

# Frank Faculty Development Request Form

Name:

Date of Application:

Date(s) of the opportunity for which funding is requested:

Total amount of funding requested (itemized budget attached): \$

Name or short explanation of opportunity:

Have you previously received Professional Development Committee funding? (yes or no)

If yes, list date(s), project(s) & amount(s) granted:

## **Instructions:**

- Provide a detailed description of the proposed project or activity: (use an additional sheet if necessary)
- Expectations: What are your desired goals in this project? How will it improve your teaching in the Community Music School or benefit the school in other ways?
- Budget: Itemize all expenses, the amount sought from the Faculty Development Fund, and outside additional sources of income (Grants will not normally exceed \$500)
- Supporting Materials: Applicants may submit additional materials such as letters showing project-related commitments from institutions, letters from colleagues who will be part of the project, or any other documentation, which may aid the Associate Dean in making a decision.
- Are you applying for funding for this project from any other source? If so, please indicate: