

**SCARBOROUGH COMMUNITY CHAMBER  
PROFESSIONAL DEVELOPMENT GRANT APPLICATION**

Name of Course/Conference \_\_\_\_\_

Applicant Name \_\_\_\_\_

Occupation/Job Title \_\_\_\_\_

Member Company \_\_\_\_\_

Member Company Mailing Address \_\_\_\_\_

Phone (work) \_\_\_\_\_ (home/cell) \_\_\_\_\_

Email \_\_\_\_\_

Total cost of class \_\_\_\_\_

Grant Amount requested (\$500 maximum) \_\_\_\_\_

Class Begin Date \_\_\_\_\_

Class End Date \_\_\_\_\_

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 to SCC \_\_\_\_\_

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](mailto:Info@ScarboroughCommunityChamber.com)

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

1. Give a brief description of the professional development opportunity.  
(Please attach any literature available from the presenter of the development opportunity or conference to this application)
  
  
  
  
  
  
  
  
  
  
2. How will you benefit from this grant?
  
  
  
  
  
  
  
  
  
  
3. Please describe your past and present involvement with the Scarborough Community Chamber.
  
  
  
  
  
  
  
  
  
  
4. How do you envision your future involvement with the Scarborough Community Chamber?
  
  
  
  
  
  
  
  
  
  
5. Will you be able share what you have learned from your continuing education with your colleagues?
  
  
  
  
  
  
  
  
  
  
6. How will this professional development opportunity enhance overall business excellence in the Scarborough community?

## Professional Development Grant Guidelines

- The maximum grant awarded per individual is \$500
- 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