WEBER STATE UNIVERSITY
Office of Workplace Learning

Staff Development Grant

Application

Name _____   **Job Title** _____

Email _____   **Phone** _____

Department _____   **College/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	TOTAL PROJECTED COST	REQUEST FROM STAFF DEVELOPMENT GRANT FUNDS	DEPARTMENT FUNDING	OTHER FUNDING SOURCE
TRAVEL: Airfare				
TRAVEL: Ground				
TRAVEL: Lodging				
TRAVEL: Airport Parking or mileage		NOT APPLICABLE		
MEMBERSHIP FEE		NOT APPLICABLE		
REGISTRATION FEE				
FOOD/CATERING/ PER DIEM		NOT APPLICABLE		
MATERIALS OR SUPPLIES				
OTHER:				
OTHER:				
OTHER:				
OTHER:				
TOTALS:				

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

Overview

Exempt and Non-Exempt staff, who have been in their current position for at least six months, are invited to apply for funding of staff development projects, including but not limited to:

- Conferences
- Campus speakers
- Staff retreats
- Team building
- Trainings
- Workshops

While this grant does not fund ongoing projects, applications are eligible for seed money. Executives, faculty, and students are not eligible. However, executives applying for their team or employees are eligible. Staff Development Grants *do not* fund:

- Wages
- Benefits
- Production costs
- Equipment purchases
- Higher education expenses: tuition, fees, textbooks, or faculty-related responsibilities
- Ongoing projects, i.e. certification programs with multiple classes
- Computer hardware

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

- Applicants are encouraged to attend the Staff Development Grant training before applying.
- Complete an application, including narratives, budget worksheet, and your supervisor's signature.
- Supporting documentation for all costs and estimated expenses is required.
- If applicable, include letters of support, agendas and/or program itineraries.
- Funding support from a department or other sources are encouraged. Proposals without financial support must include an explanation for lack of funding.
- Review the Staff Development Grant Committee scoring rubric.
- Awards will be notified within 10 business days of the committee meeting.
- Once awarded, grantees must attend Training Tracker Course #135-02.
- Upon completion of project, grantees must submit a final Accounting and Evaluation Report, including all expenditures and a total project evaluation.

Questions? Contact a Staff Development Committee member.

Scoring Rubric

RATING CATEGORY				
Previous Award: **20**	3+ Years: **20**	3 Years Prior: **15**	2 Years Prior: **10**	1 Year Prior: **0**
Attended Grant Training: **10**	Yes: **10**	No: **0**		
Project Description: **20**	Project is clearly articulated, includes applicants involvement and the project's relationship to the applicants current job.			
Individual Benefits: **15**	Description outlines how the proposed project is will enhance applicant's skill sets related to their current job responsibilities.			
Department Benefits: **15**	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			
Supporting Documents: **10**	Includes: letter(s) of support, agendas and/or program itineraries, proof of estimated expenses and costs.			
Budget & Funding: **10**	Includes either funds given by the department or an explanation for a lack of department funding.			
TOTAL: 120 points				

Grant Review Checklist

- Does your application contain specific dates?
  Date of travel must be within 6 months of application deadline date.
- Have you included the destination?
- Have you included backup documentation for all funding requests?
- Do you have copies of handouts/brochures or web pages supporting your request?
- Does your application have the required signatures?
- Do you have a letter(s) of support from your supervisor(s) for your grant request?
- If you do not have additional funding sources, have you explained the lack of funding?
- Does the Budget Worksheet have a detailed budget?
- Is the Budget Worksheet completely filled out?
- Have you checked your budget numbers for accuracy?
- Have you checked the pricing with University travel contract vendors?

Staff Development Grant

Funding Cycle

CYCLE	APPLICATIONS ACCEPTED	APPLICATIONS DEADLINE	PROJECT COMPLETION	AWARD NOTIFICATIONS
1	AUGUST 1	AUGUST 31 4:30 PM MST	FEBRUARY 28	5 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 online Bridge app to complete the following trainings:

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.