRS,PERS,UI,etc.)	
4000	Supplies and Materials	
5000	Other Operating Expenses and Services (Postage,travel,rents,etc.)	
<b>TOTAL REQUESTED</b>		

\* List only amount requested from the Staff Development Grant Funds