



Career Development Funding Request

Email the Completed Request to:

California Transportation Foundation
581 La Sierra Drive
Sacramento, CA 95864
Email: sarah_west@transportationfoundation.org

Name: _____ Org/Department: _____

Phone: _____ Email: _____

Total Request: \$ _____ Check Payable to: _____

Mailing Address to Send Check to: _____

City _____ State _____ Zip _____

Attach a Description of Grant Request: A detailed statement of the activity for which support is being requested including the activity’s relevance to transportation. Explain the reasons in detail for your participation (active participation as a presenter or otherwise is required) and the circumstances that prevent agency’s funding. Preference will be given to individuals in low and mid-level professional positions and/or to individuals presenting innovative ideas.

Funding: If grant is approved, CTF typically pays half of total expenses. Provide a detailed statement setting forth the total expenses associated with the request. The expense statement must designate all funding sources involved.

After the Conference: Provide a short written narrative about the individual’s participation upon your return from the conference and a detailed report of travel expenses with receipts.

Requesting Manager Name: _____ **Title:** _____

(If Caltrans related, request must be authorized by signature of Division Chief or Deputy District Director. In case of other organizations, an equal level manager must authorize and sign.)

Organization: _____ **Phone:** _____

Email: _____

CALIFORNIA TRANSPORTATION FOUNDATION
581 La Sierra Drive, Sacramento, CA 95864 (916) 489-1629
www.transportationfoundation.org