# PROFESSIONAL DEVELOPMENT GRANT GUIDELINES

**SEATTLE CENTRAL COLLEGE**

## I. GENERAL INFORMATION

- ❖ Current Seattle Central faculty, classified staff, and exempt employees may request funds for developing professional growth and to improve job performance.
- ❖ **Examples of activities previously funded include**: skill development trainings, conference & workshop registration, related travel expenses, and tuition toward certificates or degrees.
- ❖ *This is a **reimbursement grant** only.* Apply as early as possible so your application can be reviewed for funding before you commit to the activity; however, the activity must be completed before you are eligible for reimbursement.
- ❖ Funds are limited and the grant application is a competitive process. A committee of your peers will review applications for completeness and relevance to your work and the college's priorities. Awardees may be requested to serve on the review committees.
- ❖ Reimbursements requested more than 30 days after completion cannot be guaranteed.
- ❖ Tuition toward a certificate or degree may be requested only one time per employee.

## II. AWARD AMOUNTS

**CLASSIFIED, PROFESSIONAL STAFF & ADMINISTRATORS: Up to $1,000**; **FACULTY: Up to $2,000**

- ❖ If your award is less than the maximum, you may apply for the remaining amount within the same academic year subject to availability of funding.
- ❖ Faculty awards are supported by the Lockwood Endowment. Staff & Administrator awards are supported by the President's Fund.

## III. APPLICATION PROCESS

- ❖ Complete all three pages of the application, including all required signatures. Applications may be forwarded by email in lieu of signatures.
- ❖ Descriptive information about your activity is required in PDF format.
- ❖ Complete all applicable parts of the budget section and itemize expenses where possible.
- ❖ Seek assistance with the travel authorization form from your department/division office. Use current state and national per diem and mileage rates where and when applicable.
- ❖ Email applications to employeedev.central@seattlecolleges.edu or mail to Employee Development **BE2101**.
- ❖ Applications will be reviewed quarterly after the following dates:

| FALL QUARTER 2017 | WINTER QUARTER 2018 | SPRING/SUMMER 2018 |
|---|---|---|
| October 20 | January 26 | April 27 |

- ❖ Applicants will be notified of award decisions within 30 days of the application due date. Your award letter will be required as documentation in the reimbursement process.

**Questions? Email employeedev.central@seattlecolleges.edu or call (206) 934-4072**

*Last Updated: 9/14/2017*

# PROFESSIONAL DEVELOPMENT GRANT APPLICATION

## APPLICANT INFORMATION & BASIC ACTIVITY DESCRIPTION

1. **Employment Type**

   Administrator          Classified          Faculty          Professional

2. **Name**

3. **Division/Department**

4. **Job Title**

5. **Brief description of major job duties**

6. **Mail Stop**                              **7.  Daytime Phone**

8. **Activity Title**

9. **Activity Type**      Workshop          Conference          Course          Other (specify below)

10. **Location of Activity**                      **11. Activity Date(s)**

12. **If this activity is a requirement of your job, please explain**

13. **How do you plan to share what you've learned with interested colleagues?**
    (max 300 words)

# ACTIVITY DETAILS

**14. State the activity goals and/or objectives and how they relate to your job at Seattle Central**
(max 300 words)

**15. Briefly describe the activities that will take place** (in addition, you must attach a brochure that
describes the activity via a PDF or attach a paper copy; links are not accepted)
(max 300 words)

**16. Indicate your level of participation in the activity**

Participant          Presenter          Moderator          Other (specify below)

**17. Is there any additional information you would like the committee to know or consider?**
(max 300 words)

# BUDGET & SIGNATURES

RECOMMENDED: Consult with your department support staff for allowable expenses.  For travel, ask support staff to prepare a Travel Authorization Request (TAR), which details expenses and may be attached to this grant application.

**18. Activity fee** (tuition, registration, etc.)                                                                $

**19. Lodging**                                     $            x                =                    $

                                                        per day         # of days

**20. Meals**                                       $            x                =                    $

                                                        per day         # of days

**21. Transportation**                                           x   $          =                    $

                                                        # of miles          per mile

**22. Other expenses** (itemize completely)                 Expense                       $

                                                                                Expense                       $

                                                                                Expense                       $

**23. Budget notes**



**24. Total cost to complete activity**                                                    $

**25. Total amount requested for this award** (see instructions for maximum amounts)        $

**26. If the total cost exceeds the award, how will you fund the remaining amount?**



<u>**Applicant**</u>

I have read and understand the Professional Development Grant guidelines.  The information I've provided is correct to the best of my knowledge.  If funded, I agree to submit a brief summary for the activity within 30 days of the event conclusion or award letter, whichever is later.


_____          _____

Signature of Applicant                                              Date


<u>**Department/Division Approval**</u>

I have read this application.  I support this activity and approve of the request for funds.


_____ _____        _____

Signature of Administrator                      Printed Name                      Date


**RETURN TO: employeedev.central@seattlecolleges.edu or BE2101**

<u>**Application Checklist & Reminders**</u>

Complete all 3 pages of application          Include PDF or paper copy of activity brochure

Note quarterly deadlines                        Sign application and get administrator or supervisor signature