Classified Development Advisory Committee
Classified Employee Development Grant

Name of Grant: CDAC Mini-Grant
Purpose: Apply towards costs of tuition, workshops, classes, seminar, event hosting
Application Deadline: Rolling, submit 3 weeks prior to start date of opportunity
Eligibility: All classified staff who work 20 or more hours per week
Decision Notification: Within two weeks of submission
Maximum Award: $300
Contact: Lynn Kanne, Dean of Library, E-Learning and Employee Development (LEED)

SUMMARY

The District-wide Professional Development Program is designed to provide each employee of the District with the opportunity to improve their occupational, personal or professional skills.

Classified Employee Development Grant funds are made available to classified staff wishing to enroll in courses, workshops and/or engage in group training activities which are not available through the District Professional Development Program. The maximum award amount is $300 per employee per fiscal year.

PROFESSIONAL DEVELOPMENT GOALS

To enhance lifelong learning by:

- Increasing job knowledge
- Improving job skill
- Encouraging professional career growth which leads to these goals.

WAYS THIS GRANT MAY BE USED

An individual development grant is an award of money to be used for tuition or registration at a workshop, class or seminar. Funds are not awarded for books, materials or food unless included as a part of the registration fee.
This grant may be used for other expenses related to group training activities such as payments for rental facilities, guest speaker fees and food (if it is included as part of the workshop or retreat). In this instance, do <u>not</u> fill out this form. Instead please contact the Dean of Libraries, E-Learning and Employee Development for more information to discuss your event proposal.

ELIGIBILITY

All classified personnel employed a minimum of 20 hours per week are eligible to apply for individual development grants. Application for more than one development grant per fiscal year is allowed but priority is given to those persons who have not previously been awarded funds. Probationary staff who have not completed their six month employment with the Seattle College District are eligible to apply but permanent staff will be given priority. For opportunities during work hours, supervisor approval is required. Grant requests must be submitted prior to the start date of the requested development opportunity. One group grant (special event) is allowed per campus per fiscal year.

GRANT APPLICATION REVIEW AND NOTIFICATION PROCESS

Within one week of receipt of this grant application, the Classified Development Advisory Committee (CDAC) shall review the application and forward decision recommendations to the Dean of LEED. Once approved, CDAC will notify the applicant in writing if the request was approved. If denied, an explanation shall accompany the notification and the applicant shall have an opportunity to revise for re-consideration.

PAYMENT PROCESS

There are two options for receiving this reimbursement-based award: personal reimbursement or departmental payment/reimbursement. To help plan, reimbursements take approximately 3-4 weeks.

Classified Development Advisory Committee
Classified Employee Development Grant

GRANT APPLICATION AND AWARD PROCESS

| STEP 1 Appllication and Supervisor | STEP 2 Submit form 3 weeks prior | STEP 3 CDAC reviews application | STEP 4 Award notification | STEP 5 Complete any travel documents |

STEP ONE

Complete this application form and obtain any supervisor permission (required if opportunity occurs during regularly scheduled work hours). Attach any relevant registration and event information, travel estimates.

STEP TWO

Submit to Lynn Kanne, Dean of LEED or the Classified Development Advisory Committee no less than **THREE WEEKS PRIOR** to start date of activity.

STEP THREE

WITHIN ONE WEEK, CDAC reviews the application and if approval is recommended, will send to the Dean of LEED for final approval.

STEP FOUR

Receive notification of decision, sent to the email provided on the application. If denied, applicant will have an opportunity to revise and re-submit using the established timeline.

STEP FIVE

Once approved, for grant applications that involve travel you are responsible for obtaining any necessary travel approval documents such as Travel Requisition Form PRIOR to the start date of the opportunity. The travel requisition must be signed by your supervisor and sent Lynn Kanne or CDAC. If you need assistance on completing these travel forms, please contact Lynn Kanne or CDAC, we are happy to help.

Classified Development Advisory Committee
Classified Employee Development Grant

SECTION A: EMPLOYEE INFORMATION

Employee Name		**Phone**	
Mailstop		**Campus**	
Position Title		**Length of Employment with the District**	

SECTION B: ACTIVITY INFORMATION

Title of Activity:						
Sponsored By:						
Please indicate if this is a:	☐ Class	☐ Seminar	☐ Retreat	☐ Conference	☐ Workshop	☐ Other
Location of Event						
Beginning Date				**Ending Date**		
Beginning Hour				**Ending Hour**		
Day(s), check all that apply	☐ Mon ☐ Tues ☐ Wed ☐ Th ☐ Fri ☐ Sat ☐ Sun				**Credits Earned**	

SECTION C: How will this activity enhance your job performance or career development?

SECTION D: EXPENSES

Please use this section to list all expenses related to this activity. (Registration, travel, other). You may attach an additional sheet.	Description	Amount
	TOTAL EXPENSES	
	Total Grant Request (up to $300)	

SECTION E: AWARD DISBURSEMENT

In what form do you want your award?	☐ **Personal Check (chose this option if you plan to pay or have paid for some or all of your own expenses.)**
	☐ **Reimburse my department, Budget # _____ (Use this option if your department has paid or will pay for some or all of your expenses and will be asking CDAC to transfer funds to them.**

To my knowledge, all information contained on this form is correct. I understand that in order to be considered for this grant, the information I have provided will be verified and that misleading or false answers may cause disqualification of application. I do also understand that a completed application is not a guarantee of award.

_____   _____
Employee Signature   **Date**

_____   _____
Supervisor Signature (required if activity during regular work hours)   **Date**

CDAC Approval	Signature	Date	Amount Approved
Dean of LEED Approval	Signature	Date	Amount Approved