

**SCARBOROUGH COMMUNITY CHAMBER of COMMERCE
PROFESSIONAL DEVELOPMENT GRANT APPLICATION**

Name of Professional Development Course

Applicant Name

Occupation/Job Title

Member Company

Member Company Mailing Address

Phone (work)

(home/cell)

Email

Total cost of class

Grant Amount requested (\$250 maximum)

Class Begin Date

Class End Date

Please complete by checking all that apply to the project:

I/We believe this opportunity

will meet an Educational Need for my Member Business

will enable me to Give back to the Scarborough Community Chamber

is not possible for me to take without obtaining the Grant

SUPERVISOR APPROVAL

*signature indicates grant project is in alignment with the Member Company's Business Need and no reimbursement is available from the Member Company
(an email acknowledgement from the Supervisor will meet this requirement for applications submitted electronically)

Date Submitted

Completed applications should be submitted to the Scarborough Community Chamber office after approval from the applicant's Supervisor. Please direct questions to the Grant Committee:
Info@ScarboroughCommunityChamber.com

Professional Development Grant Guidelines

- Application deadline is February 15, 2018
- All grants will be decided by March 15, 2018 and awardees notified promptly
- The maximum grant awarded per individual is \$250
- The awardee must pay for the activity in advance and will be reimbursed upon proof of completion of the professional development activity
- Grants available to employees of current Scarborough Community Chamber members that do not currently have an in-house professional development reimbursement program
- Complete form, save/scan and attach to your e-mail to info@ScarboroughCommunityChamber.com