

**Title of the Faculty Workshop**

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**Organizer(s) for the Faculty Workshop**

Name(s) \_\_\_\_\_

Position \_\_\_\_\_

Institution \_\_\_\_\_

Address of the Institution \_\_\_\_\_

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Email \_\_\_\_\_

Telephone \_\_\_\_\_

Name of recipient of grant funds on the check, according to your institution's guidelines \_\_\_\_\_

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To what address is the check to be mailed? \_\_\_\_\_

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**Describe the target faculty audience for the workshop:**

**Describe the workshop in terms of its activities, their goals, and how the purpose of the workshop meets an institutional, inter-institutional, or regional need.**

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**How will the workshop be assessed?**

**How will information from the workshop be disseminated to members of the target audience who did not participate?**

**Itemize how the grant funds will be used.** For example, Stipend (number of hours of preparation by presenter @ \$25/hour, Stipends for Attendees (20 Attendees @ 50), Travel (Mileage for attendees 20 @ 50 miles), Lodging for presenter (2 nights @ \$100), Meals for presenter (3 @ \$30 or lunch provided during Workshop 20 @ 10), Printing or copying attendee materials (\$200), Purchase of Books or Documents (List), and so forth.

If awarded this grant, I (we) agree to present at the Annual Illinois Community College Faculty Association Conference in 2021 or in 2022. Failure to present, other than for personal emergency, will require the grant winners to reimburse the grant award as stipulated here. (E-signature or take a photo)

**Signatures of all applicants** \_\_\_\_\_