# Staff Development Grant Application

## Requestor Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Address:</td>
<td>Box T-</td>
</tr>
</tbody>
</table>

## Activity Details

<table>
<thead>
<tr>
<th>Title of Activity:</th>
<th>Term of Activity</th>
<th>Start Date:</th>
<th>End Date:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Summer</td>
<td></td>
<td></td>
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</tbody>
</table>

Will you be presenting or exhibiting at the activity?  
Yes [ ]  No [ ]

### Description of Activity:

Other Tarleton Employees Participating:

## Budget Summary:

<table>
<thead>
<tr>
<th>Registration Fee</th>
<th>Amount of Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>Source and Amount of Additional Funds</td>
</tr>
<tr>
<td>Travel</td>
<td>Department</td>
</tr>
<tr>
<td>Meals (if overnight stay)</td>
<td>Personal</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Grant Information

Have you been awarded a Staff Development Grant previously?  
Yes [ ]  No [ ]

If yes: When Amount received

Type of activity (i.e.: training, travel, certification):

If you are awarded less than the amount of your request, will you accept the grant?  
Yes [ ]  No [ ]

Signature:  
Date:  
Supervisor Signature:  
Date:  
Dept. Hd. Signature:  
Date:  

- Submit the application to Staff Development Grant, Box T-1000 or scan and email it to staffcouncil@tarleton.edu or send it directly to the Staff Development Committee chairs (information available on the staff council website found at [www.tarleton.edu/staffcouncil](http://www.tarleton.edu/staffcouncil))
- If a grant is awarded it is the responsibility of the recipient to complete all necessary forms.

## For Staff Council Use:

Approved by:  
Amt. Approved:  
Date Approved:  

Please attach the following:

- Program description
- Registration information
- Copy of Travel Request (signatures not required for grant approval)
Staff Development Grant Guidelines

The Staff Development Committee (SDC) will address staff development issues such as career and professional development, skill set development, and technical training for all staff employees in support of the University’s mission and goals. This committee shall work closely with the Department of Human Resources in developing and enhancing staff development programs. In addition to the coordination, promotion, and delivery of staff training, this committee will review and approve requests for individual development grants. This committee will also partner with other committees to accomplish common goals.

The following guidelines are established to aid in the administration of Staff Council Staff Development Grants.

1. Staff Development Grants (SDG) are established for Tarleton State University staff employed below the level of Vice President.
2. Grants will be awarded up to $250 per individual per fiscal year and disbursed directly from the Staff Council’s account.
3. Grants will be awarded to staff for enhancing and developing their career related skills (i.e. certifications, training, webinars, travel to professional meetings and workshops, and to bring professional speakers for departmental or cross-disciplinary seminars/workshops).
4. The Staff Development Committee will review all grant applications and award grants.
5. Priority will be given to employees who do not have available funding for employment-related development activities. The Staff Development Committee will verify amount of department funds authorized for the applicant.
6. The Staff Development Committee will establish a distribution plan of grant money budgeted for the Fall, Spring and Summer semester period each fiscal year. Eligible grants are awarded on a first come first serve basis.
7. The grant application must be submitted to Staff Council as outlined below:
   • Grant applications should be submitted at least six (6) weeks prior to the event the applicant wishes to attend. Grant applications received less than six weeks prior to the event may not have sufficient time to review prior to the event. Normally the Staff Development Committee will communicate a decision within two (2) weeks of receiving the application.
   • Grant applications received following an event may be approved if funds are available and the activity met the criteria for award.
8. This grant may not be used to fund the following: salaries (except for speakers and workshop presenter’s honorariums), purchase of equipment, research or academic courses.
9. If a member of the Staff Development Committee applies for this grant they must excuse themselves from the selection process.
10. It is the responsibility of the recipient to complete all necessary forms including departmental approval, leave requests, travel requests, registration forms, etc. If needed, Staff Council can provide examples of travel forms that must be completed.
11. To remain eligible for the Staff Development Grant, staff members who are awarded this grant must submit proof of attendance (i.e. certificate of attendance, certificate of completion, receipt from event) with a summary of benefit to the recipient and University, to Staff Council within two weeks following the staff development activity.
12. Any grant money that was awarded and not used must be returned to the Staff Development Committee.