

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	_____		
Total Amount	_____		

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)
- 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. Any grant money that was awarded and not used must be returned to the Scholarship & Grant Committee.