



Women in Leisure Services – Gamma Chapter

“A Professional Connection for Women”

PROFESSIONAL DEVELOPMENT GRANT PROGRAM

OBJECTIVE

The Women in Leisure Services, Gamma Chapter is proud to offer a grant program to provide financial support to women who seek financial assistance in attending Gamma coordinated events or with membership fees. Existing Gamma members may apply to use the grant for events or renewal of their membership. Grants will be awarded based upon the qualifications of the applicant, as determined by the Grant Committee.

ELIGIBILITY AND REQUIREMENTS

1. Applicant must be employed in a full-time or part-time capacity in the field of Recreation and Leisure Services, or a closely related field within the Gamma Chapter boundaries (Los Angeles/Orange/San Bernardino/Riverside Counties).
2. Only one grant may be awarded per member, per fiscal year (September 1 –August 31).
3. Applicant must submit a completed Professional Development Grant Application and professional resume.
4. Applicants applying for a new membership grant must also submit a completed new membership application. (Attachment A)

SELECTION PROCEDURES

Applications will be reviewed by the Grant Committee as they are received throughout the fiscal year. All grants will be issued based upon availability. Grants for membership renewal will have a priority application period from February 1 to May 30. New membership grants will be issued contingent upon the approval of the proposed new member by the Women in Leisure Services Board of Directors. Applicants must submit all supplemental documents to be considered for a grant. If there are more applications than funds available, applications will be sorted first by total score, then by date received.

FUNDING DECISIONS

Funding decisions are made by the Women in Leisure Services Board of Directors. The number of grants available will be determined when the Annual Operating Budget is approved by the membership at large during the Annual Business Meeting.

APPLICATION DEADLINE

Grant applications for new membership and renewal membership will be accepted year-round. Applications for membership received after February 1 will be applied to the following membership year. Applications for fee-based events will be accepted when the special event calendar is released (typically in September). Applications must be received at least **30 days prior** to the event or training date to ensure the committee has time to meet and review applications and **notify grant recipients**. Applicants will be notified of the status of their grant application within 2 to 4 weeks of receipt of application.

APPLICATION SUBMISSION

Application may be submitted electronically to SGutierrez@cypressca.org

QUESTIONS

Contact Shayna Gutierrez at (714) 299-6662 or SGutierrez@cypressca.org



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PROFESSIONAL DEVELOPMENT GRANT APPLICATION

PERSONAL INFORMATION

Name: _____ Title: _____

Current WILS Member: Yes No Employer/Agency: _____

Cell Phone: _____ Office Phone: _____

Email: _____

REQUESTING GRANT FUNDS FOR (Select One):

RENEWAL: Membership Fees NEW: Membership Fees Event _____

SUPPLEMENTAL QUESTIONS

1. How will you benefit from receiving a Professional Development Grant, and why did you make your selection?

2. Describe how your work in Recreation and Leisure Services or a related field impacts your community.

PROFESSIONAL RESUME

A professional resume is required. Your application will be deemed incomplete if submitted without a resume.

NEW MEMBER APPLICATION

Grant applicants seeking new membership must complete the attached new member application as part of their grant application. See Attachment A.

I certify that all information submitted is accurate and complete:

X _____
Applicant's Signature

Date