



INDIANA OFFICE OF COURT SERVICES

Court Improvement Program – In-kind

Professional Development Scholarship Program

You have been awarded a Professional Development Scholarship to attend a seminar, conference meeting or similar program. The time you spend traveling to and attending the event may be claimed as an in-kind contribution towards the scholarship's 25% match requirement. Please provide the information related to the cost of your attendance. Any attachments to this form must be saved as a part of a single PDF document. The completed form should be submitted via the Indiana Courts Portal at <http://portal.courts.in.gov>, see <https://www.in.gov/judiciary/5239.htm> for details.

Section I. Scholarship Recipient Information					
Recipient Name					
Court					
Address					
City		State		Zip	
Phone		Email			
Scholarship Award Number					
Section II. Conference/Training Information					
Conference/training attended					
Conference/training date					
Conference/training location					
In-Kind Contribution	Guidelines	Amount			
Total time attending	Amount is equal to hourly pay multiplied by the number of hours traveling to and from the event plus hourly pay multiplied by the hours spent attending the event. Example: (\$30 X 3 hours) + (\$30 X 8 hours) = \$330	S			

Signature

Date

For Judicial Agency Use Only			
Grant Manager		Date	