



**Application for Ohio TESOL
Higher Education/Adult Education Professional Development Funds**

The Board of Ohio TESOL has set aside funds to support professional development activities designed to assist those who work with adults and higher education students and have regional impact. To apply for funding, please submit the following information to

**Ohio TESOL
Attn: Jill Kramer
1837 Westwood Avenue
Columbus, Ohio 43212**

This application should be submitted as far in advance of the activity for which funding is being requested as possible to assure that approval can be given by the Ohio TESOL Board and that your event can be included on the Ohio TESOL webpage and in any announcements.

Activity title _____

Activity date _____

Location of activity _____

Brief description of activity _____

Specifically, how will this activity benefit adult / higher education students?

Expected number of participants _____

Proposed starting time _____ Proposed ending time _____

Contact person

Name _____ Title _____

Address _____ Phone number _____

_____ Email address _____

Information about presenters

Name	Affiliation	Requested Honorarium

Total amount being requested from Ohio TESOL Professional Development Fund:

Presenter Costs

Honorarium: _____ Travel: _____ Meals: _____ Hotel: _____

Food Costs

Breakfast: _____ Lunch: _____ Dinner: _____

Please provide explanation for food costs:

Other Costs (describe)

Total amount requested: \$ _____

Ohio TESOL encourages and promotes collaboration with other agencies. Please list any other collaborative or sponsoring agencies and indicate their contribution(s) to this workshop.

Agency/agencies:

Contributions:

Note: The applicant must include a copy of the flyer advertising this activity, indicating that it is open to all ESL educators at minimal cost or at no cost.

Following the professional development activity, please submit the following information to the Ohio TESOL address on page 1 for reimbursement:

- a copy of the agenda
- a copy of all handouts
- original receipts for all expenses requiring reimbursement
- request for payment form signed by presenter (if funds are used for presenter costs)
- a copy of sign-in sheet of participants
- a brief summary of the evaluation of this activity
- a brief article for the Ohio TESOL Newsletter

Generally, payment will be made upon receipt of final report.