PROFESSIONAL DEVELOPMENT GRANT APPLICATION

The Employee Forum – Professional Development Grant is designed to give permanent University of North Carolina at Chapel Hill employees additional funding to help cover professional development opportunities.

The grant covers work-related employee education and training and can be used for conferences, certificates, non-credit classes, or similar instructional opportunities; anything related to, or contributing to the professional skills of the individual employee, and not already covered by other resources at the University. Courses for which you receive academic credit are not eligible for this grant. Specifically, the grant is designed for expenses not covered by an employee’s department or unit that occur prior to the educational opportunity. The official UNC Human Resources brochure on available assistance programs can be found on page 6 of the application.

Full or part-time permanent SPA or EPA non-faculty employees are eligible for this grant with supervisor’s approval. We encourage applicants to seek departmental funding sources, if available, prior to submitting this application.

Applications will be accepted on a rolling basis and decisions will be made no later than 60 days after receipt of the completed application. Funds are allocated on a fiscal year schedule and applications are subject to available funds.

Submission Guidelines:

- Electronic application submission: employeeforum@unc.edu
- Hard copy application submission: Contact Matt Banks at 919.962.3779 or visit the Employee Forum office
- Application submission by fax: 919.843.1843

For questions concerning the application process, contact the Employee Forum at employeeforum@unc.edu or by phone at 919.962.3779.
Application Criteria:

- Applications will be accepted on a first-come, first-served basis
- As part of the application, the supervisor must certify that the employee is in good standing (no active disciplinary actions; an overall performance rating of Good or above; and/or no serious performance deficiencies); applications without this certification cannot be forwarded for consideration. If an employee has questions concerning a supervisor’s decision to not approve the application, contact Employee/Management Relations at 919.843.3444
- The benefit must relate to the employee’s position and meet a professional development purpose
- The request must have supervisory approval
- The employee/supervisor must have sought departmental funding, however departmental funding does not have to be available for this application. A business officer must certify your request
- Individual grants cannot be greater than $500
- A single employee cannot receive more than $2,000 in grants in a calendar year
- Receipts must be turned in to the Employee Forum office within one week after event has passed. If submitting close to the end of the fiscal year, receipts must be turned in no later than May 31
Personal Information:

Full Name___________________________________________________

Last   First       Middle

Preferred First Name___________

Personal Identification Number (PID) ________________

Position Title ______________________________

Work Telephone ____________________________

Dept. Name ____________________________ Dept. # __________

Years in Position ___________ Years at the University ___________

Local Telephone ____________________________

E-mail Address ____________________________

Supervisor’s Name ____________________________

Event Details:

Name of Program/Event

___________________________________________________

Travel Destination

___________________________________________________

Beginning Date ________________

Ending Date ________________
How would this professional opportunity aid you in the workplace?

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What professional growth opportunities have you participated in since joining the University?

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Please include other relevant information. (Optional)

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Budget Request:

Total Proposed Budget $__________

Amount You Will Provide Toward Your Costs (If Applicable) $__________

Amount Your Department Will Provide Toward Your Costs (If Applicable) $__________

Total Requested From the Employee Forum Professional Development Grant (Must be certified from budget representative) $__________

____________________________________  ____________________
Business Representative Signature Date

____________________________________  ____________________
Employee Signature Date

☐ Yes  ☐ No  For supervisors - The employee is currently in good standing with the University by receiving a Good or above on their latest performance management review and has no active disciplinary actions, as laid out in the “Application Criteria” section of the application.

☐ Yes  ☐ No  The opportunity described above is related to the employee’s work with the University.

____________________________________  ____________________
Supervisor Signature Date