

PROFESSIONAL DEVELOPMENT GRANT GUIDELINES



I. GENERAL INFORMATION

- ❖ Current Seattle Central faculty, classified staff, and exempt employees may request funds for developing professional growth and improving 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.
- ❖ **Reimbursement must be requested within 30 days of completion.**
- ❖ 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.
- ❖ Descriptive information about your activity is required in PDF format.
- ❖ Complete and attach a TAR (travel authorization request) or complete all parts of the budget section. Seek assistance from your division support to complete the form.
- ❖ Email applications to EmployeeDev.Central@seattlecolleges.edu or mail to Dawnelle at **BE2101**.
- ❖ Applications will be reviewed quarterly after the following dates:.

SUMMER 2019*	FALL 2019	WINTER 2020	SPRING 2020
July 19	October 18	January 31	May 1

***Only classified and professional staff grant applications will be reviewed Summer Quarter.**

- ❖ 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) 934-5420

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. State your goals/objectives for this activity and how they relate to your job at Seattle Central.
(max 300 words)

ACTIVITY DETAILS

13. If this activity is a requirement of your job, please explain:

14. How do you plan to share what you've learned with interested colleagues? (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)

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?

BUDGET & SIGNATURES

STRONGLY RECOMMENDED: Complete and attach a Travel Authorization Request (TAR). Seek assistance with the TAR from your department/division office. If you are unable to complete a TAR, please fill out the following sections (*use current [state](#) & [national](#) lodging and meal per diem rates):

18. Activity fee (tuition, registration, etc.)					\$
19. Lodging*	\$	x	=		\$
	per day			# of days	
20. Meals*	\$	x	=		\$
	per day			# of days	
21. Transportation		x	\$ 0.58	=	\$
	# 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 maximum awarded amount, how will you fund the remaining amount?					

Applicant

I have read and understand the Professional Development Grant guidelines. The information I've provided is correct to the best of my knowledge. For Classified & Exempt Staff: 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

Department/Division Approval

I have read this application and I approve of the request for funds for this professional development activity. Additional comments attached

Yes

No

Signature of Administrator

Printed Name

Date

RETURN TO: EmployeeDev.Central@seattlecolleges.edu or Dawnelle @ [BE2101-H](#)

Application Checklist & Reminders

Complete all 3 pages of application

Include copy of TAR, activity brochure/agenda

Send in time to meet deadlines

Sign application and get departmental signature