

SUAA Foundation Professional Development Grant

Guidelines and Application

The SUAA Foundation annually offers up to two professional development grants of up to \$1000 per grant. If funds remain after the initial grants are awarded, additional grants may be considered. Applicants must be current SUAA members employed at Illinois higher education institutions. Applications are accepted and reviewed throughout the year until all funds have been disbursed.

Eligibility Criteria

- Applicants must be SUAA members in good standing, employed at an Illinois institution of higher education.
- The proposed professional development activity must be related to improving or enhancing the SUAA member's ability to perform in their current position of their institution.
- Grants may be used for conference registration fees, travel expenses to conferences, tuition fees, or books related to educational expenses.

Application Procedure

- Applications are reviewed beginning June 1, 2026, for the award period running from Fall 2026 through Summer 2027.
- All application materials and supporting documents must be submitted together, either by mail or email.
- Send completed packets to:

Alice Medenwald
5153 W Berenice
Chicago, IL 60641

or

Scanned to:
a-medenwald@neiu.edu

- All required documentation must be in one packet.
- Only complete applications will be considered by the SUAA Foundation Scholarship Committee.

Selection and Award Process

- Preference is given to applicants who submit by June 1, 2026.
- Selection is based on the applicant's essay, a letter of recommendation, and demonstration of need.
- Grants are valid for one year and may be renewed with a new application; priority is given to first-time applicants.
- Final decisions are made by the SUAA Foundation Scholarship Committee.

Award Notification and Disbursement

- All applicants will receive notification by email regarding the status of their application.
- Recipients must submit proof of conference registration and receipt of payment, or receipts for conference travel expenses, or proof of enrollment before reimbursement is made.
- If documentation is incomplete or not provided, funds remain with the Foundation for other eligible applicants.
- The SUAA Chapter President will be notified of awarded grants.

Application Components

- Completed SUAA Foundation Professional Development Grant application.
- Typed essay (500 words or less) outlining career/educational goals and financial barriers.
- One letter of recommendation. See information in the Additional Documents section.
- If applicable, copy of registration form and conference program for professional development activities.

General Information (Please print)

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Name of where you are employed _____

Title of and date of Professional Development _____

Name of Educational Institution you will attend _____

Grant being requested (check one)

Professional Development Registration Fee

Travel expenses for conference attendance

Tuition, fees, or books for educational expenses

Other, please describe _____

Additional Documents

Submit the following documents with the completed application form:

- A typed essay (500 words or less). The essay should clearly state the applicant's career/educational goals and any financial barriers to paying for program costs or supplies.
- One (1) letter of recommendation. The letter of recommendation must be from a person who can discuss how the professional development activity will enhance or improve the applicant's ability to perform or grow in their current position. Please indicate name and title of person submitting a recommendation.
- For professional development, the applicant must submit a copy of the registration form and a copy of the conference program.

Award Form Certification

I certify that all information provided on this application is accurate to the best of my knowledge. I authorize the SUAA Foundation Scholarship Committee to verify the information that is contained in this form.

Signature

Date

Please send to:

Alice Medenwald
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