



PROFESSIONAL DEVELOPMENT GRANT PROGRAM

Grant Objective:

The objective of the Boone County Chamber's Professional Development Grant Program is to assist our member businesses in furthering their industry knowledge by providing grants that help subsidize a portion of the expenses related to participating in workshops, seminars, conferences or webinars.

Grant Eligibility:

Professional development grants are available to all Boone County Chamber members in good standing who have renewed their current year's investment in the following Tiered Investment levels:

- \$750.00 PARTNER
- \$1,500.00 PROFESSIONAL
- \$3,000.00 EXECUTIVE
- \$6,000.00 STATESMAN

Grant Details and Guidelines:

The Board of the Boone County Chamber has earmarked two-thousand dollars for the express purpose of professional development of our members. The level of funding may vary from year to year, meaning the number of grants available, and value of those grants can change. For 2020 we have allocated \$2,000 to be distributed as 8-\$250 grants. Grant applications can be requested from the Chamber at events@booneiowa.us, or accessed online at www.booneiowa.us under the **MEMBER CENTER** tab. Applications are accepted year-round and should be submitted at least 30-days prior to the development event.

Grants will be scored based on the following, with the maximum points that can be earned in parenthesis:

- Thorough explanation of the workshop and its value to your business or employee (10 pts.)
- Completed all areas of application (10 pts.)
- 1st time applicant? (10 pts.)

Submittal of a post-event report are required for applicants to be eligible for future grants. This form is attached at the end of this application.

Eligible Expenses:

- Registration fees for Workshops, Seminars, Industry Conferences or Webinars.

Ineligible Expenses:

- Common travel expenses such as:
 - Hotel rooms
 - Airline flights
 - Car rentals

If you have any questions or comments regarding the Professional Development Grant program please contact: Boone County Chamber of Commerce at (515) 432-3342 or [Email: events@booneiowa.us](mailto:events@booneiowa.us)

Q & A

Q: Are Chamber members eligible to receive more than one professional development grant in a calendar year?

A: Members are limited to only one grant per calendar year.

Q: Who grades the applications, and how will you decide which applications will receive funds?

A: The Chamber's staff will review all funding requests and determine if the application meets the grant criteria.

Q: Are webinars or online workshops eligible if I can participate at my workplace?

A: Registration fees for any professional development event, even if held on-site, are eligible as long as the event meets all other criteria.



PROFESSIONAL DEVELOPMENT GRANT APPLICATION

Application Date: _____

Name of applying organization:

Street Address of organization (no P.O. Boxes):

City, State Zip:

Phone:

Email:

Primary Member Contact & Title:

Date of Professional Development event:

Website address of organization hosting the event:

Social Media page(s) of organization hosting the event:

PROFESSIONAL DEVELOPMENT EVENT DETAILS

Name of Professional Development Event:

Targeted Industry:

Total Cost of Event Registration: \$_____

ACKNOWLEDGMENT

I acknowledge that I have read and understand the application materials and requirements as noted in the grant application process. I certify that all statements made in this application are true and correct. I agree and will comply with the requirements indicated in the grant.

Signature

Date

Print Name

POST-EVENT FOLLOW-UP FORM

Grants are administered as reimbursements to the member business. Please provide a photocopy of your paid registration receipt and attach to this form. Return the form to:

Boone County Chamber of Commerce
903 Story Street
Boone, Iowa 50036

Please describe in just a few sentences how you felt this professional development event impact your knowledge or career:
