



## 2022-2023 CTEA PROFESSIONAL DEVELOPMENT MINI GRANT APPLICATION

Submitter's Name:

Department/Program:

Title of Project:

Date of Project:

Out of State Travel?

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

Amount Requested:

Not to Exceed \$2,000

TOP Code(s): (use 6 digit) Use this link to determine 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 2021 Advisory Meeting Date **with a quorum**:

Did not meet in Fall 2021

Spring 2022 Advisory Meeting Date **with a quorum**:

Did not meet in Spring 2022

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

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

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

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Signatures:

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

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

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

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