

**From:** [Oleson, Mary](#)  
**Subject:** PDAC Mini-grant Announcement: Rubric and Timeline  
**Date:** Tuesday, August 22, 2017 9:07:26 AM  
**Attachments:** [Mini-grant Rubric - Final 11-2-16.doc](#)  
[PDAC Conference and Nexus funding Review and Approval Timeline for 2017-18.docx](#)  
[Brianna McCarthy Sustainability.pdf](#)

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To all LMC Employees:

Good morning! The Professional Development Advisory Committee (PDAC) is pleased to announce the opportunity for all faculty and staff to submit an application for a Professional Development Mini-grant. PDAC has budgeted a total of \$4,000 for mini-grant allocations.

PDAC support of mini-grants included a mini-grant to the Sustainability Committee for Earth Day events in SP17 which featured First Generation farmers and other earth-friendly displays. This mini-grant will also provide additional support for the Sustainability Committee's FA17 Green Office/Classroom audit with a focus on paper reduction.

Do you want to bring a great professional development opportunity to LMC? Up to \$1,000 may be submitted per application, one application per person or group. This funding is not intended for conference funding needs (see <http://www.losmedanos.edu/profdev/conference.asp> for more information on how to request PDAC conference funding). The College goals and professional development objectives are listed within the form and you are asked to align your mini-grant with those goals and objectives.

The link to the on-line Wufoo Mini-grant application is:

<https://moleson.wufoo.com/forms/m1ixgnre1s2tcrg/>

Proposal review will be done by the PDAC Conference Review Subcommittee using the attached funding rubric and a recommendation will be made to the full PDAC for their approval. You will be notified of funding decisions within 1-2 business days after the PDAC meeting (see attached schedule).

\*\* If all funds have not been awarded by January 31, 2018, the funding cap may be adjusted to better meet the needs of faculty and staff.

\*The funding is available for the 2017-18 Academic year only and must be spent by June 30, 2018 according to the Business Office deadlines to be published in spring, 2018.

Please contact Mary Oleson or Sabrina Kwist know if you have any questions about the process. We are looking forward to hearing about your ideas!

*Mary Oleson*

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