

Professional Improvement Activity Grant

Application Packet

Application deadline is a minimum of 30 days before activity and approval of funds not available during July and August.



**WASHINGTON
ASSOCIATION OF
OCCUPATIONAL
EDUCATORS**

APPLICATION GUIDELINES
PROFESSIONAL DEVELOPMENT FUNDS
WASHINGTON ASSOCIATION OF OCCUPATIONAL EDUCATORS

The Washington Association of Occupational Educators Board of Directors (WAOE) has authorized the funding of mini-grants for the support of professional development activities. Up to \$500 is available to each individual recognized by WAOE. The WAOE Board has committed up to \$3,000 (6 individual grants of up to \$500 each) to support these activities.

The grants are to support individual professional development activities that are open to all WAOE professional/technical instructors. These funds may be used to support the yearly conference or for other qualifying professional development activities that an individual may decide to attend independent of the conference.

Completed grant applications should be mailed to the WAOE Executive Board Secretary, Laura Bagley. (see address on last page.) The applications will be forwarded to the WAOE Board for the review and approval process. Award letters will be distributed following Board approval. Detailed final reports will be required at the completion of the project.

Funds become available March of the current calendar year, and expire March of the subsequent calendar year. You must be present at the closing WAOE conference presentation to receive the award. The WAOE Board will accept applications on a first-come, first-served basis. The grant will be awarded to the person submitting the application based upon the budget estimate turned in with the grant application. Original receipts and final reports are due at the completion of the activity and expenditures must be in accordance with state regulations (e.g. no alcoholic beverages). WAOE will reimburse qualifying expenditures that are not reimbursed by other granting agencies. Any monies not expended will be returned to WAOE with the final report.

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Professional Development Activity
Name and address of person responsible for grant final reporting
Funds requested:

Please complete all sections of this grant request, adequately describing the project and expected outcomes.

1. Briefly describe the activity you would like to conduct or attend.

2. Describe when and where the activity will be held.

3. Provide a budget estimate and narrative for each expense.

BUDGET ESTIMATE		
Expense Description	Amount	Narrative
TOTAL NEEDS		
FUNDING SOURCES		
TOTAL FUND SOURCES		
WAOE GRANT NEED		

PRINT NAME SIGNATURE

4. Describe the benefit of this activity.

Submit requests to: Laura Bagley
WAOE Executive Board Secretary
Pierce College Puyallup
1601 39th Avenue SE
Puyallup, WA 98374-2222

FOR WAOE BOARD USE ONLY:

Date received _____ Amount requested _____

Approved

Denied

Approved/denied by _____ Date _____

Comments:

FINAL REPORT FORM
PROFESSIONAL DEVELOPMENT FUNDS
WASHINGTON ASSOCIATION OF OCCUPATIONAL EDUCATORS

(To be completed by the person who submitted the grant proposal. Must be submitted within 30 days of the completion of the activity).

Professional Development Activity	
Name and address of person submitting final grant report	

1. Describe the results of the activity (be specific).

2. Provide documentation and original receipts for expenses and complete the following form:

FINAL BUDGET REPORT		
Expense Description	Amount	Narrative
TOTAL		

Please return completed forms to:
Laura Bagley
WAOE Executive Board Secretary
Pierce College Puyallup
1601 39th Avenue SE
Puyallup, WA 98374-2222