



# Career Development Funding Request

Email the Completed Request to: [sarah\\_west@transportationfoundation.org](mailto: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

3540 La Habra Way, Sacramento, CA 95864 (916) 489-1629

[www.transportationfoundation.org](http://www.transportationfoundation.org)