



This grant is intended to provide current Weekend College undergraduate students with an opportunity to participate in a local, state or national conference or seminar for leadership development and academic enrichment related to their educational experience at St. Catherine University.

WHAT?

This grant may be provided by the weekend college student advisory board (WEC SAB) in the amount of the event or a portion of the cost. Funds are limited to a maximum amount of \$1,000.00 per student. A maximum of \$3,000.00 per term is set aside for the grants.

The individual award amount may cover expenses such as: registration, travel, food allowances (up to \$40 a day), and other miscellaneous expenses that may be incurred to attend the event. The amount of the grant will only cover expenses directly related to the approved event. Activities outside of these boundaries are the sole responsibility of the participant. For example, if daycare is needed to attend the conference or seminar it is an acceptable expense. Cost of going to an amusement park during free time at the event or the costs related to extending the stay by more than one additional day would not be an acceptable expense.

Specific or estimated costs for the conference or seminar and travel must be submitted with your application. The food allowance will be awarded according to the location, duration, and food provided at the conference or seminar to be attended and may not exceed \$40.00 per day. If more than one person receiving a grant from the weekend college student advisory board is attending a conference or seminar, it may be suggested that they share a hotel room to reduce the cost.

WHO MAY APPLY?

Any current weekend college undergraduate student may apply for a developmental grant within the academic year that a student has attended St. Catherine University undergraduate weekend college program. Graduating Seniors are eligible for the grant, but must attend the conference/workshop by September 1st following graduation. **Students can receive the grant only once during their college career at St. Kate's.**

All applications will be considered and selected by the grant selection committee, which is comprised of representatives from the weekend college student advisory board and one staff member. All participants must be willing to write a short

article for WEConnect on how the grant enriched their education and/or St. Catherine University community involvement.

Individuals who are employees of the college and are WEC students are eligible for the grant, but are asked to check with their departments first to see if professional development monies are available.

APPLICATION AND DEADLINE

The grant application is below. Please copy and format the application as a Word document and send it as an attachment to wecboard@stkate.edu. Please be sure to completely fill out the application. The conference or seminar information must be submitted with application in one of the following forms:

-as an email attachment

-faxed to #651-690-6768 attention Brigitte

-sent as an email link

Applications are now being accepted for the current academic year.

Applications must be submitted by the **15th of the month** in order to be decided upon by the 1st WEC weekend of the following month. Example: applications must be submitted by February 15th in order to be considered at the first WEC meeting of March. You may submit an application for a grant as early as you like. But if you are applying for a grant after you have attended the conference, please submit your materials within 15 days after the conference.

The selection committee will meet and applicants that have been chosen will receive a letter instructing them on their next step in the application process within two weeks of each deadline. Grants that are not used will be redistributed to other applicants or returned to the weekend college student advisory board budget.

Reimbursement

Receipts for all reimbursable expenses must be submitted to Brigitte Marty, mailbox #4261, within 30 days after attending conference. Reimbursements will be sent to your home address within 30 days of receiving receipts.

If you experience economic hardship and need to have funds available to you before attending the conference, a special request will have to be made to the WEC Board. Please contact Brigitte Marty at #651-690-6213 for more information or email wecboard@stkate.edu

**Weekend College Student Advisory Board
Developmental Grant Application**

Name:

Campus Mailbox #:

Home Address:

Major:

2nd Major:

Class Status: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Student Identification Number:

Telephone:
(daytime)
(evening)

Purpose of Developmental Grant:

Title of Conference or Seminar: (Conference brochure must accompany application)

Other Funding Sources:

Date of Conference:

Location:

Estimated costs related to conference or seminar:

Registration:

Lodging:

Transportation (indicate mode(s) and documentation of costs):

Meals:

Other (itemize):

Total costs

Please attach an additional sheet addressing the following:

- ~Describe the conference or seminar that you wish to attend.
- ~What enrichment will you receive by attending this conference or seminar?
- ~What achievements (including GPA) and contributions have you made to the St. Catherine University community?
- ~How will this event enhance your academic achievements or contributions to the St. Catherine University community?
- ~How will this enhance your career?