**Illinois Council for Continuing Education and Training**

**Regional Meeting Funding Application**

The purpose of ICCET Regional Meeting Funding is to provide access to funding toward the cost of professional development activities for ICCET Regional Meeting host colleges. The funding is intended to help offset direct costs incurred by host colleges to enhance Regional Meeting presentations and ultimately enhance the experience for ICCET members who attend.

Suggested costs eligible for this funding include food expenses and speaker presentation fees. All funding requests will be sent in the form of this application to the ICCET Executive Board. The Board reserves the right to make decisions for full or partial funding of funds applied for by the applicant college representative.

**Application/Approval Process:**

1. Download application from [www.iccet.com](http://www.iccet.com).
2. Include a narrative explaining the benefits of the regional meeting activities that are being requested for funding. Include/attach a brief description of the Regional Meeting agenda/sessions offered along with expected costs.
3. Submit application, preferably, 2 months prior to the registration deadline. Applications can be emailed to ICCET Professional Development Chair:

**Jessie McClusky-Gilbert, CPP, CMP**

Parkland College

(217) 353-2102

JGilbert@parkland.edu

4. Upon receipt, application will be reviewed by the ICCET Board. Applicants will be informed on funding status within 1 month of receipt of the application.

**Criteria**

1. Persuasiveness of applicant’s demonstration of how the professional development opportunity program leads to the ICCET member’s professional growth.
2. Preference will be given to applicants who have not yet received this funding.
3. Members are limited to one scholarship each calendar year.
4. Funding will be provided for up to 6 meetings per year and will be evenly distributed between the northern, central, and southern regions.

The number of funding awards and the monetary value of each funding award will be determined by the ICCET Executive Board.

**Payment/Reimbursement of Expenses:**

Payment and reimbursement of expenses will be agreed upon between grantee and the ICCET treasurer. ICCET will request a copy of all receipts prior to reimbursing funds.

Within 2 weeks following the training event being funded, the “Regional Meeting Summary” form and supporting documentation must be submitted to the ICCET Professional Development Chair. See form below.

**Regional Meeting Funding Application**

The purpose of ICCET Regional Meeting Funding is to provide access to funding toward the cost of professional development activities for ICCET Regional Meeting expenses for colleges who would not otherwise be able to provide such learning opportunities. Actual expenses in excess of $300 will be considered by the ICCET Executive Board on a case-by-case basis.

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| --- | --- |
| **Person Making Request** | **Date of Request** |
| **Name of Meeting** *(attach agenda)* | **Meeting Location** | **Meeting Date(s)** |
| **Signature** | **Registration deadline** |

|  |  |
| --- | --- |
| **Other Funding Source(s):***(College/Division/Department)* | **Amount Funded by Other Source(s):** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Expenses** | **Estimate** | **Actual***(Submit receipts with summary form)* |
| **Meals***(Maximum of $15 per person not to exceed $300)* |  |  |
| **Speaker/Presenter Fee***(not to exceed $300)* |  |  |
| **TOTAL** |  |  |

***ICCET Board Only***

\_\_\_\_\_\_\_\_ Application Received

\_\_\_\_\_\_\_\_ Application Approved

\_\_\_\_\_\_\_\_ Application Declined

**Regional Meeting Summary Form**

Within 2 weeks following the regional meeting, the Regional Meeting Organizer must send electronically the following information to the ICCET Professional Development chair:

**Regional Meeting Organizer:**

**College:**

**Position:**

**Regional Meeting Topics:**

**Date of Meeting:**

**Location:**

Attach the following documents with summary:

1. Meeting Agenda
2. Names of Attendees and College Affiliation
3. Notes from meeting session(s). The notes should be the highlights of discussion and will be posted to the ICCET website to share with the membership.
4. Any invoices with directions on whom to address payment to and where to send payment.

**Submission Procedures**

*E-mail above information to:* **Jessie McClusky-Gilbert, CPP, CMP**

 Parkland College

 JGilbert@parkland.edu