

## **WAYNE STATE COLLEGE FOUNDATION PROFESSIONAL STAFF DEVELOPMENT GRANTS**

The Wayne State College Foundation will provide grants to support projects or programs which promote professional staff development. This project is supported by the Professional Staff Senate (PSS). All applications are due April 1<sup>st</sup> of each spring semester. This document contains guidelines for grant submission and additional information can be found on the PSS Grant Applications Guidelines document. Applicants should also submit the *Grant Application Form*.

Proposals may be submitted by any professional staff employed at Wayne State College (WSC). Professional development activities include conferences, training programs or other professional development activities. Grant funds can be requested for staff development not available through usual program budgets. Awards up to \$1,000 can be requested.

**Staff Development Grants** will be reviewed according to the following guidelines:

1. No more than one professional staff from any one office may receive a grant in one year.
2. Permanent professional staff will be given preference over a staff in an interim position because a permanent employee is in a better position to put new information to work at WSC.
3. Preference will be given to a professional staff who has never received a Foundation Staff Development Grant over an employee who has received such a grant in the past.
4. Year-end reports on the Staff Development projects will be presented at the annual Professional Staff Senate meeting and written reports forwarded to the Wayne State College Foundation Executive Committee.
5. Staff Development Grant proposals will be reviewed and ranked by a committee consisting of at least five of the Professional Staff Senators or designees. This committee will recommend staff for funding in order of priority considering the guidelines above.
6. The list of funding recommendations for the grants will be submitted to the Vice President of the WSC Foundation who will review the list and forward recommendations to the WSC President for a final decision.