

## Special Grant Application

To provide you the best service possible and to make funding requests equitable for all applicants, please read & keep in mind these important guidelines for your application.

**Applications that do not include all required materials may not be considered at the next committee meeting.**

1. Special Grants are meant to assist after department funds have been applied. **Department funds must be the first source for employee travel and professional development.** Special Grants are merely a supplement to what department training funds can cover.
2. Application & supporting paperwork should ideally be submitted by employee to Staff Development Admin Assistant at least **3 weeks before conference start date, but preferably 6-8 weeks.**
3. A travel request must be submitted in Concur prior to travel/training.
4. Reimbursements for out-of-pocket expenses are not guaranteed.
5. Employees must apply for a Travel Card to pay for conference/travel.
6. Same day travel does not receive a per diem. Meals will not be reimbursed without a receipt.
7. 2023-2024 Per Diem Meal Reimbursement Rates are calculated based upon the zip code being traveled to.
8. **Airbnb and Vrbo will not be covered by special grant funds.**
9. For more details about JCCC travel information & procedures, please visit <https://infohub.jccc.edu/toolbox-articles/travel-information-and-procedures/>

I have read and understood the above guidelines.

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*Applicant signature*

*Date*

# Application Checklist

Submit the following application and supplemental materials to Staff Development Admin Assistant at [staffdev.dept@jccc.edu](mailto:staffdev.dept@jccc.edu) by the deadline (see the 23-24 deadlines [here](#)).

\_\_\_\_\_ If you have already registered, include a completed registration form or confirmation indicating JCCC affiliation.

- *The training or conference registration must use your @jccc.edu email address and/or list Johnson County Community College in the materials.*

\_\_\_\_\_ Proof or receipt of hotel, mileage, transportation, meal, & airfare costs

- *Screen shots are acceptable if bookings have not been made. Please visit this site for per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>*

\_\_\_\_\_ Brochure, program, agenda, or website for conference or training

- *Screen shots are acceptable if official materials are not available.*

\_\_\_\_\_ Completed Special Grant application, including:

\_\_\_\_\_ Summary of how funding supports your professional development goals & the Strategic Goals for JCCC and/or your department

- *Space provided on page 3 for paragraph responses.*

\_\_\_\_\_ Supervisor must have completed the Supervisor Approval section on page 5

\_\_\_\_\_ \*If you are requesting funding for specialized training, you must provide proof of certification/CEUs from the vendor or organizer

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Campus Extension: \_\_\_\_\_ Email: \_\_\_\_\_

Full-time Faculty

Adjunct Faculty (on-contract only)

Full-time Staff

Select Your Grant

**Conference Presentation:** Presenter for a specific session at a conference

**Conference Attendance** (*Full-time faculty NOT eligible*): Attendance only with no out of district travel funds

**Specialized Training:** Training for new skills which result in continuing education hours, certification, or licensure

Conference/Training Details

Conference/Training Title: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location (City/State): \_\_\_\_\_

Document Travel Expenses *(Must include all relevant documentation for application to be considered. Screen shots will suffice if you are waiting to book.)*

Expense/Documentation Type	Amount	Documentation attached? Committee use only
Registration/Conference Fee		
Airfare		
Transportation (Uber, taxi, shuttles, etc.)		
Hotel		
Other (Tolls, parking, etc.)		
Mileage – Number of miles: _____ x \$0.625/mile		
Per Diem		
CEUs/Certification		
Total:		

Time of Day Per Diem Reimbursement Calculations

Time of DEPARTURE on First Day of Travel	Meals Included in Per Diem
7:00 AM or earlier	Breakfast, lunch, & dinner
Between 7:01 AM & 12:00 PM	Lunch & dinner
Between 12:01 PM & 6:00 PM	Dinner only
6:01 PM or later	None

Time of RETURN on Last Day of Travel	Meals Included in Per Diem
7:00 AM or earlier	None
Between 7:01 AM & 12:00 PM	Breakfast only
Between 12:01 PM & 6:00 PM	Breakfast & lunch
6:01 PM or later	Breakfast, lunch, & dinner

## Required Summary

How does this funding support your professional development goals?

How does this funding support your department/branch and/or JCCC's Strategic goals?

## Supervisor Approval

This employee has an updated IDP/Portfolio that is less than 2 years old.

Approved

Not Approved

**If approved, please check one and enter amount of division funds available to support this request:**

Without division funds

--- OR ---

WITH division funds of \$ \_\_\_\_\_

Rationale for decision (REQUIRED)

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\_\_\_\_\_  
Immediate Supervisor's Printed Name

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date

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## Special Grant Committee Actions

Date application received: \_\_\_\_\_ Receiver Initials: \_\_\_\_\_

Not approved

Approved for \$ \_\_\_\_\_

Date: \_\_\_\_\_

Committee Notes:

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# Special Grant Frequently Asked Questions

## How will I know if I should apply for a Special Grant?

You should apply if you need assistance attending or presenting at a conference, or if you plan to complete specialized training that results in certification or CEUs.

**Please note:** Special Grants are meant to assist after department funds have been applied.

**Department funds must be the first source for employee travel and professional development.**

Special Grants are merely a supplement to what department training funds cannot cover. We do this to ensure we can assist as many people as possible all across campus.

## When should I submit my application?

Employees are strongly encouraged to leave a buffer of about 3 weeks between the date of the committee meeting where their application will be considered and the first date of the event. This allows enough time to finalize plans, make payments, or secure funding elsewhere in the event your application is denied. Deadlines for submissions are one week before committee meetings.

- Example: Your conference starts on May 17<sup>th</sup>. There are committee meetings on May 7<sup>th</sup> and April 9<sup>th</sup>. We would therefore recommend you submit your application for the April 9<sup>th</sup> meeting (the deadline to submit for that meeting is April 2<sup>nd</sup>).

The deadlines for submitting a Special Grant application are:

8.22.23 Tuesday	1.16.24 Tuesday
9.19.23 Tuesday	2.13.24 Tuesday
10.17.23 Tuesday	3.5.24 Tuesday
11.6.23 Monday	4.2.24 Tuesday
12.5.23 Tuesday	4.30.24 Tuesday

## Can Adjunct Faculty apply for Special Grants?

Short answer: Yes! Long answer: Adjunct faculty members must be on-contract the semester during which they apply for Special Grant funds.

## What can the Special Grant money be used for? What can it NOT be used for?

Special Grant funds may go toward:

- Registration
- Per diems
- Gas mileage
- Airfare
- Hotels
- Airport parking
- Uber/Lyft/taxi to and from the airport (both in KC and in destination)

Special Grant Funds may NOT go toward:

- Food costs for same-day travel (meaning you can drive to and from the conference within a 24-hour period)

## When should I make my travel arrangements?

We encourage all applicants to wait until their application is approved before spending money or finalizing travel plans. (And don't forget, you must submit a Travel Request through Concur before arrangements can be made and paid for.) This is why we suggest the buffer period of at least 3 weeks between the day the committee considers your application and the first day of the event.

## Do I have to pay for everything up front before submitting my application?

Nope, you can document the likely cost for the expense.

For example, with documenting Airfare: If you are browsing an airline's website and add a flight "to your cart" – you can simply attach a screenshot of the cart without actually completing the payment portion.

## Who is responsible for approving Special Grants?

A committee of faculty and staff members, representing the different areas on campus, meets once a month to discuss applications and determine whether they should be approved, denied, or tabled until the next meeting. The chair of this committee is Farrell Hoy Jenab, Director of Faculty Development, and the secretary is the Staff Development Admin Assistant.

## Where do the Special Grant funds come from?

Staff Development budgets a certain amount of money each year to support Special Grants. When that money has been used, Faculty Development may opt to continue supporting with their own funds, or they may choose to stop Special Grants for the remainder of the fiscal year.

## Can I apply for a conference/training over the summer?

The Special Grants Committee only meets August through May, since many of the committee members are faculty. This means no grants are awarded during the months of June and July. We encourage you to apply for any conferences or trainings taking place over the summer at our last meeting in May (deadline for submissions to be considered next May is April 30<sup>th</sup>, 2024).

## What all is involved in applying for a Special Grant?

The first two pages of the application details the steps and required documentation for accurately completing a request for Special Grant funds. Applicants are required to sign their acknowledgement of the requirements and that their application may not be considered or approved if anything is missing or done incorrectly.

For help getting comfortable with the Special Grant application process, applicants can read through the entire FAQ and/or watch the 10-minute video to guide them through the process (coming out soon). Any questions not answered by those resources can be directed to the Staff Development admin assistant.

Will the Special Grant Committee reimburse me if I pay for my conference/training out of pocket before applying?

Reimbursements are not guaranteed.

Does the Special Grant cover membership fees in addition to registration and travel costs?

Yes, Special Grant funds can be used for membership fees. Many conferences roll membership costs into their conference attendance fees.

I've read the instructions on the application, and I still need help. Who should I contact?

Email Staff Development at [staffdev.dept@jccc.edu](mailto:staffdev.dept@jccc.edu) or call ext. 7654.