

(For office use only)

Date received: _____



Office of Leadership and Professional Development

Application for Grant In Aid

Limited funds ranging from \$100-\$300 are awarded to assist in obtaining resources required for leadership and professional development programs. These resources may include books, software, equipment, registration fees, travel and tuition for courses that are not offered at Elon University. An employee's department is expected to assist with funding for resources. In addition, certifications that are mandatory for the execution of one's job, or are required by law, are not eligible for Grant in Aid award. The expectation is that an employees department would pay for those certifications out of the department's annual budget.

Applicant's Name: [Click here to enter text.](#)_____ **Campus Box:** [Click here to enter text.](#)_____

Position Title: [Click here to enter text.](#)_____ **Campus Email:** [Click here to enter text.](#)_____

Department:[Click here to enter text.](#)_____ **Name of Direct Supervisor:** [Click here to enter text.](#)_____

Please list the program/course, including location and date(s):

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

Funds requested:

1. Materials

Books

\$ [Click here to enter text.](#)_____

Software

\$ [Click here to enter text.](#)_____

Registration Fee

\$ [Click here to enter text.](#)_____

Equipment

\$ [Click here to enter text.](#)_____

Other (specify in detail)

\$ [Click here to enter text.](#)_____

Subtotal \$ [Click here to enter text.](#)_____

2. Tuition/Registration Fees

\$ [Click here to enter text.](#)_____

- Rate (per credit hour): [Click here to enter text.](#)_____

- Number of credits: [Click here to enter text.](#)_____

Activities Fee

\$ [Click here to enter text.](#)_____

Subtotal \$ [Click here to enter text.](#)_____

3. Travel

Destination: Click here to enter text. _____ Travel Method: Click here to enter text. _____

Total Mileage: Click here to enter text. _____ Rate: Click here to enter text. _____ \$ Click here to enter text.

Subtotal \$ Click here to enter text.**TOTAL** \$ Click here to enter text.**Amount funded through your department's professional development budget and/or other funding resources.**

- \$ Click here to enter text.

TOTAL AMOUNT REQUESTED:

\$ Click here to enter text.

Statement of Understanding:

✓✓ I understand that prior to the start of this activity, Form A must be completed and submitted along with this application to the Office of Leadership and Professional Development for review and approval.

✓✓ I understand that at the conclusion of the approved activity, Form B must be completed and submitted along with receipts to the Office of Leadership and Professional Development for reimbursement.

Applicant's Signature _____ Click here to enter text. _____ Date _____ Click here to enter text.

Your completed application will be reviewed by the Application Sub-Committee of the Office of Leadership and Professional Development (www.elon.edu/olpd). You will be notified once the review has been completed.

*(For office use only)***Approval and Signature of the Director of Leadership and Professional Development**_____
Signature_____
Date

Comments:



FORM A

(Attach to Application for Funding)

Part 1 – Rationale Statement

Please state, in detail, how the proposed activity or resources support your professional development goals at Elon University. If appropriate, attach a copy of your Individualized Development Plan which can be found on **page 7** of your Performance Appraisal and Development Plan.

[Click here to enter text.](#)

Part 2 – Direct Supervisor Approval

Please verify and comment on how the proposed activity or resources support the employee's professional development goals at Elon University.

[Click here to enter text.](#)

Signature of Direct Supervisor _____ **Date** _____

Printed Name of Direct Supervisor _____

Please return your completed application and Form A to the
Office of Leadership and Professional Development,
via email to aflaherty2@elon.edu and krussell2@elon.edu
or to Campus Box 2067.