



TRAINING PROPOSAL

State Agency/Department:	Budget Code:	Date:
Street Address:		
Agency Contact Person:	Email:	Telephone:
Title of training to be offered:		
Description of training and what participants will gain (attach curriculum or vendor proposal if possible):		
Describe the need for the training:		
Describe how training will enhance employee promotional potential:		
Describe how you will measure the training's effectiveness:		
Proposed training period:	From:	To:
Total Amount Requested:		
Breakdown of costs:		\$
Other Costs:		
Describe how the agency will contribute to the cost of training and support of employees after training?		
Number of employees to be trained:	Number of hours of training per employee:	
Expected location of training (e.g., onsite, offsite at State facility, offsite at vendor facility):		

Target audience by Titles and Pay Grade:		
Can this training be open to other State employees if seats are available?		Y/N:
Point of Contact to coordinate reservations of shared training seats:	Email:	Telephone:
Organization providing training (if different from the agency requesting funds):		
Vendor/Provider:	Company Website:	
Mailing Address:		
Vendor Billing Point of Contact:	Email:	Telephone:
Name of Trainer:	Email:	Telephone:
Are you requesting funding from any other sources for this training? Y/N:		
If yes, please attach an explanation of requests for additional funding:		
Additional Comments:		