



## 2020-2021 CTEA PROFESSIONAL DEVELOPMENT MINI-GRANT APPLICATION

Submitter's Name:

Department/Program:

Title of Project:

Date of Project:

Location of Travel:

Out of State Travel will require Chancellor's Office Approval (takes 2-4 weeks; do not book travel prior to approval)

Amount Requested:

Not to Exceed \$2,000

TOP Code: (6-digit) Use this link to determine one TOP Code for your program:

<https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Educational-Services-and-Support/Academic-Affairs/What-we-do/Curriculum-and-Instruction-Unit/Files/TOPmanual6200909corrected12513pdf.ashx>

Fall 2019 Advisory Meeting Date **with a quorum**:

Did not meet in Fall 2019

Spring 2020 Advisory Meeting Date **with a quorum**:

Did not meet in Spring 2020

1. Describe the **proposed activity** and **expected outcomes** of this application. Please attach pertinent documentation such as a copy of announcement, brochure, or flier. (Limited to 1,000 characters)

2. Describe how this activity will **improve** the program. (Limited to 1,000 characters)

Submit application materials electronically, with Supervisor's approval, to Rachel Smith, Career Education, [rsmith@santarosa.edu](mailto:rsmith@santarosa.edu).

---

Signatures:

Submitter: \_\_\_\_\_

Date: \_\_\_\_\_

Supervising Administrator: \_\_\_\_\_

Date: \_\_\_\_\_