

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.
- ❖ *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. The grant criteria rubric can be found on the Seattle Central College Employee Development website.
- ❖ **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 Wilkie at **BE2101-H**.
- ❖ **While in remote operations, applications will be accepted and reviewed on a rolling basis.**
- ❖ 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

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