



## CCMA Faculty Development Mini-Grant Application

### Applicant Information

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Institution: \_\_\_\_\_

Contact name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Workshop/Institute Title: \_\_\_\_\_

Proposed Date(s) for Workshop or Institute: \_\_\_\_\_

Other people on planning team or otherwise involved and their contact info and institutions:

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### Project/Workshop/Institute/Conference Description

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Please attach a statement describing what you propose to do with the mini-grant funds. Please include the following in your statement:

- **Project Objectives:** List the specific objectives you plan to accomplish with this project.
- **Project Outcomes and Impact:** Write a short statement of the learning outcomes and impact you expect with the program. How do these outcomes align with CCMA's mission and vision?
- **Impact:** Describe who will be impacted by your project and how will they be impacted.
- **Budget and Timeline:** List expected project costs and provide a project timeline.
- **Project Evaluation and Reflection:** Describe how you will evaluate project success and assess outcomes.

**Institution Matching Funds**

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Will your institution provide matching funds?

Yes

No

If yes, amount: \_\_\_\_\_

**Participants**

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How many staff/faculty participants will participate? \_\_\_\_\_

If you are proposing a workshop, will you open your workshop to faculty/staff from other institutions?

Yes

No

Not applicable

If yes, number of seats available for participants from other institutions: \_\_\_\_\_

- The proposed workshop/institute/conference embraces and reflects CCMA's mission, vision, and values including thoughtful intentionality around creating community, global citizenship, justice, equity, diversity, and inclusion, and sustainability.
  
- I agree to submit to CCMA a one-to-two-page summary of the project and 3-5 high resolution photos (usable in CCMA publications) with a reflection on the impact or outcomes of the mini-grant and how the process might be improved moving forward. This summary and reflection will be due one month after the completion of the faculty development workshop.

Signature: \_\_\_\_\_

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