**LWB and DAH Professional Development Award Checklist**

(Applicant Use: Do not submit to award chair)

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Have you used the correct grant application?** |  |  |
| **Have you submitted application between 10/1 and 12/31, 11:59 p.m.?** |  |  |
|  |  |  |
| **Did you include?** |  |  |
| Personal Information |  |  |
| Title of PD opportunity |  |  |
| Complete Description |  |  |
| Rationale for Attendance |  |  |
| Itemized Budget |  |  |
| Dissemination of Information After PD |  |  |
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