

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 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, 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 to submit an application from their supervisor.
5. Will implement the activity within one year from the date of the award.
6. Submitted an SSPD Report on activities resulting from a prior SSPD grant.
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.*

Note: An SSPD Report Form is required to be attached to the SSPD Reimbursement Form. Reimbursement requests will not be processed until a report is submitted.

General reimbursement guidelines for costs incurred on lodging, travel, meals and other expenses:

1. Prior to making travel reservations, secure the approval of the dean and budget control officer (BCO) for your department by completing an electronic [Leave of Absence Form](#). A leave of absence form must be completed and approved prior to leaving campus.
2. Following approval, finalize plans for registration, transportation and lodging. Airfare may be purchased by contacting the APSS to the VP for Finance & Administration. He/she will procure 2nd class airfare with a BOT-approved travel agent. **You must inform the APSS to the VP for Finance & Administration that you will be using an SSPD grant for the cost of the reservation(s).**
3. You may purchase 2nd class airfare on your own and submit those expenses for reimbursement following procedures in the Employee Reimbursement Policy.
4. Mileage for business-related travel by automobile may be made at a level up to, but not exceeding, the most current IRS publicized rate for mileage reimbursement. If traveling by car, mileage costs are reimbursed upon completion of travel via submission of a mileage reimbursement form (Note: If driving your own car, you will be reimbursed for the lower of actual mileage or economy airfare).
5. Work with your department APSS 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. **You must inform the Purchasing Department that you will be using an SSPD grant for the cost of the reservation(s).**
6. Travel advances are not permitted.
7. Meals will be reimbursed on a per diem basis, based on the current annual GSA meal and incidental expense (M&IE) rates found [here](#). It is NOT necessary to submit receipts for meals. The per diem rates include tips and taxes. The first and last day of travel is reimbursed at 75% of the per diem. Where meals are covered by a conference registration fee, provided via a group meal, etc., they should be deducted from the daily per diem rate at the indicated per meal (e.g. for breakfast, lunch, dinner) amounts. Refer to the Employee Reimbursement Policy for further information.
8. Retain all receipts needed for reimbursement (except for meals, as noted above). Employees are required to submit claims for reimbursement within 60 days from the end of the month in which claimed expenses were incurred.
9. Complete an IIPD Employee Reimbursement Form available on the Grants Department webpage, located [here](#). Submit it with scanned copies of the itemized, paid receipts to the Grants Department as a PDF.

Employee Reimbursement: Policy Updates (June, 2019)

1. Employees may purchase their own airfare up to a limit of \$500. Airfare in excess of \$500 must be purchased through the college approved travel agent. Airfare for student travel and employee groups of three (3) or more must be arranged with a college-approved travel agent. The college will reimburse the cost of 2nd class airfare, coach or main cabin seating.
2. Travel permitted the day before and after conference, when necessary. Consideration must be given to having a balance between convenience for the employee and lowering costs for the college.
3. If you use bonus miles, you will not be reimbursed for the cost of the airfare.
4. Baggage fees for one bag only will be reimbursed. If you drive your own car, you will be reimbursed for the lower of actual mileage or economy airfare.
5. Reasonable tipping up to 20% for meals.