

SPECIAL FUNDS FOR ADMINISTRATIVE AND MANAGEMENT TRAINING APPLICATION FORM

Special leadership funds are available to any adult education practitioner who performs administrative duties for an established, AEFLA-funded Nevada program that serves adults who:

- *do not have a high school diploma or its recognized equivalent or*
- *are unable to speak, read, or write the English language.*

All applications must have the potential for statewide impact.

These funds are intended to be used for self-directed training in program management and administration. For example, they may be used for appropriate training materials, conferences, workshops, site visits that focus on administrative practices, etc. Recipients are expected to provide a short written report, suitable for publication and distribution to other practitioners, within 30 days of project completion.

PLEASE PROVIDE ALL INFORMATION; SUBMIT VIA EMAIL.

FULL NAME & LOGISTICS OF TRAINING (Title, where offered, dates):

TOTAL FUNDS REQUESTED (Maximum \$1,000): _____

NAME: _____

POSITION: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

SIGNATURE OF PROGRAM DIRECTOR (your supervisor) _____

**Applications will be reviewed as received,
continuing for as long as budgeted funds are available.**

Send to: Sharyn Yanoshak, Professional Development Manager for ABE Nevada saylv@cox.net
College of Southern Nevada, 2409 Las Verdes – K1B, Las Vegas, NV 89102
Phone/fax: 702/253-6280

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OFFICE USE ONLY Total points _____

Approved _____ Notified _____ Not approved _____ Notified _____

Expenses received _____

Report received _____

ADMINISTRATIVE GUIDELINES

■ SELECTION

A committee representing the various adult education programs and other agencies as appropriate will evaluate applications. Selected applicants will be notified within six weeks of submission deadlines.

Training projects will be funded based on applicant's need, expected outcomes, and usefulness to Nevada's adult education programs.

■ REIMBURSEMENT NOTES

Monies will be paid after participant completes the project and submits appropriate receipts and report. Original receipts must be submitted; e-ticket or passenger receipt is required to reimburse any expenses when air travel is part of this project. Hotel receipts are required; food receipts are not.

All travel reimbursements will be made at U.S. General Services Administration per diem rates.

CURRENT PER DIEM RATES

See <http://www.gsa.gov>

Click on per diem rates for location along the left

Recipients will be reimbursed up to the amount actually awarded only if report and all receipts documenting actual expenses are presented within 15 calendar days after the activity has been completed. **All requests for reimbursement must be received by May 15 for processing during the fiscal year.**

DISSEMINATION

A short final report on the project is due within two weeks of project completion via e-mail to saylv@cox.net. In the event that the project or its evaluation is not completed by May 15, a status report may be substituted (submit by June 1).

- All information to be disseminated to other programs should be sent to them within 30 days of project completion.
- In addition to the dissemination efforts outlined in the application and/or suggested by the Review Committee, grant recipients are expected to present their projects at statewide meetings and conferences if requested.

■ FUNDING NOTES

These funds are to be used only for the project for which they were awarded. If the recipient desires to make a change, a request must be made in writing in advance.

■ DIRECT QUESTIONS TO:

Sharyn Yanoshak, Professional Development Manager for ABE Nevada
College of Southern Nevada. 702/253-6280. E-mail: saylv@cox.net

State policy dictates that failure to submit requested information by the deadline could jeopardize your reimbursement and eligibility for future funding such as this. If you do not submit by the deadline and have not received an extension prior to the deadline, you will not be reimbursed.

This professional development project is a leadership activity funded by a grant from the Nevada State Department of Education, Workforce Investment Act, Title II (Adult Education and Family Literacy).

There is no discrimination or denial of participation on the basis of race, color, sex, age, religion or religious creed, national origin, sexual orientation, ancestry, or disability.

TITLE OF TRAINING:

I. What and why

a. Describe the training project. What is the objective? (25 points)

b. Why is this training needed? (25 points)

II. Outcomes

a. What are the expected outcomes of the training? (10 points)

b. Who and how many will benefit from the training? (10 points)

c. How will this project improve your program or affect your teachers and students? (10 points)

III. Adaptability/dissemination. How, when, and to whom do you plan to disseminate results? (10 points)

IV. Costs (10 points)

List all expected expenditures, being as precise as possible. See <http://www.gsa.gov> for current per diem rates; click on per diem rates for location along the left.

Category	Estimated cost
1. Costs of training materials or registration fees	
2. Airfare	
3. Mileage at current per diem rate	
4. Per diem	
5. Lodging	
6. Other travel expenses (list)	
7. Other expenses (be specific):	
TOTAL EXPENSES	