Counselor Assistance Program (CAP) Grant Application

CAP Grants provide financial support to attend PACAC sponsored or pre-approved professional development events for college admission professionals who would not otherwise be able to participate due to financial constraints. To be eligible for consideration for a CAP Grant, an applicant must:

- Work with college-bound students of any age in the college admission process.
- Verify that his/her institution will not pay the required fees for PACAC professional events.
- Not have received more than 2 CAP Grants within 5 years or received a CAP Grant in consecutive years.
- Identify the program registration fees and lodging costs that he/she would like covered. Please note that PACAC will reimburse lodging expenses up to the General Services Administration (GSA) per diem rate as listed at www.gsa.gov. Meals and mileage reimbursement will **not** be covered (See the PACAC Finance & Budget Manual online for more information).
- Submit the application by the deadline specified on page 2 to be considered for funding. A Travel Expense Voucher with receipts must be submitted within 30 days following the event for reimbursement, if applicable. .

While CAP Grants may be awarded to any applicant who meets these guidelines, special consideration will be given to applicants who work in under-represented areas and/or with under-represented constituencies in Pennsylvania. The maximum CAP Grant amount for each event listed below will be determined by the CAP Grant Committee.

Submit your completed application and responses to:

Pennsylvania Association for College Admissions Counseling
PO Box 859, Enola, PA 17025
info@pacac.org
phone: 570-472-2710 fax: 800-603-8870

Each program has a separate deadline for CAP Grant consideration. Please consult the PACAC website for details.

CAP Grant Application

Please complete the following information:

Name: _____

Institution: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____

Are you a PACAC member?   Yes   No

Have you received a CAP Grant in the past?   Yes   No

If YES, in what year? _____   **For what event?** _____

Please indicate below for which program(s) you are requesting CAP Grant funding.

_____   PACAC College Access Forum

_____   Enrollment Management Institute

_____   Annual Conference

_____   Summer Institute

_____   Support Staff Workshop, Gettysburg College

_____   Admission Workshops for New Hires, Gettysburg College

_____   Secondary School Counselors, Gettysburg College

_____   Admission Workshops for Mid-level Professionals, Gettysburg College

NOTE: If you are applying for more than one program, please rank your interests with "1" being the program of greatest interest.

Please provide thorough responses to the following questions. You may submit your answers on a separate page if you prefer.

1. Explain your interest in attending the particular program for which you are seeking a CAP Grant. Include what you hope to gain from the program and how it will affect your work with students in Pennsylvania.

2. Are you seeking partial or full funding for the program? Please specify amount desired and what this amount will cover (registration and/or lodging).

3. Explain the circumstances that prevent your employer from funding your participation in this program. In describing these circumstances, be sure to mention if you work with underserved students, if you work with students from rural or inner-city areas, and/or if you are employed by a public high school or college/university.