

Fall 2021
Professional Development Grant
Application Form





Fall 2021 applications due before 5:00 PM on
Friday, November 12, 2021

Purpose

To provide funding for professional development projects that benefit the professional development of Lansing Community College.

Qualifications

(updated 2/26/19)

All applicants *must*:

1. Be an LCC employee and EDF member for at least 6 months.
2. Applications must be completed in full and include: **Plan ahead! Applications without valid signatures will be disqualified.**
 - Summary of proposal objectives
 - Timeline of proposal with dates and designated ending time.
 - Provide an itemized budget that details costs. (Meals/Food/Per Diem must not be included).
 - Proposal outcomes must be detailed and show benefit to the EDF member and/or the College.
 - Support for proposal must be signed by Immediate Supervisor and Appropriate ELT Member.
3. Must not have received an EDF grant in the past fiscal year.
4. Provide a final report to the EDF Committee within 90 days of the designated end date, with a presentation to the Committee as a whole is preferred.

Guidelines

(updated 2/26/19)

- The maximum amount awarded is \$2,000.
- Grant *does not* cover meals, per diem, wages, postsecondary degrees, work conducted during or for Sabbaticals, projects deemed by EDF Committee to be appropriately funded by the College, reimbursement for projects that have already occurred.
- If the proposal benefits multiple employees, all employees of the proposal must be qualified EDF members.
- Once submitted, no changes can be made unless requested by the EDF committee for clarification.

The EDF Committee reserves the right to:

- Fund portions of proposals requested.
- Prioritize all grants for funding purposes.
- Cancel an award after 30 days of proposal end date.
- Have grant recipients promote EDF memberships at funded projects or other EDF-sponsored events.

The Employee Development Fund was created for employees by employees to provide opportunities, promote fellowship and fun, and enhance our everyday work life.



Application Criteria

Summarize the proposal

- Program Objectives
- Timeline
- Outcomes

Provide an itemized budget

- Explain how your grant amount will be used and how any additional funds will be provided if necessary.
- Attempts at funding through college budgets or HR are encouraged and should be documented.

Explain project benefits

- Address how this project enhances professional development, how this benefits the college community, and the innovation of the project.
- Be sure to provide a full plan for how you plan to share the benefits of your program with the college.

Questions? Contact the Foundation Office at 483-1985 or foundation@lcc.edu

Send Applications To:

Mailing Address

LCC Foundation
Employee Development Fund
309 N. Washington Sq.
Suite 201
Lansing, MI 48933

Email

foundation@lcc.edu

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EMPLOYEE DEVELOPMENT FUND Educational Improvement and Professional Development Grant Application

Applicant Information: (required)

Name

Home Address

City

State

Zip Code

Email Address

Preferred Phone

LCC Department & Position

Building & Room

Have you received EDF
Grants in the past?

If so, when and for what?

Amount of Grant request \$

Signature(s) of Applicant(s) (required)

Signature

Title

Date

Signature	Title	Date

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Applications must include valid signatures and support.

Associate Dean/Director Approval
(Substitutes will not be accepted)

Name	Title
Signature	Date

How can the Department/Division utilize the professional development skills in this proposal?

How could the Department/Division support this proposal?



Applications must include valid signatures and support.

Executive Leadership Team Approval
(Substitutes will not be accepted)

Name	Title
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Signature	Date
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How does this proposal support the goals and mission of Lansing Community College?



Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Sarah Velez, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.

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