

Staff Development Grant Funding Guide

As Staff Development has a very limited budget, the grants process is a competitive one. The committee prioritizes requests based on the relevancy and quality of the application, and the ability to maximize use of our dollars through awardee sharing of what was gained from the project.

Individual Grants – Requests are prioritized by the degree to which the activity will enhance employee skills and the specificity of the dissemination plan. Applications that explain how the activity will improve one's ability to do his/her job and that detail how the knowledge/ experience gained from the project will be shared with the largest appropriate campus audience will be given greatest consideration. Here are a few examples of past "*dissemination*" activities:

- FLEX Day or other on campus workshop(s)
- Integration into curriculum and/or job responsibilities
- Creation of a manual or resource guide for department and/or campus use
- Leading of department roundtables
- Departmental or workgroup (i.e. CSEA) presentations
- Student workshops

Departmental/Work Group Grants - The committee looks for evidence that the activity both fulfills a recognizable professional development need and that a sizable group of individuals are committed to and willing to participate in the event.

The committee also strives to distribute funding across a wide spectrum of individuals, departments, and work groups. While individuals may apply for more than one grant in a fiscal year, those who have not yet been awarded that year and have a quality application will be given priority.

The Staff Development committee (a representative committee with classified, management, and faculty members) welcomes creative proposals. It is important to note, however, the typical sorts of activities that can and cannot be funded through these grants:

Awarded:

- Individual/Small group Conference/Travel directly related to enhancing professional skills
- Individual Training to enhance professional skills
- Departmental trainings or research projects to enhance division
- Activities that improve participant's ability to serve diverse staff/student needs
- Projects that respond to emerging campus needs (SLOs, technology training, grant development...)
- Bringing on of speakers to a department or work group
- Retreats geared toward professional renewal and increased collegiality

Not Awarded:

- Equipment/supplies requests
- Matching funds for grants
- Applications that do not show an attempt to secure other and/or matching funding for the project
- Activities that are largely intended for students and/or non- Rio Hondo staff
- Coursework not related to profession or that will be used for pay increase
- Professional Development that can be funded via grants and/or other funds
- Stipends to support work already a part of one's professional responsibility
- Incomplete or vague applications that do not include a clear dissemination plan or show evidence of the need this activity is filling

Note the following limits:

- No individual will be awarded more than \$750 for an individual grant or more that \$1000 in one fiscal year
- Individuals attending the same event will not receive over \$1800 total
- The maximum available for Part-time faculty is \$200

Procedures to Access Staff Development Grant Funds Once Awarded

Prepayment for Travel

If you're hoping to have some conference/travel and other approved costs paid before the event, the following materials must be completed in their entirety (just leave the account information blank) and forwarded to Teresa Martinez **6 ½ weeks ahead** of the scheduled event:

1. Travel Authorization (with your Supervisor and Vice-President's signature)
2. Requisition & registration materials

Be aware that pre-paid costs may only go for direct payment to vendors. If you pay up front yourself, you cannot get reimbursed until after the event. The following are examples of approved pre-paid costs.

- Air travel that is made through the Rio Hondo College Travel agent
- 1st night of hotel accommodations
- Conference registration
- Per diem of \$50.00 per day for a maximum of \$150.00

Upon return from this event, you will have 30 days to return the following documents:

1. Typewritten Initial Staff Development Report – attached (will count for the Board Report as well)
3. Goldenrod expense sheet and all related receipts

Note-the Staff Development office does not make conference or travel arrangements!

Reimbursement for Travel

If you are unable to get in all the materials before 6 ½ weeks, it is still required that you hand in a Travel Authorization form before the event. **Remember, for out of state travel this form must go to the Board at least one month before the event, so this to be signed by your supervisor and Vice-President TWO Fridays before that month's Board Meeting.**

To secure reimbursement, the following forms must be completed in their entirety (again, save for the account information) and returned to Teresa Martinez within **30 days of your return from the event.**

1. Yellow copy of signed Travel Authorization
2. Requisition and registration materials and all related receipts
3. Goldenrod actual expense sheet
4. Typewritten Initial Staff Development Report - attached (will count for the Board Report as well)

ALL PAPERWORK MUST BE HANDED IN AT THE SAME TIME

Reimbursement for Supplies/Other Expenses

To secure reimbursement, the following forms must be completed in their entirety (again, save for the account information) and returned to Teresa Martinez within **30 days of your return from the event.**

1. Completed Requisition
2. All original receipts
3. Invoice itemizing costs
4. Initial Staff Development Report

For details on how to secure reimbursement for all other expenses (speakers fees...), please contact Teresa Martinez at ext. 3210.

Payment for Speakers/Consultants

If the speakers will be paid **\$500 or less**, and if this will be a one time event, these are the forms that are needed to be brought to Teresa Martinez for account coding:

1. Invoice (this can be made up)
2. Completed Requisition (your secretary should have one)
3. W9 form (should be on P drive)
4. Completed Staff Development Report
5. A copy of this "award" email

If they will be paid **more than \$500** and/or if they will be here more than once they cannot receive payment until after it has been Board approved and they **also** need

6. a contract (get that from Timothy Connell)
7. a consultant agreement form (get from Accounting)