

## **SUAA Foundation Professional Development Grant Guidelines**

The SUAA Foundation offers up to two grants of up to \$1,000 per grant annually for professional development activities. The applicant must be an SUAA member in good standing who is currently employed at an Illinois institution of higher education. Applications are accepted throughout the year and grants are awarded throughout the year until two grants have been awarded. Application materials are available on the SUAA Foundation website.

Applications will be reviewed beginning on June 1, 2023. The award year is Fall 2023 through Summer 2024.

### **Criteria for Grant**

**Grants are still available for the 2022-23 academic year. Please use the current application and include a notation that it is for the 2022-23 award year.**

Applications for grants for Fall 2023 through Summer 2024 will be reviewed beginning on June 1, 2023.

To be eligible to apply for a SUAA Foundation Professional Development grant, the following criteria must be met:

The applicant must be an SUAA member in good standing who is currently employed at an Illinois institution of higher education.

Professional development activities must be related to improving or enhancing the SUAA member's ability to perform their current position at their institution.

### **Application Procedure**

The evaluation of applications shall begin on June 1, 2023.

Applications will be evaluated until all grants have been awarded.

The application forms will be published on the SUAA Foundation webpage on the SUAA website at [www.suaa.org](http://www.suaa.org). To access the information on the SUAA website, a SUAA member must create a member account.

All applications and supporting documentation for Professional Development Grants must be submitted to: SUAA, Attn: Foundation Scholarship Committee, 217 East Monroe Street, Suite 100, Springfield, IL 62701. All required documentation must be submitted in one packet.

Only complete applications with all required supporting documents will be considered by the SUAA Foundation Scholarship Committee.

### **Selection and Award Process**

Annually, the SUAA Foundation will offer up to two (2) grants of up to \$1,000 per scholarship.

All completed applications that are submitted will be reviewed by the SUAA Foundation Scholarship Committee. The evaluation of applications shall begin on June 1, 2023.

The award year is Fall 2023 and ends Summer 2024. Applicants may apply throughout the year; however, preference will be given to those who apply by June 1. Professional Development Grants will be awarded throughout the year until all grants have been awarded. Applications will be evaluated until all grants have been awarded.

Professional Development Grants will be awarded for expenses related to professional development, such as registration fees (travel expenses can be reimbursed).

Professional Development Grants are given for one year. Grants can be awarded to the same recipient for subsequent years, provided the recipient completes and submits a new application each year. Priority will be given to first-time submissions.

Unless otherwise specified, the grant will be in the amount of \$1,000. If the grant is for a professional development registration fee in an amount less than \$1,000, that lesser amount will be the amount of the grant.

Selection will be based on applicant's essay, letters of recommendations and demonstration of need.

All decisions by the SUAA Foundation Scholarship Committee are final.

### **Notice of Professional Development Grant**

The SUAA Foundation Scholarship Committee will email notice of an awarded grant to each recipient. Grants are given for one year. The year/dates will be included in the award letter. The Scholarship Committee will also email notice to other applicants, informing them that they did not receive the grant.

Recipients of Foundation Professional Development grants must submit proof of registration before a registration disbursement is made. If the grant is for supplies or professional development registration fees, the recipient must submit receipts before funds are released for reimbursement.

If the recipient does not register or does not submit the appropriate receipts, the funds will remain in the SUAA Foundation to be awarded to another eligible applicant.

The SUAA Foundation Scholarship Committee will email notice of an awarded grant to the President of the appropriate SUAA Chapter.

# SUAA Foundation Professional Development Grant Application

To be completed by applicant.

To be considered for a SUAA Foundation Professional Development Grant, please complete and submit the SUAA Foundation Professional Development Grant application, an essay and one letter of recommendation. The letter of recommendation must be from a person who can discuss how the professional development activity will enhance or improve the applicant's ability to perform or grow in their current position.

Submit the application to:

SUAA  
Attn: Foundation Scholarship Committee  
217 East Monroe Street, Ste. 100  
Springfield, IL 62701

*Incomplete applications will not be considered.* The evaluations of the applications for the 2023-24 award year will begin June 1, 2023.

## General Information *(Please print)*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name of where you are employed \_\_\_\_\_

Title of Professional Development \_\_\_\_\_

Date of Professional Development \_\_\_\_\_

## Grant being requested (check one)

Professional Development Activity

Supplies (must be required by Professional Development Activity)

### **Additional Documents**

Submit the following documents with the completed application form:

- A typed essay (500 words or less). The essay should clearly state the applicant's career/educational goals and any financial barriers to paying for program costs or supplies.
- One (1) letter of recommendation. The letter of recommendation must be from a person who can discuss how the professional development activity will enhance or improve the applicant's ability to perform or grow in their current position. Please indicate name and title of person submitting a recommendation.
- For professional development, the applicant must submit a copy of the registration form and a copy of the conference program

### **Award Form Certification**

I certify that all information provided on this application is accurate to the best of my knowledge. I authorize the SUAA Foundation Scholarship Committee to verify the information that is contained in this form.

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Signature

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Date