

# **Grants for Outreach and Services to Underserved Populations**

## **Training Request Form**

1. Grantee Information:
  - a. Award number:
  - b. Project point of contact (name and contact information):
  - c. Project Period:
  - d. Amount of funds remaining in the current Underserved Program award:
  - e. Amount of funds remaining in the OVW-sponsored travel/technical assistance category:
2. Title of training requesting to attend:
  - a. Organization(s) hosting the training:
  - b. Date and location of the training:
  - c. Agenda and publicity for the training (may be a link or an attachment):
3. Name of individual(s) requesting to attend the training and costs:
  - a. Name, title, organization, role in the project AND indicate whether or not grant-funded
  - b. Total estimated cost of attending the training (travel, lodging, per diem, registration fees, miscellaneous expenses related to travel):
4. List of training events attended during the project period (meetings/conferences, webinars, etc.). Only include those where Underserved Program funds were used:
  - a. Identify the training (title, sponsor, topic – and indicate whether OVW sponsored or not)
  - b. Identify the participants (name, title – and indicate whether grant funded position)
5. Explain how attending this training will benefit the participants:
6. Explain how attending this training will benefit or enhance the current Underserved Program project:

**This request must be submitted as a Program Office Approval GAN (Grant Adjustment Notice) in GMS (Grants Management System). Conference information (agenda, conference description, other relevant information) must be included with the GAN.**