



## Application for CITD Grant Money for International Projects

Name \_\_\_\_\_ Dept \_\_\_\_\_ Ext \_\_\_\_\_

Number of years of full time experience with SCCCDCD \_\_\_\_\_ Campus/Center \_\_\_\_\_

Subjects taught/Area(s) of responsibility \_\_\_\_\_

Purpose \_\_\_\_\_

Amount Requested \_\_\_\_\_ Dates of travel \_\_\_\_\_

Has SCCCDCD funded you for a similar project within the last 5 years? (If yes, please explain.) \_\_\_\_\_

Each faculty member must fill out an individual application. Because funds are limited, it is not likely that two or more faculty members will be funded to do the same project unless special circumstances warrant it. Please note that CITD cannot pay tuition for programs used for salary advancement.

Directions: On a separate sheet of paper, please respond to the questions below. Attach your response to this application and submit completed application to:

Candy Hansen, Director  
Center for International Trade Development  
Clovis Center  
390 W. Fir Ave, Bldg. B, Ste. 303  
Clovis, CA 93611

1. Summarize your proposed activity. (Include brochures or printed materials, if appropriate.)
2. Indicate how your project fulfills the grant objectives.
3. Describe how your project improves service/instruction for students and how you will integrate your experiences into the classroom.
4. Provide a detailed budget. (If your project requires reimbursement for substitutes, include that amount in your budget.)
5. If funded, you need to do the following upon your return:
  - a. Within two weeks of your return, submit a one- to two-page report to CITD Director Candy Hansen in which you briefly explain ten things you learned or accomplished.
  - b. Within a year of your return, make a presentation to colleagues and/or community groups. Report the date and activity to CITD Director Candy Hansen.
  - c. Within a year of your return, write and submit a success story to CITD Director Candy Hansen. Your success story can be about how the project benefited the college, an individual, or other faculty members.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
date

Process

1. Submit completed application to Candy Hansen, CITD Director, Clovis Center, 390 W. Fir Ave, Bldg. B, Ste. 303, Clovis, CA 93611. Applicants can send applications electronically to Candy Hansen at [candy.hansen@sccd.edu](mailto:candy.hansen@sccd.edu) or through interdistrict mail.
2. Requests will be processed by a subcommittee of the SCCC International Education Committee. The subcommittee will review applications for overall quality, how the project relates to the grant objectives, how many grant objectives the proposal meets, and the degree to which the project improves service or instruction to students.
3. Applicants will be notified of funding within 30 days of submittal.

\_\_\_\_\_  
Signature of Supervisor \_\_\_\_\_  
date

\_\_\_\_\_  
Signature of College President \_\_\_\_\_  
date

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Action by SCCC-CITD Committee: Priority No. \_\_\_\_\_

\_\_\_\_\_  
Committee Chair's Signature \_\_\_\_\_  
date

\_\_\_\_\_  
Vice Chancellor, Workforce Development and Educational Services \_\_\_\_\_  
date