

ProGrow

▼ YCSA

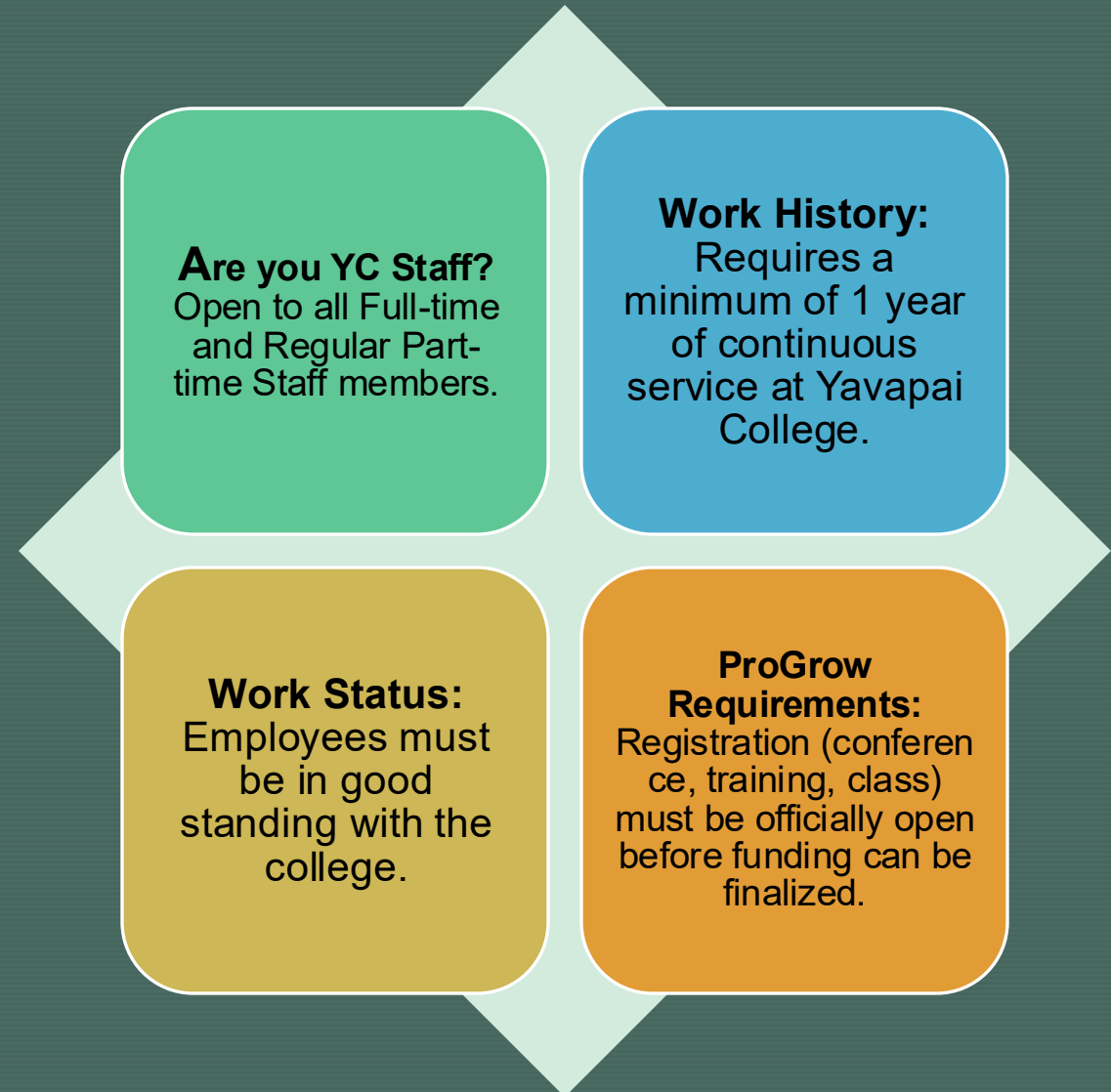
# Staff Professional Growth Fund

FY2026-27

# YCSA ProGrow Available Funding

- \$50,000 Total Fund Pool available for the 2026-2027 fiscal year.
- \$1,000 Maximum per individual request per year.
- 1 request per employee per fiscal year.
- Funding serves as a strategic institutional investment in staff development.

# Eligibility Criteria





# Information Needed

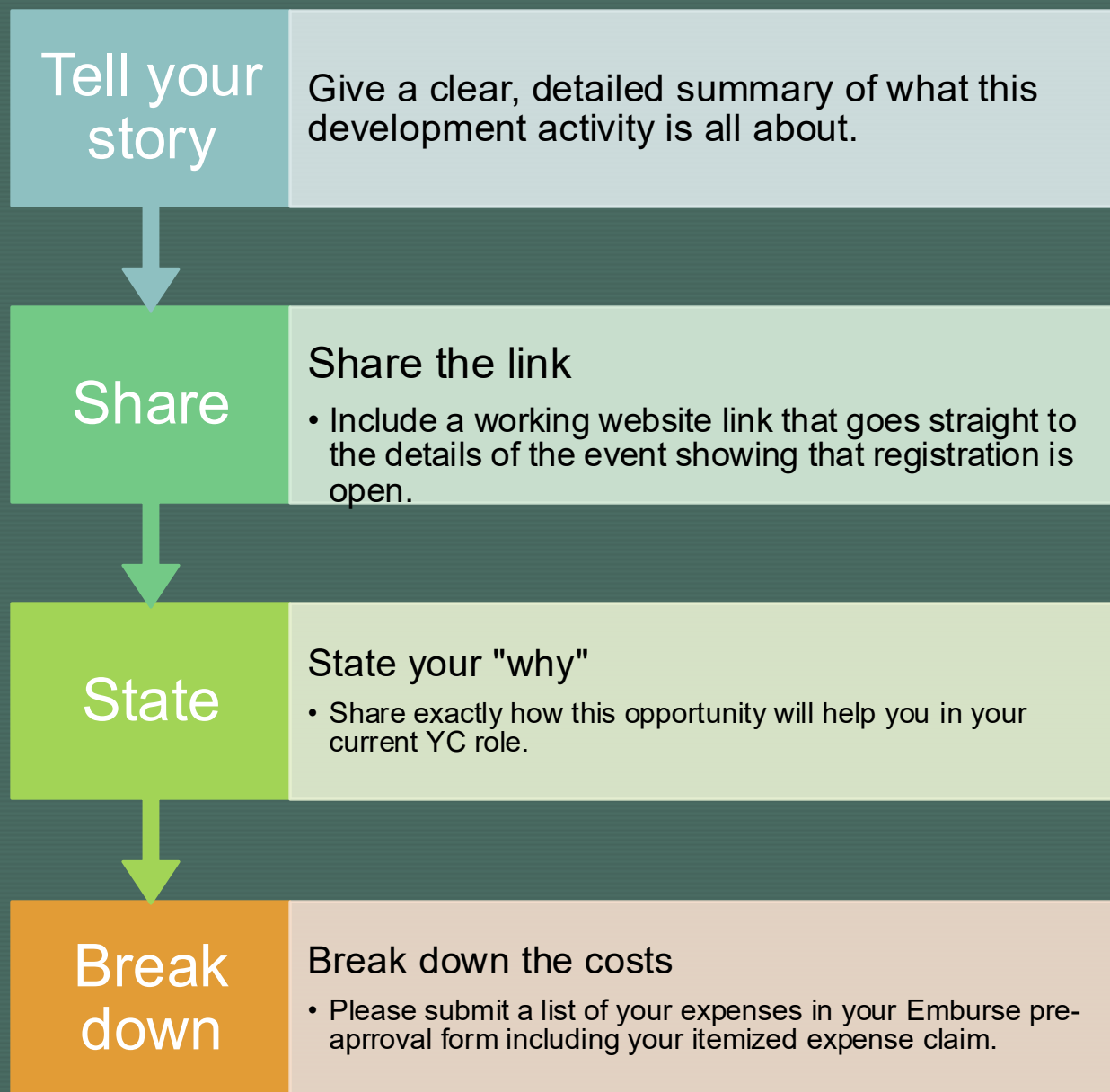
## **Employee Info:**

- Full Name, Y-number, YC Extension, and regular work schedule.

## **You will need:**

- Direct Supervisor's email and Department Purchasing Liaison details.
- Dates of all prior requests and alternative YC funding sources pursued.

# What to put on your application



# The Award Process

- **Watch your inbox:**
  - Official approval letters are sent out the moment the committee gives the green light.
- **Keep your letter handy:**
  - You will need to attach your Award Letter to all travel requests and reimbursement receipts.
- **Get teamwork on logistics:**
  - Work directly with your designated Department Purchasing Liaison to coordinate the details.
- **Book right away:**
  - Lock in your conference registration and travel plans as soon as you get your exact funding amount.

# Reimbursement Methods



**Paying out of Pocket? (Personal Reimbursement):** Requires detailed receipt showing proof of payment; Liaison generates a check request.



**Using a Dept credit card?:** You will need your signed Committee Approval Letter to submit alongside your final Travel Claim form.



**Getting tuition covered? (Tuition Reimbursement):** Once the course wraps up, send over your final grade report and a receipt showing a zero balance to get it processed.

## Completing the Cycle

**Share your wrap-up:** Please turn in your completed Summary Report within 15 days of the event ending.

**Where to find it:** The submission links are available on the main YCSA Professional Growth webpage.

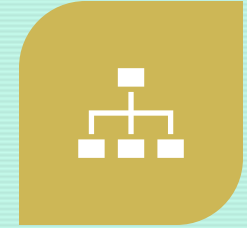
# Resources & Policy



VISIT  
**WWW.YC.EDU**  
**/YCSA** FOR  
TOOLKITS  
AND THE  
"READ  
BEFORE YOU  
APPLY"  
CHEAT  
SHEET.



ALL FUNDING IS  
GOVERNED BY  
**POLICY 2.05.**



PROGRAM  
ADMINISTRATION  
IS HANDLED VIA  
**PROCEDURE**  
**2.05.02.**



# Ready to Grow?

- **Ready to apply?** Head online to read the full guidelines and submit your application.
- **Have questions?** Reach out directly to the YCSA Committee Chair, Shelly Gilliam, if you need clarification on any part of the application process.
- **Quick link:** You can find everything you need right here:  
[www.yc.edu/ycsa](http://www.yc.edu/ycsa)

## YCSA Professional Growth Fund = \$50K

- \$50K total fund
- Eligible YC staff can receive up to \$1K per person per fiscal year for ProGrow opportunities.
  - YC Full-time or Reg Part-time
- Registration for training event must be open before funding is finalized.

[www.yc.edu/ycsa](http://www.yc.edu/ycsa)

## **Submit an application**

- Tell us about the training opportunity.
- Send us the link to your event showing registration is open.
- Tell us your Why.
- Submit a list of your expenses in your Emburse Pre-Approval form including your itemized expense claim.
  - (Your dept purchasing liaison knows what this is)