

Professional Development Grant Frequently Asked Questions

Goal of the Clayton WIN Professional Development Grant Program:

To advance educational and professional development through events and opportunities that support entrepreneurship and business acumen for women over the age of eighteen who reside or conduct business in Clayton and immediate surrounding areas.

Who funds Clayton WIN Professional Development Grant Program?

The program is made possible through fund raising efforts of Clayton WIN, sponsorships, and donations.

When can I apply?

Professional Development Grant applications may be submitted for an award at any time by any women over the age of eighteen prior to 45 days of needed payment to third-party vendor(s) or entity(s). Applicants will complete application via our website. If any questions, email: professionaldevelopment@claytonwin.com.

To allow sufficient time for the review process, applications received by the 20th of the month will be reviewed by the PDG Committee and a recommendation presented to the WIN Board at the following Board meeting (usually the first Wednesday of the month). Applications received after the 20th of the month will be held until the next month for review and recommendation.

How will the PDG recipients be selected?

The Professional Development Grant Committee Chairperson reviews all applications, along with other committee members on a first come first serve basis. After a review of all applications submitted, the selection committee may choose to interview applicants as needed for clarification or additional information contained in their application packet.

The funding recipients will be chosen based on eligibility criteria, personal circumstances, achievements, educational goals, the impact the program and funding will have on their professional career, Clayton WIN participation (for WIN members only). Those WIN members currently serving either as an elected officer or an active member of the Board are deemed ineligible.

The selection committee will make a recommendation to the Board and the Board will decide with a majority vote, who receives the individual awards. Applicants should provide sufficient lead time to allow the review committee to complete their evaluation and put forth a recommendation to the Board. Decisions of the selection committee and Board of Directors are final.

When and how will the PDG recipients be notified?

Fund recipients will be notified by phone or email.

If I am selected as a PDG recipient, how will I receive the grant funds?

Funds will be made available shortly after the recipient is announced. The check is mailed to your permanent home address and will be made payable only to the educational/professional institution or career advancement program or third-party vendor named in your request. It is your responsibility to deliver the award check to your institution/vendor's financial office. Any checks not cashed within six (6) months after issue will become null and void. Grant funds will revert to the Clayton WIN Professional Development Grant Program.

Can I reapply for a PDG award?

Yes, previous recipients can reapply for assistance at least two (2) calendar years after they are awarded funding provided, they have met all requirements for their previous award.