

# **MMA PROFESSIONAL DEVELOPMENT FUND**

## **Applicant Instructions and Guidelines**

### **Eligibility**

- Only current MMA paying members are eligible to apply.

### **Funding Amounts**

- Funds per member, per year, may be in any amount not to exceed \$1500.00.

### **What Can be Covered**

- Funds must be used towards professional development activities of the supervisor applying. Activities and certifications must be directly related to the supervisor's current position. Members must provide evidence demonstrating how the activity or certification directly enhances their professional development within their current position. The funds are not intended to assist supervisors looking to advance in positions outside of MMA.
- Lodging, meals, mileage, shuttles/taxi, airfare, baggage fees and registration fees.
- Certifications that are directly related or relevant to the applicant's current position.

### **What Can Not be Covered**

- Tuition reimbursement and college courses are not eligible for reimbursement. Members may apply for the MMA Scholarship for this purpose.
- Requests for activities or certifications unrelated to the supervisor's current position.

### **Application Guidelines**

- The MMA appointed Professional Development Committee will oversee the review process of applications.
- Eligible members must submit an application by the appropriate posted due date. The date can be found on the MMA website and on the application.
- Applicant will be responsible for providing all required information. Incomplete applications will be ineligible for funding for the requested period.

- Applications will be reviewed within 15 days from each closing date. Applicants will be notified by email if they have received funding. Plan your submission accordingly.
- If applicant wishes to request overnight stay for a conference/workshop, MMA will fund the least expensive hotel option offered.
- MMA will not approve expenses related to extending one's stay before or after the professional development activity.
- If a meal is part of the conference registration, MMA will not authorize payment for additional meals during those time frames.
- Applicants must provide a written rationale stating how the activity will help them grow professionally.
- Committee members who wish to apply for funds will not be allowed to review applications for that round.
- Members may receive funds to support only one professional development activity per year, even if the requested amount does not equal \$1500.
- It is required that applicants must first ask their agency/department to provide funding for the activity/certificate. Members will be asked to provide an explanation as to why they were not able to secure funds from their agency/department.
- Priority will be given to members who have not applied for funds in the past five years.
- Priority will be given to members who received funding from their agency/department.
- It is the responsibility of the member to request paid educational leave from MMB if applicable.
- **Costs associated with the activity will follow per diems as stated in the MMA contract.**

- **Members will be required to pay for all expenses up front and the member will be reimbursed once the activity/certificate is successfully completed and all forms are turned in.**
- **The member must provide receipts for all activities including meals, taxis, and any other approved expense for which they are seeking reimbursement.**
- No advances will be allowed.
- All meals and expenses are limited to the maximum contractual business expense cap. For example, you are limited to a maximum dinner reimbursement of \$16.00 unless in one of the limited Metropolitan areas listed in our contract.
- Only costs requested in the initial application will be considered for reimbursement. For example; if you do not request reimbursement for lodging and then request it when you submit your receipts, those costs will not be eligible expenses for this benefit.
- If certification covers two different funding periods, apply for the period when the certification will be completed.