



**Nita M. Lowey 21st CCLC Professional Development Request Form**  
 (One form per professional development request)

All professional development activities must be reasonable and necessary for the effective implementation of the program to be approved.

<b>GRANTEE INFORMATION:</b>	
<b>Name of Grantee and Cohort number:</b>	
<b>Date Request Submitted to PDE and Name of Requestor:</b>	
<b>INFORMATION ABOUT THE PROFESSIONAL DEVELOPMENT OPPORTUNITY:</b>	
<b>1. Professional Development Opportunity date(s), destination/location:</b>	
<b>2. Title of Requested Professional Development Opportunity:</b>	
<b>3. Who is providing the training?</b>	
<b>4. The total number of staff you are requesting to attend this professional development opportunity, their names, and titles.</b>	
<b>5. In the space provided include justification for the individual training being requested on this form. Include the need for the number of participating staff, why this training is necessary for program implementation. Include conference workshop titles and descriptions.</b>	
<b>COSTS FOR THE PROFESSIONAL DEVELOPMENT OPPORTUNITY: In the space provided outline all costs associated with this training based a breakdown including transportation, lodging, meals, and registration fees. * All individuals must be</b>	

<b>affiliated with the grant</b> (C9 NOTE total professional development costs outside of the required state and national trainings cannot exceed 2 percent of your total budget.)	
<b>1. Proposed Cost of Lodging:</b>	
<b>2. Total Cost of Transportation including line item details and cost bases, incidentals such as baggage fees, taxi, airfare, mileage reimbursement:</b>	
<b>3. Total Registration Costs (Include per person costs):</b>	
<b>4. Total Meal/Food Costs (these must align with your agency travel reimbursement policy):</b>	
<b>5. Total Cost:</b>	\$
<b>BUDGET FOR THE PROFESSIONAL DEVELOPMENT OPPORTUNITY:</b>	
<b>1. If the professional development opportunity was included in the approved grant narrative budget, how was it labeled (what was it called)?</b>	
<b>2. If the professional development opportunity was not included in the approved budget, you will first need to complete a budget revision to proceed with this trip. Attach a copy of the proposed revised budget.</b>	

\* Professional Development opportunities with expenses being covered by a third party are required to obtain written approval. **Requests must be received a minimum of four weeks in advance of the trip and may be submitted by the Program director only.**

\* To determine whether a meeting or conference is “necessary,” grantees should consider whether the goals and objectives of the grant can be achieved without the meeting or conference and whether there is an equally effective and more efficient way (in terms of time and money) to achieve the goals and objectives of the grant.

\* To determine whether the expenses are “reasonable,” grantees should consider how the costs (e.g. lodging, travel, registration fees) compare with other similar events and whether the public would view the expenses as a worthwhile use of Federal Funds. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant. Grantees should also determine whether it is necessary to attend the entire meeting or conference, or whether attending only a portion of the meeting or conference is reasonable and necessary

\*ED Guidance - “federal grant funds may not be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.”