

GRCC Grant Program Guidelines

Support Staff Professional Development (SSPD)

Grants Department

Background

The Support Staff Professional Development (SSPD) grant program has been operating at GRCC since 1999. It is made possible through funding provided by the Grand Rapids Community College Foundation. The SSPD grant program is administered by the Grants Department.

Purpose

The purpose of the SSPD grant program is to encourage support staff *“to improve their professional skills as related to their GRCC assignments.”*

Funding Awards

SSPD grants are awarded two times each fiscal year during funding competitions in September and January. Unspent funds from previous fiscal years are rolled over to the next fiscal year. The maximum award amount is \$2,500.

SSPD Application Review Process

The SSPD Review Team is comprised of members from each GRCC employment group to include CEBA, Campus Police, APSS, and Meet and Confer. During SSPD competitions, members of the SSPD Review Team score each application and come to a consensus on recommendations for funding. An application may receive full or partial funding based on the score of the application, the recommendation of the team, and funding availability. Additional information may be requested from the applicant during the review process.

SSPD Grant Criteria

Funding recommendations are based on the extent that an application supports the following criteria:

- Meets the mission and strategic priorities of GRCC.
- Creates an impact on student learning and enhances student success (to the extent feasible).
- Is relevant to the individual’s current job responsibilities or other needs of the department.
- Fosters the applicant’s professional development goals.
- Includes a clearly-defined, reasonable budget with supporting documentation.
- Engages others in the learning process by disseminating activity results to the department and/or wider campus community.
- Broadens the impact of the SSPD program by supporting individuals who have not received an SSPD grant in the past.
- Will be implemented within a year from the date of the award.
- Supports training activities that are not available internally at GRCC.

SSPD Grants may NOT be used for:

- Equipment purchases
- Substitute pay
- Student subsidy (i.e., tuition reimbursement)
- Projects and activities that have been previously completed

Applicant Eligibility Requirements

Permanent full-time GRCC staff members of the Campus Police, CEBA, APSS and Meet and Confer (grade 16 and below) employee groups, who meet the following requirements, are eligible to apply for an SSPD grant:

1. Have successfully completed the probationary period of employment.
2. Are actively working and not on leave.
3. Have not received an SSPD grant during the current fiscal year (July 1–June 30).
4. Have received approval from their supervisor to apply.
5. Will implement the activity within one year from the date of the award.
6. Submitted an SSPD Report from prior SSPD grants.
7. Agree to share their learning experiences within their department and/or the wider campus community.
8. Are not currently serving on the SSPD Review Team.
9. Are not an employee of the Grants Department.

SSPD Grant Application Process

To apply for an SSPD grant, submit a completed copy of the application packet to the Grants Department. Grant application deadlines are published in GRCC Today and posted on the [department's webpage](#). Applications will be considered in the next available competition. The grant application packet is comprised of:

- ✓ Grant Cover Page & Application Form
- ✓ Grant Budget Form
- ✓ Budget Documentation
- ✓ Supervisor's Approval Form

A complete copy of the grant application packet must be received by the Grants Department by 5:00 p.m. by the deadline date in order to be considered for funding. No late applications will be considered and incomplete proposals will not be considered for an award. Proposals must include every item listed above as part of the application packet. The applicant is responsible for inclusion of all documents and on-time delivery to the Grants Department.

Grant Awards

All SSPD applicants and their supervisors will receive an email from the Grants Department informing them of approval or denial of the SSPD application. SSPD recipients are asked to inform the Grants Department of their acceptance of the award within one week of notification. Recipients may need to use other sources of funds to support their activity if an award is less than what was requested.

Reporting

All SSPD recipients are required to submit a summary report of the completed project or activity to the Grants Department at the time that they submit their SSPD Reimbursement Form. Reimbursement requests will not be processed until a report is submitted. The SSPD Report Form is available on the [department's web page](#). All applicants must report on grant-funded activities in order to remain eligible for future SSPD grant consideration.

Shared Learning

SSPD recipients are expected to share their learning experiences within their department and/or wider campus community. Applicants must describe how shared learning will take place as a result of an SSPD award in the SSPD application. In addition, the SSPD Report Form also asks applicants to report on how the results of their activity will be shared with others on campus. The Human Resources/Staff Development Department is available to assist SSPD grant recipients in facilitating learning experiences for faculty and staff.

Grant Reimbursements

All SSPD grant recipients are reimbursed according to GRCC travel and employee reimbursement policies. See [11.0 Business Functions](#) for these policies. It is strongly recommended that awardees review these policies before incurring expenses. SSPD recipients must also attach a completed SSPD Report. Reimbursement requests cannot be processed until a report is submitted. The SSPD Reimbursement Form and Report Form can be downloaded from the Grants Department [webpage](#).