



## **Grand Rapids Community College Foundation**

### **Support Staff Professional Development (SSPD) Grant Program Grant Guidelines**

#### **Background**

The Support Staff Professional Development (SSPD) Grant Program has been operating at GRCC for a number of years. It is made possible through funding provided by the Grand Rapids Community College Foundation. The SSPD Grant program is administered by the GRCC Grants Office, a division of the College Advancement Office.

#### **Purpose**

The purpose of the SSPD Grant program is to encourage support staff to improve their professional skills related to their GRCC assignments.

#### **Funding Awards**

SSPD Grants are awarded three times each fiscal year during funding rounds administered in September, January and May. Generally, available grant funding is divided equally between each funding round, however this percentage is subject to adjustment each fiscal year. Unspent funds from previous fiscal years are rolled over into the next fiscal year.

#### **SSPD Evaluation Process**

The SSPD Review Team consists of members of the Campus Police, CEBA, ESP and Meet and Confer employee groups. During SSPD funding rounds, 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 SSPD Review Team and funding availability. Additional information may be requested of 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 and Outcomes of GRCC
- Has an impact upon student learning and enhances student success
- Is relevant to the individual's current job responsibilities or other needs in his/her 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 with the wider campus community
- Broadens the impact of the SSPD program by supporting individuals who have not received an SSPD grant in the past
- Supports training/activity that is not available internally at GRCC

### **SSPD Grants may not be used for:**

- Equipment purchase
- 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, ESP and Meet and Confer (level 14 and below) employee groups, who meet the following requirements, are eligible to apply for an SSPD Grant:

1. Have successfully completed probationary period of employment
2. Are actively working and not on leave
3. Have not received an SSPD Grant during the current fiscal year (between July 1-June 30)
4. Have received approval to submit an application from their Supervisor
5. Will implement the activity within six months from the date of the award
6. Submitted an SSPD Report on activity resulting from a prior SSPD grant
7. Agree to share their learning experiences with the wider campus community
8. Are not currently serving on the SSPD Review Team

### **SSPD Grant Application Process**

To be considered for SSPD funding, a completed hard copy of the application packet is submitted to the Grants Office, a division of the College Advancement Office. Grant application deadlines are published in GRCC Today and also posted on the GRCC Grants website at [www.grcc.edu/grants](http://www.grcc.edu/grants). Applications will be considered in the next available funding round. All SSPD Grant Application materials are available on the GRCC Grants website. The grant application packet consists of:

- Application Cover Sheet
- Grant Application Form
- Grant Budget Form
- Budget Documentation
- Supervisor's Approval Form

**A complete hard copy of the grant application packet must be received by the Grants Office by the deadline date in order to be considered for funding.** Applications that are faxed or emailed will not be accepted. No late applications will be considered and incomplete proposals will not receive consideration for funding. Proposals must include every item listed above as part of the grants application packet. The applicant is responsible for inclusion of all documents and delivery on time.

### **Grant Awards**

All SSPD Grant applicants and respective Supervisors receive a letter from the College Advancement Office informing them of approval or denial of the SSPD Grant. SSPD Grant Recipients are asked to inform the Grants Office of their acceptance of the award within a 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 Grant recipients are required to submit a summary report of the completed project or activity to the Grants Office 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 GRCC Grants website at [www.grcc.edu/grants](http://www.grcc.edu/grants). All applicants must report on grant-funded activities in order to remain eligible for future SSPD Grant program consideration.

## **Shared Learning**

SSPD Grant recipients are expected to share their learning experiences with the wider campus community. Applicants must describe how shared learning will take place as a result of an SSPD Grant award in the SSPD Grant 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 GRCC Learning Academy 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 Standards Guidelines and policies. An SSPD Report form is required to be attached to the Reimbursement Form; reimbursement requests will not be processed until an SSPD Report form is submitted. Per GRCC Travel policies, requests for reimbursement must be submitted within 6 months of completion of the grant activity. General reimbursement guidelines for costs incurred on lodging, travel meals and other expenses are:

1. All travel must be approved by the appropriate Supervisor. A Leave of Absence form must be completed and approved prior to making travel arrangements.
2. Prior to making reservations and/or completing the travel, secure approval of your department's Budget Control Officer, when required, per GRCC Travel Standards Guidelines and policies.
3. Following approval, finalize plans and pay for costs according to college operating procedures:
  - a. Pay for expenses out-of-pocket and be reimbursed on completion of the activity; or
  - b. If approved by your BCO, use a GRCC Corporate Travel Card for authorized expenses; or
  - c. Work with your department secretary or Budget Control Officer to submit a purchase requisition request to the Purchasing Department for conference registration, hotel and costs other than airline travel. Purchasing will send a check directly to the vendor or back to you to pay the vendor; and
  - d. You may order airline tickets through the Business and Financial Services office by emailing a request to [cscaturr@grcc.edu](mailto:cscaturr@grcc.edu). Employees may also purchase their own airfare – economy class only – and submit for reimbursement provided they have received an authorized leave of absence. Airfare cannot be purchased on the College procurement card.
  - e. If traveling by car, mileage costs are reimbursed upon completion of travel via submission of a mileage reimbursement form (mileage costs can not exceed economy airfare).
4. Retain all receipts needed for reimbursement upon completion of the activity. Detailed receipts are required for all food purchases.
5. Complete an IIPD/SSPD Employee Reimbursement Request form available on-line on the Grants website and submit with itemized, paid, original receipts to the Grants Office.