



## Endorsements

This acknowledges and endorses the proposed program and indicates the departments/divisions will endeavor to make additional resources available, which may be required now and in the future.

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Department Chair Signature/Date

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Dean Signature/Date

All proposals should be submitted to:

Sandra Walker  
Canton College Foundation  
SUNY Canton, FH 200  
Canton, New York 13617

**Budget Form**  
**for Canton College Foundation Faculty/Staff Development Awards**  
**& IDAP Professional Awards**

Complete the sections below that are relevant to your proposal and provide detail as appropriate. Please consider all costs related to the implementation of your proposal carefully; you may not increase the amount requested at a later time. Please indicate anticipated contributions from departmental budgets and/or from other granting agencies.

**Applications must be typed.**

**Name of individual(s) or department(s):** \_\_\_\_\_

**Title of Proposal:** \_\_\_\_\_

1. Outside Consultants/Honoraria (Provide detail. Note: salaries are not allowed): \$ \_\_\_\_\_

2. Travel, in accordance with state guidelines (please itemize):

*(a T-1 with signatures must be attached to this proposal)*

State car or mileage \$ \_\_\_\_\_

Transportation (excluding above)/Tolls/Parking \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Registration Fees, if applicable \$ \_\_\_\_\_

Total travel expenses: \$ \_\_\_\_\_

3. Equipment (specialized items that would not normally be purchased through state budgets) \$ \_\_\_\_\_

4. Supplies (books, educational materials, etc.) \$ \_\_\_\_\_  
To be retained by: \_\_\_\_\_

5. Library/software/video acquisitions \$ \_\_\_\_\_

6. Tuition expenses \$ \_\_\_\_\_

7. Describe here anticipated contributions from departmental budgets and/or from other granting agencies.

Total Budget \$ \_\_\_\_\_

Funding from other sources \$ \_\_\_\_\_

Total Requested \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SUNY Canton Grants for Professional Development**

SUNY Canton has two funding sources which support professional development and innovation. The Canton College Foundation provides grants (currently \$25,000 per year total) under the Faculty/Staff Development Awards Program. These grants are All faculty and professional staff employed at SUNY Canton are eligible to apply. IDAP Awards are funded by UUP and the Canton College Foundation, and are another resource for professional development for UUP members.

Because the majority of this funding is made possible by the generous contributions of alumni, faculty & staff, and friends of the college, whether or not an applicant is a donor to the Canton College Foundation may be considered when allocating awards.

### **Purpose of the Grant Program**

This program seeks to:

- Encourage innovation in current instruction/programs
- Encourage development of new courses or programs
- Encourage research in specialized areas of interest
- Encourage presentation of scholarly papers
- Support curriculum or instructional material development
- Support attendance at seminars or short courses in order to maintain currency in one's field

### **Allowed Project Expenses:**

Examples of the types of activities and expenses supported are:

- Registration fees for conference or workshop
- Consumable supplies (paper, pens, postage, etc.)
- Non-consumable supplies (books, software, etc.)
- Travel and related expenses (includes lodging and meals)
- Honorarium for speaker
- Research support (e.g., computer time, network access or support, clerical support)
- Equipment lease or purchase
- Tuition at the maximum allowable SUNY rate at the time of application (IDAP program only)

### **Proposal Requirements and Timelines:**

Only one application is required to be submitted; all applications will be considered for Faculty/Staff Development funding and IDAP funding. Please be sure to complete ALL parts of the application. Incomplete applications may not be considered.

The maximum award to an individual or team is \$2,000 per year.

Application deadlines are:      October 30  
   February 15                                      April 15

Notification of awards will be made approximately one month after application deadlines.

A project summary report is due to the Canton College Foundation and the Provost within one month of completion of the funded activity.

Each proposal package must contain a completed Joint Proposal Application and Budget form, a narrative description of not more than four, single-spaced, typed pages, and any other supporting documentation necessary including Conference information, accreditation of programs, etc. If travel is part of the proposal, a completed and signed T-1 must be included with the packet.

**Departmental Approvals:**

Department or School financial support is encouraged.

The proposal needs to be reviewed by the applicant's Department Chair and School Dean and their signatures are required. It is necessary that applicants provide those individuals with enough time to thoroughly review the proposal before application deadline.

**Inquiries:**

Questions should be directed to Sandra Walker, Administrative Assistant, Canton College Foundation [walkers@canton.edu](mailto:walkers@canton.edu) or 315-386-7082.