

## **CENTRAL COLLEGE HEALTH ASSOCIATION PROFESSIONAL DEVELOPMENT GRANT GUIDELINES**

Grants are available for Missouri, Kansas, and Nebraska college health personnel who are individual members or are employees of institutional members of American College Health Association. Students working with college health personnel and involved in college health work at a participating institution or at an institution with individual members may also apply for a student scholarship to attend CCHA/ACHA.

Awards are granted for a maximum of \$300.00 per grant for the funding of events such as national, regional, or local conferences/workshops to enhance the college health personnel professional development or to purchase resources or health educational resources to enhance the college health center services.

**All funds must be requested PRIOR to attending event or purchasing resources. Funds must be used within the calendar year in which the award has been granted.** Applicants are limited to one application annually. If grant is awarded, the applicant will not be eligible to apply again for two years. (For instance, if awarded in 2009, may not apply again until 2011.) A limited number of applications will be funded annually with a maximum of six grants (preferably two per state). This will be left up to the discretion of the Executive Board

The following information is provided to guide you in the application process:

1. Complete the grant application, including all requested information  
Explain how this award will benefit your job effectiveness and professional development
2. Submit the completed application to the Treasurer of CCHA
3. Applications must be received by December 1<sup>st</sup>
4. The Executive Board of CCHA will review applications
5. Notification of award status will be sent to applicants after February 1<sup>st</sup>.
6. Verification of the use of the funding must be sent to the CCHA Treasurer once funds have been utilized

Completed applications should be SENT to the Treasurer of CCHA:

Carol Frevert, RN, BSN  
Director of Health Services  
Avila University  
11901 Wornall Road  
Kansas City, MO 64145  
(p) 816-501-3668  
(f) 816-501-2461

For further information or with questions, please contact Carol Frevert at:

Phone: 816-501-3668      e-mail: [Carol.Frevert@avila.edu](mailto:Carol.Frevert@avila.edu)

**CENTRAL COLLEGE HEALTH ASSOCIATION  
PROFESSIONAL DEVELOPMENT GRANT GUIDELINES**

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Institution Address \_\_\_\_\_

Street

City

State

Zip

Institution Phone

Area code

Phone

Email

ACHA Membership \_\_\_\_\_ institution \_\_\_\_\_ individual

Request for \_\_\_\_\_

Please attach event brochure or purchase information.

Describe how event or purchase will be of benefit to your job effectiveness or professional development: \_

\_\_\_\_\_  
\_\_\_\_\_

Describe how event or purchase will be of benefit to your institution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Explain why external funding is needed and why funding is not provided by your institution: \_\_\_\_\_

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\_\_\_\_\_