



**FALL 2018**

Professional Development Grant  
Application Form  
*Lansing Community College Foundation's  
Employee Development Fund*

The Employee Development Fund was created for employees by employees to provide opportunities, promote fellowship and fun, and enhance our everyday work life.



Fall 2018 applications due before 5:00PM on  
**Friday, November 16, 2018**

**Purpose:**

To provide funding for professional development projects that benefit the professional development of Lansing Community College.

**Qualifications:** All applicants *must*:

1. Be LCC employees who have been an EDF member for at least the last 6 months.
2. Complete the criteria below. **Plan ahead! Applications without valid signatures will be disqualified.**
3. Provide a final report to the EDF Committee upon completion of the project, preferably through a presentation.

**Guidelines** (updated 3/22/17)

- The maximum amount awarded is \$2,000.
- The grant *does not* cover: meal expenses, employee wages, postsecondary degrees, and reimbursement for projects that have already occurred.
- If proposal benefits multiple employees, the requestor must be a qualified EDF Member.
- Changes to original request *must be approved* by the EDF Committee.

The EDF Committee reserves the right to:

- Fund a portion of your request.
- Prioritize applicants who have not received a grant within the last 24 months.
- Promote EDF membership at a funded project.
- Cancel an award after 12 months, and return unused funds to the EDF.

**Application Criteria**

**Summarize the proposal** with A) program objectives, B) timeline, and C) outcomes. **Provide an itemized budget** explaining how your grant amount will be used and how any additional funds will be provided if necessary. Attempts at funding through college budgets or HR are encouraged and should be documented. **Explain project benefits** by addressing how this enhances professional development, how this benefits the college community, and the innovation of the project. Be sure to provide a full plan for how you plan to share the benefits of your program with the college.

**Contact the Foundation Office at 483-1985 with any questions.**

**Email, Deliver, or Mail the application to:**

[foundation@lcc.edu](mailto:foundation@lcc.edu)

LCC Foundation: Employee Development Fund  
309 N. Washington Sq., Suite 201  
Lansing, MI 48933

The Employee Development Fund was created for employees by employees to provide opportunities, promote fellowship and fun, and enhance our everyday work life.



**EMPLOYEE DEVELOPMENT FUND  
Educational Improvement and Professional Development Grant Application**

**Applicant Information:**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Your LCC Department \_\_\_\_\_ Position at LCC \_\_\_\_\_

LCC Building Name and Room \_\_\_\_\_

Have you received EDF grants in the past? Yes \_\_\_\_ No \_\_\_\_ If so, when and for what? Explain below.

Amount of Grant request \$ \_\_\_\_\_

<i>Signature(s) of Applicant(s)</i> (required)	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Applications without valid signatures and support **will be disqualified.**

**Associate Dean/Director Approval**

Substitutes will not be accepted.

_____	_____
Name	Title
_____	_____
Signature	Date

How can the Department/Division utilize the professional development skills in this proposal?

---

---

---

How could the Department/Division support this proposal?

---

---

**ELT Approval**

Substitutes will not be accepted.

_____	_____
Name	Title
_____	_____
Signature	Date

How does this proposal support the goals and mission of Lansing Community College?

---

---

---

---