Support Staff Professional Development (SSPD) Grant Program Guidelines

Background
The Support Staff Professional Development (SSPD) Grant Program has been operating at GRCC for over 20 years. It is made possible through funding provided by the Grand Rapids Community College Foundation. The SSPD Grant program is administered by the Grants and Resource Development 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 rounds administered in September and January. Unspent funds from previous fiscal years are rolled over into the next fiscal year. The maximum award amount is $2,500.

SSPD Evaluation Process
The SSPD Committee is comprised of members from each GRCC employment group to include CEBA, Campus Police, ESP, and Meet and Confer. During SSPD funding rounds, members of the SSPD Committee 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 Committee, 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, Strategic Priorities and Outcomes of GRCC.
- Creates an impact on 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 to the department and/or wider campus community.
- Broadens the impact of the SSPD Grant 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, 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. 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 Committee.

**SSPD Grant Application Process**
To apply for an SSPD grant, a completed copy of the application packet is submitted to the Grants Department via email or in hard copy by the posted deadline. Grant application deadlines are published in GRCC Today and posted on the GRCC web page at: [www.grcc.edu/sspdgrants](http://www.grcc.edu/sspdgrants). Applications will be considered in the next available funding round. All SSPD Grant Application materials are available on this web page. The grant application packet is comprised of:

- Application Cover Sheet
- Grant Application Form
- Grant Budget Form
- Budget Documentation (scanned into PDF format if applying via e-mail)
- Supervisor’s Approval Form

**A complete copy of the grant application packet must be received by the Grants Department by 4:30 p.m. by the deadline date in order to be considered for funding.** 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 their supervisors receive a letter from the Director of Grants and Resource Development informing them of approval or denial of the SSPD Grant. SSPD grant 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 Grant 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 GRCC web page at: [www.grcc.edu/grantreimbursements](http://www.grcc.edu/grantreimbursements). All applicants must report on grant-funded activities in order to remain eligible for future SSPD Grant consideration.
Shared Learning
SSPD grant 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 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 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.

Important Note: 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.

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

1. Prior to making reservations and/or completing the travel, secure approval of your department’s BCO and/or EBCO by completing an electronic Leave of Absence form. A leave of absence form must be completed and approved prior to leaving campus. Leave forms are required when an employee will be off campus for a half day or more and/or is traveling more than 25 miles from campus. This form can be found at: http://cms.grcc.edu/human-resources/forms

2. Following approval, finalize plans and pay for costs according to college operating procedures:
   a) Work with your department 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 were awarded, and will be using, an SSPD grant for the cost of the reservation(s).
   b) Airfare cannot be purchased on the college procurement card. Airfare may be purchased by contacting the Administrative Assistant to the VP for Finance & Administration (cscaturr@grcc.edu). You must inform the Administrative Assistant to the VP for Finance & Administration that you were awarded, and will be using, an SSPD grant for the cost of the reservation(s).
   c) You may purchase 2nd class airfare on your own and submit for reimbursement following procedures in the Employee Reimbursement Policy.
   d) If traveling by car, mileage costs are reimbursed upon completion of travel via submission of a mileage reimbursement form (mileage costs cannot exceed 2nd class airfare).

3. Retain all receipts needed for reimbursement upon completion of the activity. Credit card slips and other bona fide “paid” receipts must accompany the reimbursement request. Meal and hotel receipts must be itemized. Non-itemized receipts will be reimbursed at the maximum allowed by IRS of $25. Copies of itemized receipts are required for all food purchases.

4. Employees are required to submit claims for reimbursement within 60 days from the end of the month in which claimed expenses were incurred. This requirement is in accordance with IRS Publication 15 (Circular E) – Accountable Plans. Failure to submit claims within 60 days will result
in the reimbursement being treated as taxable income. However, in no case will an employee be reimbursed for expenditures submitted later than six months after the original date of expenditure.

5. Complete an SSPD Employee Reimbursement Form available online at: www.grcc.edu/grantreimbursements and submit it, with scanned copies of the itemized, paid, receipts, to the Grants Department as a PDF. Instructions can be found on the Grants Department web page.