

SLCC CTE Perkins Professional Development Proposal

Grant Period July 1, 2026 – June 30, 2027 (FY27)

At Salt Lake Community College (SLCC) students are our highest priority and we are committed to providing them quality educational experiences. Our mission, values and goals are designed to ensure that this commitment is met. SLCC receives funding through the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). One of the elements that can be funded under the law is CTE professional development. The funding is used to support Career and Technical Education (CTE) faculty or staff as they add or update certifications, maintain industry credentials needed to remain current for today's work force, or participate in training for their programs to remain relevant with industry needs. The specific goals of **Carl Perkins CTE Professional Development funding are to:**

- Allow CTE faculty, staff and administrators the opportunity to stay current in their areas of expertise
- Create opportunities for CTE programs to be innovative in their curriculum development
- Benefit students and the community's workforce by helping SLCC CTE faculty or staff fulfill their commitment to provide excellent educational opportunities

Eligible Applicants:

The CTEPD program is open to all SLCC faculty and staff teaching/working in Career and Technical Education courses and/or programs (both credit and noncredit). Adjunct CTE faculty and/or part-time CTE staff may apply after teaching/working at least two semesters at SLCC and with support of their department. If you have any questions if a program or course is Perkins eligible, please email carlperkins@slcc.edu.

Submission Procedures:

CTEPD proposals must include the following:

1. Application with required signatures.
2. Itemized budgets. Please include copies of all quotes (airline, hotel, registration, etc.). **Your application will not be reviewed without copies of these documents.** If you need assistance with quotes, please email carlperkins@slcc.edu and we will assist you with this.
3. Proposal Details:
 - a. Description of activity: Provide a detailed description of the professional development activity, including a timeline for completion and intended outcomes. Please provide details regarding courses and exams to be taken, including the vendor (where applicable) and location. For internships, please provide site information including the company contact person and other contact information such as telephone, email, address, etc.
 - b. Anticipated Benefit to Program and College Benefit: Describe how the proposed professional development activity will benefit you, your course/program and the college. If this activity will impact specific course(s), please list those.
 - c. Impact on student learning or support: Provide a detailed plan for implementing expected outcomes into your curriculum, course(s) or program(s) to enhance student success.

This application is for a group of faculty/staff that are attending the same conference. Only one person (or group collaboration) needs to complete the application. Each attendee will still have the requirement to complete the post-training documentation.

Due Dates:

- First Friday in June
- First Friday in September
- First Friday in December
- First Friday in March

Late submissions will only be reviewed under special circumstances. The employee will need to provide justification/evidence for the late application. This can include an email from the conference that shows the date that the employee was notified, a new employee starting that may need some training, etc.

Please be advised that once funds are expended, we will no longer accept applications/requests for the current fiscal year.

Submit completed grant proposals (or for questions) to: CarlPerkins@slcc.edu

Categories of Supported Projects**

Applicants for a CTE Faculty Development/Certification Grant should tailor their proposals to fit into one of the three (3) categories:

1. **Certification Review and/or Certification Exam:** CTE programs may require faculty to maintain industry certifications. Applicants may request funding to cover the cost of preparation course registration fees and certification exam fees. Funding is also available for travel.
2. **Specialized Short Courses:** CTE faculty may stay current and are encouraged to take the lead in keeping SLCC CTE programs on the cutting edge. Participation in short courses of 1-5 days will help faculty to articulate and identify the skills, resources, and outcomes needed to refine their curriculum or develop new courses or programs. Applicants may request funding to cover registration fees, supplies and/or reference books. In addition, applicants may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.
3. **Train the Trainer Opportunities:** CTE faculty may develop and update their pedagogical skills through participation in workshops/trainings in which they are introduced to new materials/methods and practice their teaching skills. Applicants may request funding to cover participation fees (if applicable). CTE faculty may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.

****Note:** Submittal of the Perkins Grant Proposal does not guarantee funding. All areas of the Request for Proposal (RFP) Submittal Procedures must be addressed. The Perkins Grant will not automatically fund travel to full-time CTE faculty.

Projects NOT Supported:

The CTEPD program does not support the following:

- Projects that can or should be funded by Departments or Divisions, including capital equipment purchases and routine responsibilities of faculty or staff
- Applicants who received support from the grant in the past, but who did not fulfill program requirements
- Projects that include tuition for semester or term-length courses
- Individual membership fees for organizations
- Professional Development that crosses fiscal years
- Wages for part-time staff/faculty during travel times. This is the responsibility of the department.
- Professional development that was paid for out of state funds in the previous fiscal year.
- Supervising or chaperoning students participating in industry related competitions.

Evaluation Criteria: All proposals will be judged on a competitive basis and through an objective evaluation process. Grants will be awarded based upon the merits of the proposal; classification of the applicant or the areas of the college represented by the applicants will not affect award decisions.

Approved Requests:

Once the committee has approved the request(s), the CTE Office will generate the Tnumbers. You ***MUST*** use the travel numbers provided. If the department chooses to create a travel number for the employee, then it will be interpreted that the department is responsible for the costs tied to the travel number. Once travel has been completed, the applicant needs to complete the required travel settlement documentation within 10 days of return or June 15, whichever is first. If you are waiting on receipts or other documents to complete your travel, please contact the CTE office. For those traveling between June 15 and June 30, the CTE Office will work individually with you. All travel must be closed by June 30; there is no exception to this.

Summer travel – no travel numbers will be generated until the new fiscal year (July 1). The CTE office is aware that there may be increased costs for individuals travelling immediately after the new fiscal year. You must wait for the CTE office to provide you with your travel number and the index prior to any expenses. Failure to do so will be interpreted that the department is responsible for the costs associated with the travel.

It is the responsibility of the employee to understand and abide by SLCC [travel policies](#).

Name/Title of Applicant	
Name of Additional Attendees	
Email Address	
Department	
Training/Conference Title	
Link to Conference or Training	
Conference/Training Dates	
Training/Conference Location	

Number of Attendees funding is requested for _____

Total Amount Requested _____

Check one:

☐ Full-time Faculty

☐ Full-time Staff

☐ Adjunct Faculty/PT Staff

Professional Development Category

- ☐ Certification/Licensure Review and/or Exam
- ☐ Industry-related Conference
- ☐ Student Support/Learning/Retention Conference
- ☐ Specialized Short Course
- ☐ Train-the-Trainer
- ☐ Industry Internship (*travel or materials only*)

Signatures confirm that application is complete and meets the priorities of Carl Perkins funding, and the priorities of the program. Signatures also acknowledge that no expenditures may be made prior to the CTE office generating an SLCC Travel Number. Each submission must include all required signatures. For questions, please email carlperkins@slcc.edu.

Associate Dean/Asst. Director/Director – What is the purpose of sending multiple people to the same conference

Signature	Date
Associate Dean/Asst. Director/Director	
Dean/Director/AVP	

Budget

This budget tool is based on a per person budget.

All travel must comply with the [SLCC Travel Reimbursement Policy](#) (Please read thoroughly). You must include a quote from SLCC's contracted travel agency, [Corporate Travel Planners \(CTP\)](#) for airfare (if needed), as well as a quote for the conference, hotel, or car rental expenses (if needed). If you need assistance, please email carlperkins@slcc.edu for support in obtaining quotes.

Note: costs for substitute instructor coverage are not eligible through Perkins. Please plan for those costs through another budget.

Item	Description	Amount
Conference or Registration Fee**		
Certification Exam Fee**		
Materials Fee**		
Airfare**		
Mileage		
Lodging ** (include cost/night, # of nights)		
Meal per diem (review per diem guidelines)		
Car rental w/insurance included**		
Other (shuttle, Uber, etc. please describe)		
TOTAL REQUESTED BUDGET		

** Budget requested for these items must include a quote for application to be reviewed.

Description of professional development activity. Detailed description, including courses, exams, or conference purpose; location; vendor or sponsor; and description of timeline for intended outcomes. If you are requesting an internship, please provide site information, company contact information, and other relevant details.

Anticipated benefit to Program and College: Describe how the professional development activity would benefit your program and the College. Please be specific.

Impact on student learning or student support. Describe how you will implement and share your professional development in the classroom and/or with colleagues (presentation, workshop, new curriculum, new teaching methods, etc. Please provide detailed description).

Examples:

- 1. I am attending a conference on widget making and will earn industry required training/certification to continue to teach widget making. This information will be included in my e-portfolio.*
- 2. I plan to add widget making as a part of the learning outcomes in my courses and will document change in how students meet the outcomes.*
- 3. I am a staff member that needs to have a strong understanding of widget making and how this aligns with concurrent enrollment/admissions. I will train other staff on the new information and measure how it is incorporated into support.*
- 4. I plan to revise my approach to student retention based on documented successes. I will develop an outline of the new approach to share with colleagues.*

Other: Please add any additional clarification about the need for or impact of this professional development.