

Professional Development Fund Grant Information

I. HISTORY

For over 10 years, the Maryland Police and Correctional Training Commissions (MPCTC) staff has administered the Professional Development Fund (PDF). The Fund was added as a line item to the Department of Public Safety and Correctional Services' budget to allow for grants to be awarded to public safety entities. The Fund has been administered, since its inception, by staff of the MPCTC.

The intent of the Fund is to provide money for programs that are not able to be funded by agencies or departments. The total amount to be awarded to both police and corrections agencies is \$50,000. When completing your application, please consider how the funds will be utilized to reach as many trainees/participants as possible. Examples of past awards include conferences, specialized training, and equipment. All funds expended are expected to further the professional development of the recipients.

II. PURPOSE

The Maryland Police and Correctional Training Commissions' (MPCTC) Professional Development Funds are used to support the development and implementation of outstanding training initiatives, research, and program development in the field of public safety.

The fund enables public safety professionals to provide and/or participate in evidence based programs or newly emerging training at little or no cost to the applicant. The benefits of funding training initiatives include the development of and implementation of programs, developing a cadre of trainers, and purchasing equipment.

The fund allows Maryland public safety agencies to remain current on training, in the use of technology, and to benefit from other innovative techniques in public safety. The disbursement of this fund will assist in the professional development of police and corrections personnel with a focus on the enhancement of public safety services to the citizens of Maryland.

The following may be funded through the PDF Grant:

- Development of a training program, by a public or private vendor, that addresses a specific topic or need for Maryland public safety agencies.
- Contractual services with training providers who will bring specialized training to Maryland public safety professionals.
- Attendance at professional conferences by Maryland public safety professionals.
- Attendance (travel, per Diem, registration costs, hotel, etc.) at professional development training programs or conferences to include training for trainers in an area of specialization.
- Purchase a commodity (i.e. specialized equipment that supplements existing equipment) or a service that would contribute to professional development.
- Other services, training, and/or equipment purchases as approved by the PDF Board.

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- Funding will be granted to those applicants demonstrating strict adherence to the established criteria.

Funding may not be used to pay for:

- Tokens/gifts for attendees.
- Catering.
- Other miscellaneous items that do not pertain to professional development.

III. APPLICATION

To apply for a Professional Development grant, the applicant must be a client agency of the Maryland Police and Correctional Training Commissions or a professional organization such as Maryland D.A.R.E. Officers Association (MDOA) or Maryland Criminal Justice Association (MCJA) that provide direct assistance to and are committed to supporting Maryland Public Safety agencies as part of their mission. Applications are available on the mdle.net website.

A. Applicants must complete a COVER SHEET to include the following information:

- Agency
- Agency Head
- Phone
- email
- Name of Person Completing Application
- Phone
- email
- Mailing address
- City
- MD
- Zip code
- Title of Project
- Date submitted
- Federal Identification Number (FEIN)
- Mailing address associated with FEIN
- Total amount requested

B. Applicants must also complete a W-9 form.

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To apply for a Professional Development grant, each section of the application must be completed.

C. The application includes the following:

1. Description of the program or initiative for which the funds will be utilized. The application will answer each of the areas listed below:
 - Describe the critical need the program addresses.
 - Explain how the program enhances Maryland public safety.
 - List the objectives for the program or initiative.
 - List any partner agencies/organizations that will benefit from the program/initiative.
2. Describe the goal of the program and how this goal will be accomplished as the result of an award of the funds.
3. Describe the target audience for the program/equipment.
 - Positions, ranks of participants.
 - Number of attendees.
4. Explain the long-term benefits of the program/initiative.
 - Describe the impact of attendees' participation on public safety in Maryland and surrounding states (if applicable).
 - If the program is training for trainers, describe the plans to implement the training in Maryland and surrounding states (if applicable).
 - If the program is training for trainers, provide a timeline and estimates for when the training will be implemented and approximately how many students it will serve.
5. Include a detailed budget for the project to include:
 - Personnel
 - Travel
 - Break-out Rooms/Other Space
 - Equipment/Supplies
 - Contractual services (honorariums, stipends, etc.). Please note an agreement or MOU should be provided with the application.
 - Other – use this space to describe any additional funds to be requested and a justification for these funds.
6. Include a signed W-9 form for the applying agency/organization.

An email acknowledging receipt of the grant will be sent to the Agency Head and the person completing the application within two (2) business days of receipt of the application.

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IV. Grant Application Timeframes

1. Applications will be accepted immediately. Applications may be submitted even if the event has not been specifically identified or may not be conducted until after January 2020. Estimates may be provided if costs for upcoming conferences or other professional development events are not known at the time of the application. For example, “This application is to send two officers to gang awareness training to be identified in FY20. The budget is estimated to include registration and travel for the two officers.”
2. Applications will be reviewed by members of the PDF Board and decisions will be made by July 31, 2019 and on a continual basis as funds are available.
3. Applicants will be notified by mail once an award decision has been made. Applicants may inquire after July 31, 2019 for the status of their application.
4. Additional applications will be accepted on a continuous basis provided the funding has not been exhausted.
5. The funds must be expended by May 31, 2020. Due to fiscal requirements, the funds may not be applied to training or conferences occurring after May 31, 2020.

V. Reimbursement

Funds will be reimbursed when the following documents are received:

- Reimbursement Request for Funds, AND
- Paid copies of invoice(s)/bill(s) of sale to include the merchant name, address, and contact phone number; and, one of the following receipts of payment such as:
 - i. Copies of cancelled check(s) (the front and back of the check after it has been paid by your financial institution); or
 - ii. Copies of credit card receipts from the merchant; or
 - iii. A bank or credit card statement showing the charge to a specific merchant that was charged to a bank card.
- An invoice or expense form detailing what the funds were used for, e.g. registration fee for name of training, air travel, hotel costs, or speaker fees.
- A copy of the training announcement or agenda.