



Overview

The President's Council has allocated funding for the express purpose of staff development.

Staff Development Grants include, but are not limited to, the following:

- Team Building
- Conferences
- Staff Retreats
- Campus Speakers
- Workshops
- Audio/video Training
- Group/Individual Training Seminars
- "One Time" funds to help a project start

All projects must be completed within six months of the application deadline. Each application will be rated on its own merit, however, priority will be given to those not funded with the past three years.

Application Guidelines

The grant application must be COMPLETELY FILLED OUT and meet the guidelines below.

- **Applicant Eligibility:** Exempt & Non-exempt staff who have completed their 6 month probationary period. Executives, faculty, and students are not eligible to receive a Staff Development grant. Executives may apply on behalf of employees. Complete an application, including narratives, budget worksheet, and your supervisor's signature.
- **Project Deadline:** The requested project must be completed within six months of the application deadline date (ex. If you apply in August, project must be completed by end of February). If the project is outside of the six month timeframe, apply during the next award cycle. Supporting documentation for all costs and estimated expenses is required.
- **Required Backup Documentation:** Attach a hard copy of costs/estimates with your application packet. Backup documentation should include: conference agenda and registration price, air fare, lodging, ground transportation, and any misc items. Grants DO NOT cover per diem. Feel free to print web pages that contain estimates and attach to the application packet. If applicable, include letters of support, agendas and/or program itineraries.
- **Required Project Budget Worksheet:** Funding support from a department or other sources are encouraged, but does not impact award decisions. Proposals without other financial support must include an explanation for lack of funding.
- **NO group or department applications:** The committee can fund more than one request from the same department; however, they should be presented individually. Priority is given to those individuals who have not received funding within the last three years.
- **Project Cost Change:** The Staff Development Grant program is not responsible for any increase in costs associated with the project. The department or individual must absorb any costs in excess of the amount awarded by the committee. If the cost of the project decreases, the Staff Development Grant program will only reimburse funds up to the total cost of the project. Excess funds will be returned to the Staff Development Grant fund.
- The Staff Development Grant program does not fund requests for ongoing projects, wages, benefits, production costs, equipment purchases, higher education expenses, fees or textbooks, faculty-related responsibilities, or computer technology and hardware.

Questions? Contact a Staff Development Committee member.



Application

Name _____

Job Title _____

Email _____

Phone _____

Department _____

Division _____

Classification Exempt Non-Exempt

Are you currently in your position's probationary period? No Yes

Type of Proposal New Resubmission

Project Title _____

Project Dates From: _____ To: _____

Funding Requested _____
automated from the budget worksheet

Project Type _____

Project Location _____

Have you received a Staff Development Grant within the last 3 years? No Yes, list year: _____

Have you attended a Staff Development Grant training within the year? No Yes, list date: _____

Can you complete this project with partial funding? No Yes, comments: _____

PROJECT DESCRIPTION

Describe your proposed project, including your involvement and its relationship to your current job.

INDIVIDUAL BENEFITS

Describe how this project will enhance your skill sets related to your current job responsibilities.

DEPARTMENT BENEFITS

Describe enhancements this project brings to your department.

UNIVERSITY BENEFITS

Describe advantages Weber State University will gain from your participation in this project.

PROJECT BUDGET

Attach additional documentation or budget justifications,

EXPENSE CATEGORY	STAFF DEVELOPMENT FUNDING REQUESTED	DEPARTMENT FUNDING	ADDITIONAL FUNDING
TRAVEL: Air			
TRAVEL: Ground			
TRAVEL: Lodging			
MATERIALS & SUPPLIES			
MATERIALS & SUPPLIES: Catering			
FEES: Registration, etc.			
HONORARIUM			
MISCELLANEOUS:			
MISCELLANEOUS:			
MISCELLANEOUS:			
MISCELLANEOUS:			
MISCELLANEOUS:			
TOTALS:			
PROJECT TOTAL:			

I understand that Staff Development funds awarded for this project are to be used only for this project. If the project is not realized during the dates indicated above, the funds will be returned to Staff Development. Project must be completed and all paperwork complete within six months of the application deadline. I have read and reviewed the university's travel policy.

Applicant _____
signature

Supervisor _____
signature



Scoring Rubric

RATING CATEGORY				
Previous Award: 20	3+ Years: 20	3 Years Prior: 15	2 Years Prior: 10	1 Year Prior: 0-5
Attended Grant Training: 10	Yes: 10	No: 0		
Project Description: 15	Project is clearly articulated, includes applicants involvement and the project's relationship to the applicants current job.			
Individual Benefits: 10	Description outlines how the proposed project is will enhance applicant's skill sets related to their current job responsibilities.			
Department Benefits: 10	Description outlines enhancements this project brings to applicant's department.			
University Benefits: 20	Description displays advantages Weber State University will gain from the proposed project			
Budget & Funding: 25	Matched funds: 25	Matching funds: 15-24	No matching funds: 0-14	
Supporting Documents: 10	Includes: letter(s) of support, agendas and/or program itineraries, proof of estimated expenses and costs.			
TOTAL: 120 points				

Grant Review Checklist

Prior to submitting application, be sure you have included the following:

- Name of project
- Dates of travel (to be completed within six months of application deadline date)
- Destination
- Backup documentation: handouts, brochures, or web pages listing costs
- Supervisor Letter of Support
- Detailed Budget Worksheet
- Does your application have the required signatures?
- Double check budget numbers for accuracy
(applications with inaccurate budgets will be discarded without review)
- Explanation if there are no additional funding sources
- Combine all parts of your application into one PDF and label it as follows:
"[Last Name, First Name] Staff Grant App"
- Keep a copy of your completed application in your files



Funding Cycle

CYCLE	APPLICATIONS ACCEPTED	APPLICATIONS DEADLINE	PROJECT COMPLETION	AWARD NOTIFICATIONS
1	AUGUST 1	AUGUST 31 4:30 PM MST	FEBRUARY 28	10 business days after committee meeting
2	OCTOBER 1	OCTOBER 31 4:30 PM MST	APRIL 30	
3	JANUARY 1	JANUARY 31 4:30 PM MST	JULY 31	
4	MARCH 1	MARCH 31 4:30 PM MST	SEPTEMBER 31	

Resources

Log on to [eWeber Training Tracker](#) to enroll in training:

- [135-01](#) Applying For and Using a Staff Development Grant
- [135-02](#) Staff Development Financial Responsibility

Looking for more grant money?

Contact the Office of Sponsored Projects (OSP). OSP can help develop your project and manage the grant proposal process.