



# Office of Leadership and Professional Development

## *Application for Grant-in-Aid*

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

**Applicant Name:**

**Applicant Title:**

**Department:**

**Campus Box:**

**Campus Email:**

**Campus Phone:**

**Supervisor Name:**

**Supervisor Title:**

**Amount of funding requested (between \$100-\$300):**

**Applicant Rationale Statement:** Please state, in detail, what the funds will be used for and how the proposed activity/resources support your professional development goals at Elon. If appropriate, attach a copy of your Individualized Development Plan which can be found on page 7 of your Performance Appraisal and Development Plan.

**Direct Supervisor Approval:** Please verify and comment on how the proposed activity/resources support the employee's professional development goals at Elon.

**Applicant Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

***Please email your completed application to [aflaherty2@elon.edu](mailto:aflaherty2@elon.edu). You will be notified with next steps after your application for grant-in-aid has been reviewed.***