*Shepherd University Faculty Senate*

**Mini-Grant Application**

Please fill out all the information listed on this in the space below each section. Applicants assume responsibility for providing sufficient details and justification for funding requests. Incomplete and/or missing information may affect the committee’s decision. **Proposals unrelated to “Professional Development” will not be considered.**

Additional information, forms, and authorizations may be required depending upon the activity and purpose for expenditures. Applicants should consult with their chair, dean, or the provost if the activity requires approval or pre-authorization. Approvals, pre-authorizations, and other supporting materials, such as receipts, photos, etc., should be included with this proposal as attachments in the Appendix. Upon completion, save the file as a PDF and submit it to Robert M. Anthony [rantho02@shepherd.edu](mailto:rantho02@shepherd.edu).

I. Statement of Purpose

II. Detailed Description of Activity

III. Statement of Benefits to the University and Recipient

IV. Proposed and Itemized Utilization of Funds

V. Funding

*A. VPAA Supplemental Funding*

Amount:

Approved (Y/N):

*B. Department Funding*

Amount:

Approved (Y/N):

*C. Mini-Grant Funding*

Amount Requested:

VI. Appendix (Additional Documents, Attachments)