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 (travel expenses are excluded). 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.

The award year is Fall 2021 through Summer 2022.

Criteria for Grant

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.

Application Procedure

The evaluation of applications shall begin on June 15, 2021. 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 . 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 15, 2021. The award year is Fall 2021 and ends Summer 2022. Applicants may apply throughout the year; however, preference will be given to those who apply by June 15. 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 are excluded).

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 this application and submit the completed application, an essay, and **2** letters of recommendations to: SUAA, Attn: Foundation Scholarship Committee, 217 East Monroe Street, Suite 100, Springfield, IL 62701. *Incomplete applications will not be considered.* The evaluations of the applications will begin June 15, 2021.

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) that discusses your career/education goals and any financial barriers to paying program costs, including supplies and indicate how the experience will enhance your area of expertise.
- Two (2) letters of recommendation. Please indicate name and title of each person submitting a recommendation. Recommendations should be requested from people who can best support your application for this grant.
- 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.

_____ _____

Signature Date