



# Professional Development Fund – Overview

## I. HISTORY

For more than 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 Director of Grants and Special Projects administers the grant.

The intent of the Fund is to provide money for programs that are not able to be funded by agencies or departments. Examples of past awards include conference registration fees, 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, development of trainers, and the ability to purchase 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 with the professional development of police and corrections personnel focusing on the enhancement of public safety services to the citizens of Maryland.

The following may be funded through the PDF Grant:

- Development of training, 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, registration costs, hotel, etc.) at professional development training programs or conferences to include training for trainers in an area of specialization.
- Purchasing a commodity (i.e. specialized equipment that supplements existing equipment) or a service that would not otherwise be available to the agency.
- Other services, training, and/or equipment purchases as approved by the Professional Development Grant Review Committee of the MPCTC.

The following will **NOT** be funded through the PDF Grant:

- Food/meals (*including per diem – food during travel*)
- Trinkets/giveaways

### 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). These organizations should provide direct assistance to and be committed to supporting Maryland Public Safety agencies as part of their mission. Applications are available on the [mpctc.dpscs.maryland.gov](http://mpctc.dpscs.maryland.gov) website.

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

- Agency Name
- Agency Head Name, Phone & Email
- Name of Person Completing Application, including Phone & Email
- Mailing Address (include City and Zip Code)
- Any additional authorized personnel who may discuss/modify the grant
- Title of Project
- Date submitted
- Federal Identification Number (FEIN)
- Mailing address associated with FEIN
- Total amount requested
- A current copy of the Agency's W-9 form MUST be submitted with the application

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

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.
2. Describe the goal of the program resulting from a grant award and how this goal will be accomplished as the result of an award of the funds. For example, using grant funds to purchase new training equipment will allow for training to be conducted using resources that are relevant to the training and comply with Departmental standards or using grant funds to pay for attendance at XYZ conference will allow the attendee(s) to bring updated resources and information to all officers of the Agency.
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 for each category that grant funds will be used for:
  - 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.

An email acknowledging receipt of the grant will be sent to the Agency Head and the person completing the application upon receipt of the application. Applications may be scanned and emailed.

#### IV. PROCEDURES

- a. Grant applications may be submitted via email to [gary.gardner@maryland.gov](mailto:gary.gardner@maryland.gov).
- b. The Agency Head/designee will be notified by email if there are any omissions on the application.
- c. Grant applications will be reviewed by Professional Development Grant Review Committee.
- d. Recommendations for full, partial or non-funding of applications will be made for applications received by the due date.
- e. Applicants will be notified of the status of their application upon approval.
- f. The funding is available July 1<sup>st</sup> of the current year and all awarded funds must be spent within the awarded fiscal year. For example, an awardee notified June 15, 2024 of their award must use the funds between July 1, 2024 and June 30, 2025.
- g. In the event funds remain throughout the year, applications will be accepted through March 31<sup>st</sup> of the awarded fiscal year provided the funds will be encumbered and submission for reimbursement will be made by June 15<sup>th</sup> of the award fiscal year. For example, an application received and awarded in January 2025 requires the funds to be spent and reimbursement requested by June 15, 2025.

#### V. PROFESSIONAL DEVELOPMENT GRANT REVIEW COMMITTEE

The Professional Development Grant Review Committee may include representatives from the Police Training and Standards Commission; the Correctional Training Commission; and appointed MPCTC staff person(s). The Committee is responsible for the review of submissions and approval of the disbursement of the grant award.

The grant cycles in accordance with the MPCTC current fiscal year that begins July 1<sup>st</sup> of the current year and ends June 30<sup>th</sup> of the following year. For example, the FY25 year runs July 1, 2024 through June 30, 2025. Provided the application meets the minimum criteria required and is submitted by an eligible agency/organization, it will be forwarded to the review committee for consideration.

- a. If an application is not approved, a notice will be sent to the Agency Head.
- b. If an application is approved, the following documents will be sent to the Agency Head:
  - i. Approval Letter
  - ii. Conditions of the Grant Award
  - iii. Grant Award
  - iv. Reimbursement Request for Funds
- c. It is the responsibility of the grant recipient to adhere to the deadlines established below:
  - i. The **Grant Award** document must be signed by the Agency Head and returned to the Grant Coordinator within 15-days of receipt of the document.

- ii. If applicable, the ***Designation of Project Director*** must be completed and returned with the Grant Award document. If this form is not completed and returned, the Agency Head will be recognized as the project director.
- iii. The ***Reimbursement Request for Funds*** is due by June 15<sup>th</sup> of the fiscal year for which the grant was awarded. This reimbursement request must include all applicable receipts and/or invoices as well as any additional documentation confirming the funds were used for the purpose intended. Any agency/organization that cannot meet this deadline, must contact the MPCTC Director of Grants and Special Projects to request an extension.
- iv. If a grant is awarded in the first quarter and completed in the second or third quarter, the grantee may request for reimbursement of funds at any time during these quarters. Upon receipt of all required reports and confirmation of payment, the grant will be closed.

**Maryland Police & Correctional Training Commissions**  
**Professional Development Fund (PDF)**  
**Grant Application FY25**

**COVER SHEET:**

Agency:

Agency Head:

Phone:

Email:

Mailing Address:

City:

MD

Zip Code:

Name of Person Completing Application:

Phone:

Email:

Mailing Address:

City:

MD

Zip Code:

Additional authorized person who may discuss/receive information/make changes to this grant:

Title of Project:

Date Submitted:

Federal Identification Number (FEIN – W9):

Mailing Address for FEIN (as it appears on the W-9 form):

Total Amount Requested: \$

**If a state agency or other payee eligible for R\*Stars, R\*Star number:**



**Professional Development Grant Application**  
**(FY 25)**

**2. Describe the goal of the program and how this goal will be accomplished as the result of an award of funds.**

**3. Describe the target audience for the program.**

a. Positions, ranks of participants.

b. Number of attendees.

**4. Explain the long-term benefits of the program/initiative to be funded.**

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

## Professional Development Grant Application

(FY 25)

- a. Describe the impact of attendees' participation on public safety in Maryland and surrounding states (if applicable).
  
- b. If the program is training for trainers, describe the plans to implement the training in Maryland and surrounding states (if applicable).
  
- c. 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.

Training Name:

Date offered (approximate):

Estimated Number of Students Trained:

Open to other agencies:

Yes or

No

### 5. Include a detailed budget for the project to include:

Personnel (Names of staff/rank of personnel utilizing training funds)

Travel (airfare, hotel, mileage, car rental, or other transportation paid with grant funds)

Break-out Room(s)/Other Space that will be paid by grant funds

Training Related Equipment/Supplies (do not include gifts or tokens) paid for by the grant

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



**Professional Development Grant Application**  
**(FY 25)**

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:

**Note: Catering will NOT be funded under this grant (per diem can be included for those in travel status)**

**TOTAL AMOUNT REQUESTED: \$**

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