



2024-2025 PERKINS PROFESSIONAL DEVELOPMENT MINI GRANT GUIDELINES

The SRJC Office of Career Education and Economic Development is a catalyst for collaboration and communication in the North Bay. It initiates, facilitates, and supports cooperative projects involving SRJC faculty, college advisory committees, and Sonoma County businesses.

The 2024-2025 professional development goals of SRJC Career Education (CE) encourage faculty to:

- Work closely with industry partners to ensure that programs are responsive to labor market demands
- Improve support for and access by special populations
- Embed soft skills (employability skills) in instruction
- Improve instruction, program and curriculum

This can be accomplished in a number of ways:

- Visits to industry
- Externships with industry
- Attend seminars, conferences and association meetings about the discipline, job market, workforce training, or regional economic trends
- Visit and communicate with neighboring community colleges in the region

Perkins funds are available for professional development mini-grants to support these activities in fiscal year 2024-2025. Interested faculty and staff may apply for a grant by submitting the application. The following guidelines apply:

- Proposals must be received and approved at least two weeks prior to the training
- Requests for Out-of-State Travel must be received six weeks in advance to receive Chancellor's Office approval
- List the date of your Fall and Spring Advisory Committee meetings. If your program did not have at least one meeting with quorum in the last academic year, you are not eligible to apply for funding
- A maximum of \$2,000 is available per person, per academic year
- Faculty may receive more than one mini-grant as long as the academic year total does not exceed \$2,000
- Within two weeks of completing the activity, each grant recipient must submit a Mini-Grant Report. The Report template will be sent to you upon approval of your activity

We will accept applications on an on-going basis as long as funds are available.

Submit application materials electronically, with supervisor's support of application and verification that the training is related to Career Education teaching assignments, to Rachel Smith rsmith@santarosa.edu