

Western Washington University

STAFF TRAINING AND DEVELOPMENT PROGRAM

Email to [HR.Training@wwu.edu](mailto:HR.Training@wwu.edu), FAX to 650-7692, or send to MS 5221

Funding Application Form

<input type="checkbox"/> Approved on
<input type="checkbox"/> Disapproved on

Name of Applicant:

Job/Class:

Department:

Phone #:

Title of Project:

Date of Project:

Hours of Attendance:

Requested by: Self  Supervisor

Description of Training Project (Attach additional pages, if necessary):

Objectives/Goals of this Training:

Benefits to Individual and University:

Cost: Attach an itemized list of costs; (e.g., registration, travel, per diem, materials, etc.):

Amount Contributed by Participant:

Amount Contributed by Department:

Amount Contributed by Other Sources:

Amount Requested by ETDAC:

*Transfer the funds to the following budget code:*

If group activity, list members of the group:

I hereby submit this request for funding in good faith and with full intention to participate and/or provide this training opportunity to those listed above. Upon completion of this training, I will provide one of the following:

- Written summary of the event to the ETDAC.
- Workshop, which will be offered within one year of this event through the Staff Training Program.
- Workshop or briefing of the event to the members of my department.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**\*\*\* SEE FUNDING REQUEST GUIDELINES ON THE NEXT PAGE \*\*\***

## Funding Request Guidelines

These guidelines are utilized by the Employee Training and Development Advisory Committee (ETDAC) in making their decisions regarding Staff Development Funding Program Requests and are intended as guidelines only. Each funding request is considered independently and on its own merit.

NOTE: Non-submittal of any of the following may result in a delay in consideration of your application.

- ◆ Requests may be received from either a group of employees or individual employees.
- ◆ Due to limited funding for the program, grants are usually limited to a maximum of \$300 per request.
- ◆ The committee encourages the applicant to make a monetary contribution to his/her own training. If the applicant is unable to make a contribution, a brief statement is to be attached.
- ◆ The committee looks for active endorsement and monetary contribution from the employing department.
- ◆ Grants are generally limited to technical and/or professional training opportunities not available on campus.
- ◆ Priority is given to requests for training related to individual's current job responsibilities.
- ◆ Requests per diem, mileage, etc., will be considered; however, estimated costs must not exceed state travel guidelines. (Contact Travel Desk, X3341, before submitting request.)
- ◆ Priority will be given to individuals who have not previously received funding.
- ◆ Completed applications for funding must be received at the Human Resources. Training and Development Office at least **one month** before the training activity.
- ◆ Funding request packets submitted to the ETDAC should include the following:
  1. Completed WWU Staff Development Funding Program Application Form.
  2. Copy of any available information regarding the training project (brochure, flier, etc.)
  3. Memo from supervisor indicating importance of and support for the training project.
  4. Any appropriate support documents or information that would assist the committee in making this decision.
- ◆ Before making its decision, the committee may contact the applicant for further information.