

**QUINSIGAMOND COMMUNITY COLLEGE  
STAFF DEVELOPMENT  
MINI-GRANT PROJECT FUNDING GUIDELINES**

<b>Source of Funds</b>	<b>Purposes</b>	<b>Eligibility</b>	<b>Funding Available</b>	<b>Procedure</b>	<b>Deadline for Application</b>	<b>Contact Person</b>	<b>Additional Requirements</b>
<b>Staff Development</b>	<p>Curriculum and course development activities include (but are not limited to) the following:</p> <ul style="list-style-type: none"> <li>* Development of course materials.</li> <li>* Development of special projects to enhance the College's mission.</li> </ul>	<p>All full-time faculty, staff and administrators employed by QCC.</p> <p>Part-time faculty when seniority is attained.</p> <p>Part-time staff after two consecutive years of employment.</p>	<p>A maximum of <b>\$1,000.00</b> per mini-grant request (full-time).</p> <p>A maximum of <b>\$500.00</b> per mini-grant request (eligible part-time).</p>	<ol style="list-style-type: none"> <li>1. Complete the Request for Mini-Grant Project Funding forms (Part I).</li> <li>2. Obtain required approval signatures.</li> <li>3. Submit the forms (Part I) to Staff Development.</li> <li>4. Upon completion of the project, submit the Request for Mini-Grant Project Funding form (Part II), and any relevant original documentation to Staff Development within 30 days of project completion; Staff Development will forward all signed forms and original documentation to the Business Office.</li> </ol>	<p><b>February 21<sup>st</sup></b></p> <p>Mini-grant proposals will be awarded based on their merit and relation to the strategic goals and mission of the College.</p>	<p>Coordinator of Staff Development</p>	<ol style="list-style-type: none"> <li>1. Successful completion of project (written notification from Supervisor or Division Dean).</li> <li>2. Finished product.</li> <li>3. Evaluation of experience</li> </ol>

**QUINSIGAMOND COMMUNITY COLLEGE  
STAFF DEVELOPMENT  
MINI-GRANT PROJECT FUNDING ELIGIBILITY REQUIREMENTS**

**Application Process/Application Deadlines – All requests must be submitted *prior to beginning project*:**

Request for Mini-Grant Project Funding forms are available from the Staff Development Office in the Center for Academic Excellence – room 114 Ahlfors Hall, phone 508-854-4229, or email emerrill@qcc.mass.edu.

The deadline for mini-grant project funding requests for the current fiscal year is **February 21<sup>st</sup>**. All request forms must be received in the Staff Development Office on or before February 21<sup>st</sup>. Requests (for the current fiscal year) submitted after February 21<sup>st</sup> may be considered on a case-by-case basis, *pending available funding*.

Mini-grant project funds will be awarded on a first-come, first-served basis. Applicants are encouraged to identify mini-grant project funding requests early in the fiscal year and to submit requests as soon as possible.

**Applicants are responsible for accurate completion of the mini-grant project funding request forms, including obtaining signatures from Coordinator/Department Head, Supervisor/Division Dean and appropriate Executive Team (“E-Team”) member. *Incomplete forms will be returned to applicant.***

1. Complete the Request for Mini-Grant Project Funding form (Part I); attach any additional relevant information regarding the project, as needed. Obtain the required approval signatures from Coordinator/Department Head, Supervisor/Division Dean and appropriate Executive Team (“E-Team”) member; *any forms lacking appropriate signatures will be returned to applicant.*
2. After obtaining all required approval signatures, submit the form (Part I) to Staff Development, mailbox #162. If necessary, retain the Request for Mini-Grant Project Funding form (Part II) to record expenses for reimbursement/compensation purposes.
3. Please note that approval of all Staff Development mini-grant project funding requests is at the discretion of the Staff Development Committee; Staff Development reserves the right to adjust any and all request amounts accordingly. All applicants will be notified, in writing, of the Committee’s decisions.
4. If applicable, in order to receive reimbursement/compensation for the project, upon successful completion of the project, submit the Request for Mini-Grant Project Funding form (Part II) and any relevant original documentation to Staff Development, mailbox #162, within 30 days of successful completion of the project. *Please note that photocopies are not acceptable forms of documentation; in order for compensation/reimbursement to be received, all receipts and documentation must be in their original state.* Staff Development will forward all signed forms, original receipts and documentation to the Business Office. *Please note that having additional documentation on file, such as a signed/completed Request To Employ (RTE) form, may be required in order to receive compensation/reimbursement.*

### **Staff Development Funding Guidelines/Eligibility Requirements:**

All full-time faculty, staff and administrators employed by QCC are eligible for Staff Development funding.

Part-time faculty members become eligible for Staff Development funding when seniority is attained.

Part-time staff members become eligible for Staff Development funding after two consecutive years of employment.

Part-time faculty members become eligible for full-time-equivalent Staff Development funding when five years of seniority is attained.

Part-time staff members become eligible for full-time-equivalent Staff Development funding after five consecutive years of employment.

Full-time faculty and staff members may be awarded a **maximum of \$1,000.00 per mini-grant request per fiscal year**; eligible part-time faculty and staff members may be awarded a **maximum of \$500.00 per mini-grant request per fiscal year**.

### **Priority Given to Developmental Activities that Enhance:**

- Achievement of institutional goals and priorities
- The applicant's teaching skills and methods
- The applicant's job skills
- Computer training unavailable on campus
- Communication and conflict resolution skills
- Understanding of diverse populations
- Curriculum/course development activities/materials
- Development of special projects to further the college's mission

### **Responsibilities of Staff Development Funding Recipients:**

Original receipts/documentation and the Request for Mini-Grant Project Funding form (Part II) must be accurately completed, signed and submitted to Staff Development within 30 days of successful completion of the project. ***Please note that photocopies are not acceptable forms of documentation; in order for reimbursement/compensation to be received, all receipts and documentation must be in their original state.*** Staff Development will forward all signed forms, original receipts and documentation to the Business Office. ***Please note that having additional documentation on file, such as a signed/completed Request To Employ (RTE) form, may be required in order to receive compensation/reimbursement.***

All recipients of mini-grant project funding awards are expected to share the information gained through their activity, within the same semester (if applicable).

“All recipients of mini-grant project funding are **required to submit an article or report** (project/experience evaluation and applicability) suitable for use in *Visions*, the Staff Development newsletter; in addition, recipients may be expected to provide a workshop or presentation.”

Failure to comply with the above requirements may prevent future funding.

**STAFF DEVELOPMENT**

**INSTRUCTIONS: Complete form and return to Staff Development, box #162. Attach additional information, as needed.**

**MINI-GRANT PROJECT FUNDING REQUEST**

Name(s): \_\_\_\_\_ Date: \_\_\_\_\_  
Ext: \_\_\_\_\_ Mailbox: \_\_\_\_\_ Department: \_\_\_\_\_ Division: \_\_\_\_\_

1. Describe your project:
2. List specific outcomes or objectives of your project:
3. List specific activities of the project; include time allocated for each activity.
4. Describe the impact of your project on the College (e.g., students, staff, etc.):
5. Describe the specific costs of the project:
6. Indicate the amount of funding that you are requesting from Staff Development:

Comments:

Approved  Not Approved      Coordinator/Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_  
.....

Comments:

Approved  Not Approved      Supervisor/Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
.....

Comments:

Approved  Not Approved      E-Team: \_\_\_\_\_ Date: \_\_\_\_\_  
.....

Comments:

Approved  Not Approved      Staff Development: \_\_\_\_\_ Date: \_\_\_\_\_

**QUINSIGAMOND COMMUNITY COLLEGE  
STAFF DEVELOPMENT  
REQUEST FOR MINI-GRANT PROJECT FUNDING, PART I**  
**Submit request form, *prior to beginning project*, to Staff Development, mailbox #162.**  
***Forms that are incomplete or lacking appropriate signatures will be returned to applicant.***

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

Home Address: \_\_\_\_\_ SS#: \_\_\_\_\_

Full-Time  Part-Time       Faculty (*years of seniority*): \_\_\_\_\_  Staff (*years of service*): \_\_\_\_\_

QCC Phone: \_\_\_\_\_ QCC Email: \_\_\_\_\_ QCC Mailbox: \_\_\_\_\_

Div/Dept: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date(s) of Project:    \_\_\_ / \_\_\_ / \_\_\_ To: \_\_\_ / \_\_\_ / \_\_\_

1. Describe the purpose of your mini-grant project (list specific outcomes/objectives/activities involved).

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2. Priority is given to project funding requests that are consistent with the institutional goals and priorities. Describe how your project will improve your job performance relative to these goals. List specific skills and/or knowledge that you expect to acquire or develop from this experience.

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3. How will information gained from this experience be relevant to others at QCC? Describe how you will share this information so that it will impact QCC (e.g., provide a workshop, brown bag lunch, video presentation, information-sharing via Div/Dept meeting, etc., and/or an article for *Visions*). See page 3.

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4. Indicate amount requested from **Staff Development**: (*eligibility requirements, page 3*) \$\_\_\_\_\_.

5. Indicate **total estimated mini-grant project expenses** below: (*original documentation will be required for all expenses*)

Expense: (*please specify:* \_\_\_\_\_) \$\_\_\_\_\_.

Expense: (*please specify:* \_\_\_\_\_) \$\_\_\_\_\_.

Expense: (*please specify:* \_\_\_\_\_) \$\_\_\_\_\_.

Expense: (*please specify:* \_\_\_\_\_) \$\_\_\_\_\_.

Expense: (*please specify:* \_\_\_\_\_) \$\_\_\_\_\_.

Total estimated mini-grant project expenses: \$\_\_\_\_\_.

If applicable, indicate other funding source(s) for expenses: (*cost center* \_\_\_\_\_) \$\_\_\_\_\_.

**Approved amount of mini-grant funding:** (*for Staff Development Office use only*) \$\_\_\_\_\_.

6. Attach additional relevant information (e.g., curriculum/course development plans, etc.). ***Please note that completing additional documentation, such as a Request To Employ (RTE) form, may be required.***

7. I request to be absent from campus/classes/work (if applicable): \_\_\_ / \_\_\_ / \_\_\_ To: \_\_\_ / \_\_\_ / \_\_\_

8. I have arranged coverage for my classes/work responsibilities (if applicable): \_\_\_\_\_

9. Please obtain all required approval signatures and return signed/completed form to Staff Development, mailbox #162; ***any form lacking appropriate signatures will be returned to applicant.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved Coordinator/Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved Supervisor/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved \*E-Team: \_\_\_\_\_ Date: \_\_\_\_\_

***\*"E-Team" refers to certain members of the President's Executive Team (e.g., Vice President of Academic Affairs, Vice President of Enrollment & Student Services, etc.)***

***For Staff Development Office use only:***

Approved  Not Approved Staff Development: \_\_\_\_\_ Date: \_\_\_\_\_

Funding Approval Not To Exceed \$\_\_\_\_\_ Cost Center: \_\_\_\_\_ Line(s): \_\_\_\_\_

Staff Development Cost Center Head: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

QUINSIGAMOND COMMUNITY COLLEGE  
STAFF DEVELOPMENT

REQUEST FOR MINI-GRANT PROJECT FUNDING, PART II

Submit reimbursement form, *upon completion of project*, to Staff Development, mailbox #162.  
*Forms that are incomplete or lacking original receipts/documentation will be returned to applicant.*

Instructions: In order to receive compensation/reimbursement, upon completion of project, complete all applicable portions of this form and attach original receipts/documentation of project completion. *Please note that photocopies are not acceptable forms of documentation; all receipts/documentation must be in their original state or reimbursement will not be made.* Submit form and documentation to Staff Development, mailbox #162, within 30 days of project completion; Staff Development will forward all signed forms, original receipts/documentation to the Business Office. *Please note that having additional documentation on file, such as a signed/completed Request To Employ (RTE) form, may be required in order to receive compensation/reimbursement.*

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Please specify **mini-grant project expenses** below: *(original documentation required for all expenses)*

Expense: *(please specify:* \_\_\_\_\_ *)* \$ \_\_\_\_\_.

Expense: *(please specify:* \_\_\_\_\_ *)* \$ \_\_\_\_\_.

Expense: *(please specify:* \_\_\_\_\_ *)* \$ \_\_\_\_\_.

Expense: *(please specify:* \_\_\_\_\_ *)* \$ \_\_\_\_\_.

Expense: *(please specify:* \_\_\_\_\_ *)* \$ \_\_\_\_\_.

**Total Mini-Grant Project Expenses:** \$ \_\_\_\_\_.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Development: \_\_\_\_\_ Date: \_\_\_\_\_

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

*For Staff Development Office use only:*

Received: \_\_\_\_\_ Approved Reimbursement Amount: \_\_\_\_\_

Cost Center(s): \_\_\_\_\_ Line(s): \_\_\_\_\_