

Professional Development Grant Application

Prepare the grant application according to the following outline:

1. Chapter or Division submitting application
2. Program organizer's name, address, phone number (business and home), email address, title (or position), name of school/agency/business, and complete mailing address
3. Professional Development Program or Activity
 - a. Rationale
 - b. Purpose
 - c. Format
 - d. Target Participants (include number expected to attend)
 - e. Date, Time, Site
 - f. Topic and Presenter(s) with credentials
 - g. Other information to support the proposal
4. Needs Assessment/Analysis in support of application
5. Funds requested
 - a. Amount (not to exceed \$200)
 - b. Itemized
6. Signature of person submitting application
7. Letter of support from the President or President-elect of the Chapter or Division

Send the completed application with letter(s) of support from the Chapter or Division President or President-elect at least six (6) weeks prior to grant activity to:

TCA President-Elect
1204 San Antonio, Suite 201
Austin, Texas 78701