

# Staff Council Professional Development Grant Application

## Requestor Information

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Work Ext: \_\_\_\_\_ Email: \_\_\_\_\_

## Activity Details

Title of Activity: \_\_\_\_\_  
 Term of Activity    Fall                          Spring                          Summer      
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Will you be presenting or exhibiting at the activity?                      Yes                      No

Description of Activity:	
Expected Benefit:	

Other Tarleton Employees Participating: \_\_\_\_\_

## Budget Summary:

Registration Fee	_____	Amount of Funds Requested	_____
Hotel	_____	Source and Amount of	Department _____
Travel	_____	Additional Funds	Personal _____
Meals (if overnight stay)	_____		
Other	_____		
<b>Total Amount</b>	_____		

## 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](mailto: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

## Staff Development Grant Guidelines

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 Scholarship & Grant 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 Scholarship & Grant Committee will verify amount of department funds authorized for the applicant.
6. The Scholarship & Grant 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 Scholarship & Grant 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 Scholarship & Grant 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 Scholarship & Grant Committee.