

Core Council Professional Development Grant

OVERVIEW AND CRITERIA

Purpose

The Core Council Professional Development Grant was established in order to support the continued development of student leadership and leadership skills of students at Marymount Manhattan College through the funding or partial funding of conferences and/or workshops. Such opportunities can include, but are not limited to:

- Attending a conference sponsored by a professional association related to the fields of higher education, a student's academic pursuits and/or interests, etc.
- Attending a webinar or workshop sponsored by a regional or national professional association related to the fields of higher education, a student's academic pursuits and/or interests, etc.
- Participating in either of the above through an accepted presentation

This grant does not support activities required by one's academic program or other requirements as laid out by Marymount Manhattan College.

Funding guidelines and criteria – *please read carefully*

- In a given academic year, a student may apply for and be awarded up to \$150 to support one professional development experience in the form of a conference or workshop as specified above. General attendees may receive up to \$100; those presenting may receive up to \$150. Applicants are not guaranteed to receive funding in any amount.
- Funding priority will be given to students who have been accepted to present at the conference/workshop. Preference will be given to students who are actively engaged with the Division of Student Affairs and/or Student Development and Activities through involvement and leadership in registered student organizations (RSOs) or other student organizations.
- Grants can operate on a reimbursement or cash advance basis. Preference must be specified at the time of submission. Required paperwork for either option must be submitted to Ben Giuliana, the Core Council advisor, within 10 business days of the conference/workshop concluding. In addition to proof of attendance (see below) the following paperwork is required for each funding option:
 - Reimbursement: all original receipts for any expenditure applicable for reimbursement. Receipts must be taped to a piece of blank printer paper to be accepted.
 - Cash advance: all original receipts for any expenditure applicable for the grant and any change remaining from the cash advance. Receipts must be taped to a piece of blank printer paper to be accepted. The amount of change returned must be equal to the amount of money originally awarded, minus the applicable expenditures as noted by the receipts.

- Registration for the conference/workshop may be paid for by a member of the Student Development and Activities team prior to the program, upon acceptance of the grant. The total cost of registration (including any additional fees) will then be deducted from the total amount of grant money awarded.
- Grant money can be used for conference/workshop registration, meals up to \$20 a day during the program (excluding purchase of alcohol), and hotel costs during the program dates only. Grant money cannot be applied to rental cars, mileage, airfare, or any other travel expenses.
- Professional development grants may not be requested for community service trips, required academic experiences, or other MMC-based requirements.
- Within 10 days of the end of the conference/workshop, students must submit all appropriate documentation to Ben Giuliana, the Core Council advisor, including:
 - Proof of attendance at the professional development opportunity for which the grant was awarded
 - Invoices/Receipts and proof of payment for registration, meal costs, and/or hotel stay up to the amount approved through the grant. Per the MMC Business Office, only original receipts will be accepted.
- Once all appropriate documentation is received by Ben Giuliana, the process for reimbursement will be initiated (if applicable). Please note that reimbursements greater than \$75.00 are processed through the Business Office and that Student Development and Activities is not responsible for possible delays in payment. Reimbursements greater than \$75.00 are received via check, typically within a month of being submitted.

Application/Selection process

- Applications will be reviewed during the academic year by the current Core Council in the order received. The Core Council may convene a special meeting to review grant applications, but is not required to do so.
- Applications must be submitted at least six weeks prior to the date of the conference/workshop in order to allow adequate time for review. Applications will not be accepted after the opportunity has taken place.
- Applicants must complete all required fields of the application with complete and accurate information.
- Applicants must be enrolled in a degree-seeking program and recognized as a current student during the time of application as well as at the time of the professional development opportunity. Applicants must also be in good standing with the College, the Division of Student Affairs, and Student Development and Activities. Additionally, applicants must also demonstrate strong academic performance and have a minimum 2.70 GPA.
- Applicants will be notified via their MMC email address after a decision has been reached. Further instructions will be provided to accepted applicants.

- Accepted applicants will be required to acknowledge receipt of the professional development grant and agree to the following requirements:
 - Maintain appropriate behavior during the conference/workshop as outlined in the MMC Student Code of Conduct.
 - Maintain good standing with all relevant parties before and during the conference/workshop. Loss of good standing with any or all parties prior to or during the experience will result in the loss of the grant.
- Accepted applicants must work in collaboration with the Division of Student Affairs and Student Development and Activities to ensure adherence to all school policies, including proper submission of paperwork for reimbursement.

Please note:

- Any unused funds will be returned to the Core Council.
- Applicants can only receive up to one professional development grant per academic year.
- Grant awards are not transferrable to other individuals.

Questions can be directed to Ben Giuliana, the Core Council advisor, at bgiuliana@mmm.edu.

The grant application can be found here: <https://www.mmm.edu/live/forms/221-1>.

