

# Career Development Grants

The Florida Southern Career Center has established an annual fund, through our Corporate Partners, to provide grants for the career development activities of our Lakeland day program students who have actively participated with the Career Center. Attendance in Career Center sponsored events, completion of their résumés and registration on College Central and Internships.com are activities considered. These funds are awarded on a competitive basis, once each semester in the form of grants. Application criteria are listed below.

## Availability:

### Fall 2011 Application Deadline - 5:00 pm, Thursday, September 22

Grant award recipients are announced by 5:00 pm on Friday, September 30

### Spring 2012 Application Deadline - 5:00 pm, Thursday, February 2

Grant award recipients are announced by 5:00 pm on Friday, February 10

- Students may use grant money anytime during the academic year in which it is awarded. The current academic year starts August 24, 2011 and ends August 1, 2012.

## Eligibility

Activity for which funding is sought must be a **conference, seminar or workshop** which is career, job development or professional networking related, and must be specifically related to the applicant's major field of study and/or defined career interests. Funds will not be awarded to support tuition, class-related fees, or events.

Applicant(s) must be:

- Currently enrolled full-time as a student in the Florida Southern College Lakeland daytime program.  
**Grant recipients must use money prior to graduation.**
- Currently registered with the Career Center through the above mentioned activities/events.
- **One-time eligibility:** A student may receive only one (1) Career Development Grant during their academic careers.

## Grant Amount

Grants of \$500.00 per applicant are available to individual students only. Please check with the **Financial Aid Office** to see how receiving a grant might affect your financial aid package.

## Submission Requirements

To apply for a grant, submit the following application package:

- A completed application form with a copy of your résumé.
- Your responses to the following questions:
  - What do you propose to do with these funds? Please provide a detailed budget estimate with supporting documentation and/or research.
  - What do you hope to learn or accomplish from doing this activity?
  - Why is this activity important for you and for your future career?



## 2011 – 2012 Career Development Grant

# Application Form

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### Applicant Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Major: \_\_\_\_\_ How you heard about Grant: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Career Center Experiences: \_\_\_\_\_

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FSC Student Organization(s): \_\_\_\_\_

Amount requested: \_\_\_\_\_

### Faculty/Staff Sponsor Information

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ (Please initial) By initialing, I certify I am a faculty or staff member at FSC, and have reviewed and endorse this student's application for a Career Development Grant.

### Submission Requirements

To apply for this grant, submit the following application package:

- A completed application form (this form)
- On a separate piece of paper, your typed response to the following questions:
  - What do you propose to do with these funds?
    - Include a detailed budget estimate supporting documentation.
  - What do you hope to learn or accomplish from doing this activity?
  - Why is this activity important to you for your future career?
- A current version of your résumé.

### Information Release Authorization

If I receive the Career Development Grant, I authorize FSC to publish my name, major, graduation date and award information. I attest all information provided is true to the best of my knowledge.

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Print Name

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Signature/Date

Applications must be received **in person** at the main reception desk of the Career Center (Thrift Building) by 5:00 p.m. on the respective application deadline date. **Please note:** incomplete or late applications will not be considered. Email Xuchitl N. Coso, Director of Career Development, at [xcoso@flsouthern.edu](mailto:xcoso@flsouthern.edu) if you have any questions.

## **Evaluation Process**

Each complete grant application will be reviewed based on the following criteria: Proposed activity and budget estimate, statement of learning objectives and rationale for request, academic performance, résumé, participation in Career Center events and overall quality of application. Individual judge's scores are averaged, and applications are ranked according to this average score.

## **Final Report**

Within 30 days of completion of activity, you will be required to submit a 1-2 page typed summary report responding to the following questions, along with copies of the receipts accounting for where and how the grant money was spent. This has to be turned in to the Career Center within the time frame stated above or your account will be charged:

- How did you use the grant money?
- What did you learn or accomplish from doing this activity?
- How did the actual cost of this activity differ from what you had originally planned/budgeted?
- What did you learn by participating in the grant process/activity that will assist you in your future career?