

# GUIDELINES FOR STAFF DEVELOPMENT GRANTS

(Adopted July 2002)

## The Committee

The Staff Development Grants Committee of Moore College of Art and Design consists of the members of Staff Council who serve as representatives for each department in the College.

## Committee Reports

Staff Council Representatives are responsible for publicizing the grant by disclosing the guidelines, the available funds, and application deadlines to all staff members. Directly following the awarding of grant money, the Staff of the College will be informed in writing of the recipients through e-mail and an announcement posted on the Staff Council bulletin board. This written report will include the names of the recipients, dollar amounts awarded, as well as a brief description of the projects that will be/were funded. The same information should also be communicated to staff verbally by their Staff Council Representatives.

## Proposal Deadlines

The total budget of \$1000.00 for the Staff Grants will be divided in half, \$500.00 per semester, in an attempt to allow opportunities for the staff during the full year. The first half will be from July 1 to December 31. The second half will be from January 1 to June 30. **The deadline for all proposals will be the first Friday of each month.** The staff will be notified if the funds allocated for each half of the year have not been committed to staff proposals after the deadline dates have passed and all of the proposals have been reviewed.

## Eligibility

The following Moore College of Art & Design staff members are eligible to receive Staff Development Grants after they have completed the College-mandated 90-day probationary period:

- Regular, full time employees (as defined in the MCAD Staff Handbook)
- Regular, limited service employees (as defined in the MCAD Staff Handbook)
- Regular, part time employees (as defined in the MCAD Staff Handbook)

Temporary employees or independent contractors/consultants (as defined in the MCAD Staff Handbook) are **not eligible** to receive Staff Development Grants.

## Application Processing

Staff Council will review all proposals at the Staff Council monthly meeting immediately following the proposal due date. Staff Council members who attend the meeting will make the decision based on these guidelines.

Applications that do not meet the criteria for Staff Development Grants will be returned to the applicant with a brief statement as to why the request was denied.

Only applications that meet the announced deadlines will be accepted. Applicants who would like to seek funding for training for which the date and cost have not yet been announced should still apply within the specified deadline for the half of the year during which the training will take place by submitting an application estimating the cost and date.

No member of Staff Council will be included in the decision making process of applications made by her/himself or another member of her/his department.

All proposals must be accompanied by a letter of approval from the applicant's supervisor. Staff Council will not consider any proposal where the applicant has failed to comply.

### **Funding Criteria**

Applications for projects/meetings/etc. directly related to staff member's specific position will be given the highest priority. This includes:

- Grants to individual staff members for the development of skills that are specifically linked to the performance of her/his job.
- Grants to a group of staff members, including those in different departments.

#### Awards for Professional Association Dues: Active Members

Grants may be given towards partial or full membership fees for associations that the staff member wishes to join. Full payment will be contingent upon the staff member's participation in some aspect of that association (e.g. serving as an officer, a volunteer for a committee or subcommittee, writing a newsletter or doing other tasks that contribute in some concrete way to the running of the organization). A staff member receiving this level of funding for dues must submit proof of activities performed for the organization in order to collect the full amount.

#### Awards for Professional Association Dues: Non-Active Members

Partial payment (up to 50%) of dues may be awarded to staff members who simply wish to join, but not necessarily participate in an organization. A staff member who is not an active member of an organization will not be awarded a second year of funding at this level.

**Applications for funding of activities that are for a staff member's personal development or interests (e.g. bowling team dues) will not be considered.**

### ***Other Considerations***

#### Amount of Award

Funding will be limited to \$250.00 per person/per year.

Staff Council may award applicants less than the amount requested. In such cases, the applicant has the option to either accept the lesser amount or to withdraw his/her application.

Retroactive Grants

There will be no retroactive grants. Application for projects already completed or currently in progress will not be considered for full funding. Applicants are required to submit proposals on or before the announced deadlines for each half of the year.

Appeals Process

Staff Council will have the final authority in determining whether an application meets the criteria. In the case of a rejection of a proposal, the applicant(s) may appeal, in writing, to the Staff Council. The appeal is not a guarantee that the award will be made, rather it is an opportunity for the applicant to restate her/his case for funding, provide additional documentation, etc.

*Obligations of Grant Recipients*

Presentation

Grant recipients will be asked to give a presentation about their projects to interested staff members.

Report

All successful grant recipients will be required to submit a descriptive report about completed projects. This report should include budget expenditures, summary of activities and details of a planned program/presentation for MCAD staff if applicable.

*Return of Funds*

All moneys not used for the completion of a project must be refunded to the College at the conclusion of the grant period.

**Application Requirements**

1) Write a detailed proposal that includes answers to the following questions:

Questions	Example Answers
• What will you be doing?	Direct mail seminar sponsored by Ted and Fred.
• How will this enhance your job?	Learn new skills to create a more efficient direct mail system.
• Time?	The Seminar will run for two days Aug. 4 & 5
• Expense	The seminar will cost \$150.00

- 2) Get the approval of your supervisor in writing. (i.e. Employee Jane is the best and will benefit...)
- 3) Attach all supporting material. (Completed application)
- 4) Submit all of the above to a member(s) of the Staff Council before or on the announce deadline.
- 5) Staff Council will review and make a decision.
- 6) You will be notified, in writing, if you have been awarded a grant or not. If you have not, you have the right to appeal (see Appeals Process).
- 7) If you have been awarded a grant you must submit the following to the business office: Information regarding how money will be spent (e.g. application form), letter stating supervisor's approval, letter from committee stating amount of grant, check request form signed by your supervisor (account # left blank).

Once you have received a grant and performed that which was proposed, you will be asked to give a presentation to interested staff members.

Any questions, please do not hesitate to call on one of the Staff Council Representatives for answers.