

GRCC Frequently Asked Questions

Support Staff Professional Development (SSPD)

Grants Department

1. Who can apply for SSPD grants?

Answer: Permanent full-time GRCC staff members of the Campus Police, CEBA, ESP 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. Are not a staff member in the Grants Department.
4. Have not received an SSPD grant during the current fiscal year (July 1–June 30).
5. Have received approval to submit an application from their supervisor.
6. Will implement the activity within one year from the date of the award.
7. Submitted an SSPD Report on activities resulting from all prior SSPD grants.
8. Agree to share their learning experiences within their department and/or the wider campus community.
9. Are not currently serving on the SSPD Review Team.

2. When can I apply?

Answer: SSPD funding rounds are held in January and September of each year. Deadlines are typically the third Friday of the month. Your activity cannot have already occurred, and must fall at least two weeks after the funding competition deadline to be considered for a grant.

3. How much can I apply for?

Answer: SSPD grants cannot exceed an award amount of \$2,500.

4. Where do I find training opportunities?

Answer: A list of previously funded SSPD activities is posted on the Grants Department webpage to provide you with ideas about the kinds of training that is funded. In addition, because the training needs of each individual and their department varies significantly, we recommend that you work with your supervisor to determine an appropriate activity. Please note that study abroad, even if traveling with a student group, is rarely funded unless it is to attend a professional conference.

5. When do I submit my report?

Answer: An SSPD Report Form is required to be sent along with the [SSPD Reimbursement Form](#). Reimbursement requests will not be processed until an SSPD Report is submitted.

6. Can I submit a purchase request to the Purchasing Department for conference registration, lodging, and costs other than airline travel?

Answer: All SSPD grant recipients are reimbursed according to GRCC travel and employee reimbursement policies. See [11.0 Business Functions](#) for these policies.