Center Funding Opportunities

Description:

The Center for Learning Excellence is committed to fostering growth, innovation, and collaboration through meaningful professional development opportunities. We encourage employees to pursue excellence through exploration, continuous learning, and the creation of new ideas.

Through the CFO program, employees are provided with support to pursue innovative initiatives, professional development experiences, and collaborative projects that contribute to personal growth and organizational excellence. These opportunities are designed to inspire creativity, expand knowledge, and strengthen connections across the College.

We encourage employees to embrace new challenges and pursue ideas with confidence. Innovation often involves taking risks, and every experience offers valuable learning opportunities. Whether an initiative achieves its intended outcome or reveals new insights along the way, the process of exploration and growth remains a worthwhile investment.

Application Process:

Applications must be submitted by the established deadline. Both the employee application and the supervisor application are required for consideration. Center Staff will review all submissions and make final funding decisions.

Approved funds may only be used for the event or activity outlined in the application and must be utilized during the semester for which the award is granted. Funds may not be transferred to another event or activity, without prior approval.

Applicants and their supervisors must complete and submit the required form(s) listed below. If additional time is needed or if there are significant changes to the scope or duration of the approved event or activity, applicants should contact Center Staff in advance to discuss available options. The applicant and their supervisor will use the form(s) listed below to submit their application.

Center Funding Opportunities Application
Supervisor's Application for Funding Opportunities

The following expectations apply to all applicants who receive funding through the Center for Learning Excellence:

- All College travel requirements and policies, including Procedure 2300, must be followed when applicable.
- Funding is intended to support approved professional development activities, projects, or initiatives and is not considered compensation to the employee.
- All expenditure(s) must be supported by receipts or invoices. Reimbursement or funding disbursement will not be processed without appropriate documentation.

- Any unused portion of an award will remain in the funding pool for future opportunities.
- If the activity or project may require ongoing or annual funding, applicants are encouraged to discuss long-term support needs with their supervisor before applying.
- If project costs exceed the amount awarded, applicants must either secure additional support through their supervisor or assume responsibility for any remaining expenses.
- Award recipients may be asked to share knowledge gained from their event, training, or professional development experience with college employees. Presentations may be delivered through Cougar TALEs, employee training sessions, mentoring opportunities, recorded presentations, or other appropriate professional development channels as determined by the Center.