

AISP GRANT APPLICATION PACKAGE



Guidelines for AISP Grant use

Please refer to the SEIU/AISP Collective Bargaining agreement for exact use of these funds

Total amount of Funds:

- Refer to the Collective Bargaining Agreement between the District and SEIU Local 925 discussing the AISP grant allocation.
- The funds will be disbursed on a first-come, first served basis.
- Maximum funds available will be \$1200 per person for each school year as long as the maximum dollar amount of the funds have not been spent.
- Employees working in ELP should refer to the November 2019 MOA for language that pertains to their job title.
- 10% of the funds will be set aside for applications that are for classes/training taken during the summer (June to August).

Grant Money may be used for the following things:

Funds can be used for staff development activities that will enhance or broaden employees' job capabilities and provide opportunities for employees to develop their professional skills and abilities. These are items that will be covered.

- Tuition
- Required Books for classes
- Conferences and meals as part of the conference
- Workshops
- Online Classes
- Professional memberships if the membership is required to attend a conference
- WAEOP, NAEOP, WASBO, NAEYC , etc. conferences and to pay for conference meals.

Substitute Costs while attending an approved conference

- Funds may be used to cover the cost of a substitute for an employee with an approved grant application if that employee works directly in or in support of the classroom. work in the Early Learning Program or work in a school and/or department with only one person in the office.
- The substitute cost will not be included in the staff member's 1200 annual limit.

Grant Money may not be used for:

- Training that is a requirement of the Employees position and therefore paid by District
- Any kind of travel
- Hotel
- Airfare
- Mileage
- Tours
- Social Activities and non-conference included meals
- Training that is associated with the employee's position and therefore paid by the District.

Preparation of applications

- All grant applications must be submitted prior to the event or activity.
- A copy of a brochure, registration form and the cost of the event must accompany the application.
- If grant applications are missing items or are not completely filled out, they will be returned to the employee.
- Prior approval must be obtained before registering or paying for the event

Processing of Grants

- Processing of grants will take about 10 business days.
- Grants will not be processed during school breaks and employees should have them in 10 days prior to any school break for timely processing.
- No approval will be granted after the fact.
- The maximum funds available will be 1200.00 per person for each school year as long as there are still available in the Grant Allocation money.
- Applications for summer activities will be accepted after April 15th
- A District prior approval must be completed if the class or conference is during the work day.
- A copy of a brochure, registration form and the cost of the event must accompany the application.
- Grant applications, prior approval forms and claims for reimbursement must be submitted to Human Resources for approval and further processing.
- All grant applications will be reviewed to make sure they comply with grant guidelines.
- All claims for reimbursement for the year must be turned in no later than June 30th of the school year for which they applied for grant to receive reimbursement.
- Claims for reimbursement may be turned in as soon as employee pays for the class.

Processing of Grants (cont.)

- When grant application is approved by the Union and HR a copy of the approval will be scanned and emailed to employee and they can then sign up for the class/workshop or conference.

How Employees receive Grant Money

- Once the grant is pre-approved, employee may register and pay for class, conference or workshop.
- Employee will then submit a claim for reimbursement after payment is made to Human Resources. The following items need to be attached to the claim:
 - A receipt that shows the payment
 - A copy of the approved grant with brochure and cost of class

BAEOP Meetings, Memberships and PSP Workshops

- AISP members that attend will have their membership and meeting cost paid for by grant
- BAEOP will do a lump sum billing to the Bellevue School District
- The money to cover the costs will be deducted from the grant and not individual people.

ELP Required Classes

- ELP employees should refer to the Memorandum of Agreement entitled Required Professional Development of Early and Extended learning employees as a result of changes in Professional Qualifications dated November 2019. This MOA provided further guidance for ELP and this grant.