Applicants must complete the application below and submit with a completed travel authorization form and supporting materials to the Minority Recruitment and Mentoring Program chairperson, Aaron Washington.

Name _________________________________________________________________________________

Title __________________________________________________________________________________

Department __________________________________________________ Telephone _________________

**Type of funding requested:**

- Conference Attendance/ Professional Development  
  - Registration Due Date _______
  - Date of Conference ____________  
  - Registration Fee $_______

- Relocation Expenses  
  - Estimated Date of Payment_________  
  - Cost $_______

**Travel Expenses:**

- Air/Rail $______  
- Taxi $______  
- Rental Car $______  
- Mileage $______  
- Parking $______

- Other ___________________________________________ $______

**Lodging**

- Hotel $______  
- Meals $______  
- Total Funds requested__________

**Budget**

According to the contract article 3.2, funds are budgeted annually for members of the bargaining unit for the purpose of minority recruitment and mentoring. Some of these funds have been designated to be used for professional development and to defray relocation expenses for minority candidate’s expenses. No individual shall receive more than $1500 in a fiscal year from this fund. Expenses of members required to travel for University business shall not be charged to this fund. Decisions concerning allocation and expenditure of professional development funds are not grievable.

Other Funding Resources:

- Department $________

- Division $________

- Individual $________

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*Please see guidelines to verify eligibility for the type of funding for which you are applying.*
Please attach a brochure or other supporting materials if available. Describe how this training will support the University mission and the Minority Recruitment and Mentoring mission.

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Applicants signature _________________________ Date _____/_____/_____

Minority Recruitment and Mentoring Committee Chairperson _________________________ Date _____/_____/_____

“Minority” is defined as historically African Americans (blacks), Hispanics/Latinos, Asian/Pacific Islanders, American Indian/Alaskan Native.
Southern Connecticut State University
Minority Recruitment and Mentoring Committee

Guidelines for Minority Recruitment and Mentoring Program Grants

According to the contract article 3.2, funds are budgeted annually for members of the bargaining unit for the purpose of minority recruitment and mentoring. Some of these funds have been designated to be used for professional development and to defray relocation expenses for minority candidates. No individual shall receive more than $1500 in a calendar year from this fund. Expenses of members required to travel for University business shall not be charged to this fund. Decisions concerning allocation and expenditure of professional development funds cannot be grieved.

A. Diversity Enrichment Grants
   1. Can be applied for by minority members for the purpose of enriching the campus’ understanding of diversity issues.
   2. Grants can be used to attend training or conferences related to diversity issues. The overall theme of the conference must be diversity related. Non-Diversity related conferences that offer only some diversity workshops will not be considered.
   3. Grants require a written justification and the recommended maximum for Enrichment Grants is $1500 per academic year*.

B. Minority Professional Development Grants
   1. The MRMC will assist minority members to defray the cost of obtaining credentials and qualifications. This may include:
      a. Tuition reimbursement for classes taken outside the CSU system with a grade of C or above
      b. Conferences and other professional development
   2. Grants require a written justification and the recommended maximum for Minority Professional Development Grants is $1500 per academic year*.

C. Moving Expenses
   1. The MRMC will accept requests for partial reimbursement of moving expenses (up to $500) for minority candidates hired by the university.
   2. The hiring department or the individual who has been made an offer can apply for moving expense reimbursement.
   3. These will be evaluated and approved on a case-by-case basis by the MRMC.
Members who utilize the Diversity Enrichment Grants or Minority Professional Development Grants are asked to make a brief presentation and/or write a brief report to share with the rest of the committee.

* There is a $1500 maximum grant to any one member for the academic year. All grants are made on a first come first served basis. Because there are a limited amount of funds available for grants preference may be given to members who have not received grant funds in the past.