STAFF AND FACULTY DEVELOPMENT
FUNDING REQUEST APPLICATION INFORMATION

ALL APPLICATIONS MUST BE PROCESSED ELECTRONICALLY!
If you have a paper application, scan and send to: staffdevelopment@qcc.mass.edu

1. **SUBMIT APPLICATIONS 30 DAYS PRIOR TO EVENT/TRAVEL/COURSE**
   - Applications will be presented for consideration at the next scheduled Staff & Faculty Development Committee meeting which meets monthly.
   - Applications received less than 30 days prior to event/travel or the start date of a course, may not be considered for approval.

2. **YOU ARE REQUIRED TO PAY ALL EXPENSES UP FRONT**. Staff & Faculty Development funds are REIMBURSEMENT ONLY.

3. **APPLICATIONS ARE FILLABLE FORMS**
   - Click on the application, download it and save it to your computer. Then open it on your computer and enter the information.
   - Hand-written application are not acceptable.
   - Obtain required supervisor signatures.
   - Procedures and eligibility requirements are included in each application.

4. **PRIOR APPROVAL IS REQUIRED**. All applications must be submitted and approved prior to activity. Staff & Faculty Development will not reimburse retroactively.

5. **ATTACH DOCUMENTATION** for your funding request
   - conference/project information, brochures, websites, etc.
   - travel arrangement confirmations (registration, hotel, airfare, etc.)
   - googlemaps for mileage showing start and destination points
   - course description and cost

Academic Affairs Professional **Development**
Mini-Grant Project
Funding Request Procedures

STEP 1

Complete Part I

- **Thirty days prior** to project, complete the Application for Mini- Grant Project Funding Part I. All requests must be typed. This is a typeable form
- Include documentation for project
- Complete Request to Employ (RTE) if project will involve stipend compensation
- Sign & date
- Retrieve required signatures
- Send to the Staff Development Office:
  Staffdeveloment @qcc.mass.edu

This is NOT a required step for Faculty & Staff

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* Staff Development Committee meets to review request on the third Tuesday of the month
* Approval of all Staff Development Mini-Grant Project funding requests is at the discretion of the Committee. Applicants will be notified in writing of the Committee's decision
* Only approved funding is reimbursed.

STEP 2

Complete a Travel Purchase Order Request (TPOR)
(Link to TPOR)

- Once the Application for Mini-Grant Project Funding has been approved, complete an online Travel Purchase Order Request available on the Intranet by accessing "Frequently Used Forms" (Funding code 10, cost center 4300)

STEP 3

Complete Part II: reimbursement

- Within 30 days after the project is completed
- Complete Staff Development Mini-Grant Funding Reimbursement Request, Part II
- Sign & date
- See list of required documentation
- Include approved QCC Travel PO
- Submit to Staff Development Office:
  Staffdevelopment @qcc.mass.edu

STEP 4

Complete a one-page summary:

- Complete a one-page summary of the project that describes how this experience will enhance student success and how it will be shared with other members of the college community

STEP 5

Complete one of the following:

- Article/report for the QCC Wyvern Guardian newsletter
- Presentation to the College community
- Presentation to Department of School/Area

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ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
MINI- GRANT FUNDING GUIDELINES

Purposes	Eligibility Requirements Available Funding	Procedure	Application Notes	Contact Person	Additional Requirements

Curriculum and course development activities include (but are not limited to) the following:
 	
* Development of course activities
 	
* Development of special projects to enhance the College's mission
	Full-time Faculty & Staff
	• Maximum of $1,000 per Mini-Grant within a two fiscal year funding cycle
	
	Part-time Faculty
	• After five years of seniority is attained
	
	• Maximum of $500 per Mini-Grant within a two fiscal year funding cycle
	
	Part-time Staff
	
	• After two consecutive years of employment. Maximum of $500 per Mini-Grant within a two fiscal year funding cycle
	
	• After five consecutive years of employment or seniority is attained. Maximum of $1,000 per Mini-Grant within a two fiscal year funding cycle
		1. **Thirty days prior** to project, complete the Application for Mini-Grant Project Funding Part I. **All funding requests must be typed. This is a typable form.**
		  - Sign & date
		  - Retrieve required signatures
		  - Send to:
		   aaprofessionaldevelopment@qcc.mass.edu
		
		Staff Development Committee meets to review applications. Approval of all Mini-Grant Project funding requests is at the discretion of the Committee. Applicants will be notified in writing of the Committee's decisions. **Only approved funding is reimbursed.**
		
		2. Once the Application for Funding has been approved, complete an online **Travel Purchase Order Request** (funding code 10, cost center 4300) or **RTE.**
		
		3. **After Project is completed:**
		To receive reimbursement, within 30 days of completion, submit the following:
		  1. Staff Development Mini-Grant Reimbursement Request Part II
		  2. Sign & date.
		  3. See list of required documentation
		  4. An approved QCC Travel Purchase Order
		  5. Send to:
		   aaprofessionaldevelopment@qcc.mass. edu
			Applications for Mini-Grant Project Funding will be considered on a first-come, first-served basis, and on merit and relevancy to the institutional goals and priorities (Strategic Plan), the mission of the College, and remaining available funds.
			
			If a staff/faculty member is no longer employed by the College, reimbursement will not occur.
			
			Please note:
			If the approved funds are not utilized and the staff/faculty member has not notified Staff Development, the member will not be eligible for funds in that amount for that two fiscal year period in which funds were approved but not used.
				Coordinator of Academic Affairs Professional Development
				
				aaprofessionaldevelopment@qcc.mass.edu
					4. **Complete a one-page summary:** Complete a one- page summary that describes how this experience will enhance student success and how it will be shared with other members of the college community
					
					5. **Complete one of the following:**
					
					*Article/report for the QCC *Wyvern Guardian* newsletter
					
					* Presentation to the College community
					
					* Presentation to Department or School/Area

QUINSIGAMOND
Community College

ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
APPLICATION FOR MINI-GRANT FUNDS- PART I

1. Submit completed application to Academic Affairs Professional Development 30 days prior beginning project.
2. Applications must be typed. This is a fillable form. Hand-written applications are not accepted.

Applicant Name:		
Date:		
Home Address:		
City:	State:	Zip:
Full-time Part-time		
Faculty (years of seniority):	Staff (years of service):	

QCC Information:
QCC Phone:
QCC Email:
QCC Mailbox #:
Department:
School/Area:
Job Title:

Project Information:
Name of Project:
Attach copies of project information, Request to Employee (RTE) form if project will involve compensation via stipend, and any additional information.

Submit information regarding your funding request:

1.) Describe the purpose of your project:

2.) List specific outcomes or objectives of your project:

Applicant Name:

3.) List specific project activities and include time allotted for each activity:

4.) Describe the impact of your project on the College (e.g. students, staff, etc.). Describe how information gained from this experience will be relevant to others at QCC:

5.) Describe how you will share this information. In addition to successful completion of the project. Indicate your intent to complete at least one of the following:
- Article/report for the QCC newsletter the Wyvern Guardian
- Presentation to the College community

6.) Priority is given to funding requests that are consistent with the institutional goals and priorities (Strategic Planning). Describe how your project will improve your job performance relative to these goals and list specific skills/knowledge you expect to acquire through this experience:

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ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
APPLICATION FOR MINI-GRANT FUNDS - PART I (cont.)

4.) Indicate total amount requested from AAPD (eligibility requirements are on Page 2). $_____

5.) Indicate total estimated travel expenses. **Original receipts and documentation will be required upon completion of travel:**

Expense (specify):	$
Expense (specify):	$
Expense (specify):	$
Expense (specify):	$
Expense (specify):	$
Expense (specify):	$
Expense (specify):	$
Expense (specify):	$
Expense (specify):	$
Expense (specify):	$

Total estimated conference/travel-related expenses:	$
Indicate other funding source, if applicable (cost center # _____)	$

6.) Attach additional relevant information: **conference information/brochure, vendor/travel arrangement confirmations, travel itinerary, etc.**

7.) Requesting to be absent from classes/work, if applicable (dates): _____

8.) Coverage arrangements for classes/work, if applicable (specify): _____

9.) **Obtain all required signatures** and return the signed/completed application to Staff Development.

Applicant name (print): _____

Applicant signature: _____ Date: _____

☐ Approved ☐ Not Approved Department Coordinator_____ Date: _____

Department Coordinator name (print):_____

☐ Approved ☐ Not Approved Supervisor/Dean: _____ Date: _____

Supervisor/Dean name (print):_____

☐ Approved ☐ Not Approved Area Vice President: _____ Date: _____

FOR ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT USE:

AAPD Coordinator: _____ Date:_____

☐ Approved ☐ Not Approved   Approved Reimbursement Amount: $_____

Cost Center #_____ Line(s) _____ Funding Cycle: _____

Travel Purchase Order Request #_____ Date TPOR Received: _____

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ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT

REIMBURSEMENT REQUEST, PART II

After Project

Within 30 days after project, submit to AAPD:
1. This signed and completed form (Part II)
2. An approved QCC **Purchase Order**
3. **Receipts/documentation/email confirmations are required**
4. Cancelled checks/check images, credit card/bank statements, vendor/PayPal receipt or any other proof of payment.
5. **A one- page summary** of the conference/event describing how this experience will enhance student success and how this information will be shared with other members of the college community.

Please check box if pre-paid by QCC ☐

Expense (specify):	$	☐
Expense (specify):	$	☐
Expense (specify):	$	☐
Expense (specify):	$	☐
Expense (specify):	$	☐
Expense (specify):	$	☐
Expense (specify):	$	☐
Expense (specify):	$	☐
Expense (specify):	$	☐
Total project-related expenses:	$	

Applicant Name (print/type): _____

Applicant Signature: _____ Date: _____
(Print hard copy and sign)

Other funding sources for expenses, if applicable (cost center #: _____) *reimbursed* to applicant: $_____

000College Credit Card used for expenses. If (✓) indicate cost center # used: _____

Other Cost Center funding approval signature: _____Date: _____

Total AAPD funding expenses (Cost Center # 4300) *reimbursed* to applicant: $ _____

AAPD approval signature: _____Date: _____

All recipients of AAPD funds (at or exceeding $150.00): Required to share the information gained through their activity by completing at least one of the following.
- Article/report for the *Wyvern Guardian QCC Newsletter.*
- Presentation to the College community.
- Presentation to Department or School/Area.