



Faculty Development Committee

**Application for Funding**

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<b>Application Deadlines</b>	<b>Funding Period</b>
second Friday of September	October 1 – December 31
second Friday of December	January 1 – March 31
second Friday of March	April 1 – June 30
second Friday of May	July 1 – September 30

Name:	
Department:	
Title of Project/Activity:	
Start/Completion Date:	
Location:	
Type of Professional Development:	

1. Have you received funding from the Faculty Development Committee within the last two years? If yes, indicate when funding was granted and the nature of the activity.
2. Have you applied elsewhere for funding? If yes, please explain.
3. Briefly describe the nature of the project/activity for which funds are being requested.
4. Briefly describe your role in the project/activity.

5. Briefly describe how this activity/project benefits you, your department and Mount Royal University.

6. Chair's Comments:

7. Summary of Costs: *[all costs in Canadian dollars]:*

The Faculty Development Committee requires a detailed summary of the cost of activities for which funds are requested. If the following is not sufficient for this purpose, please attach a separate cost summary.

	Description	Amount
Travel		
Registration		
Accommodation		
Food		
Other <i>[please itemize]</i>		
<b>Total Grant Request:</b>		

Receipts for expenditures will be submitted to the office of the dean prior to June 30 of the funding year.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

Note: "Chair" means a Program or Department Chair, the Head of Counselling, the Chair, Library or the Director of the Academic Development Centre.