**Alumni Professional Development Grant Application Form (all fields are required):**

**Contact information:**

Full name:

Email address:

Phone number:

Grad year and Faculty:

**Activity details:**

What course/activity are you applying to receive funding for?

Who offers the course/activity?

Description of course/activity (max 150 words)

When is the course/activity?

**Financial planning questions:**

What is the cost of the course/activity?

How much funding are you requesting (dollar amount)?

What is your current employment status (please include company name, if applicable)?

Does your employer offer professional development subsidies?

 If yes, have you applied for the subsidy toward this course?

 If yes, was your application successful?

 If yes, how much funding did you receive?

If your application for funding is unsuccessful, what will you do (max 150 words)?

**Professional development and career growth questions (max 150 words each):**

What are your professional development or career growth goals?

How will the course/activity contribute to your long-term career goals?

What skills or abilities will you learn through this course/activity and how will you apply them after the course/activity?

Please include any additional information you would like the adjudication committee to know here.

**Scoring Rubric (for use by adjudication committee):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **1** | **2** | **3** | **4** | **5** |
| **Career Growth/ PD Goals (35%)** | Applicant’s goals are unclear or are not based on any self-reflection. |  |  |  | Applicant sets clear goals, based on self-assessment and introspection, shows thoughtful reflection about how to achieve them, exhibits insightful introspection |
| **Value of Activity (35%)** | Shows little or connection to any stated goals; course/activity does not appear to be a good fit for advancing any career goals. |  |  |  | The activity is well selected to help the applicant achieve his/her PD/Career growth goals. The activity will provide the applicant with a meaningful growth opportunity and/or useful new skills. |
| **Application Quality (10%)** | Some fields are incomplete; one-word answers given where a paragraph is expected. |  |  |  | Clear writing, complete sentences, descriptive detail |
| **Perceived Need (20%)** | The applicant has access to other sources of funding for the purpose of professional development and/or the applicant fails to articulate why they need further professional development at this point in their career. |  |  |  | The applicant does not have access to other sources of professional development funding, and is in a position where further professional development is required to enter the workforce or advance their career. |