

# Webster University Student Government Association - Student Grant Fund Application

The SGA Student Grant Fund (SGF) was created to assist students pursuing educational and leadership opportunities outside of the University. Recipients of a grant must be able to explain how their experience will benefit the students of Webster University.

## Guidelines

- Students must submit their request to the SGA Vice President no later than four weeks prior to the event. Exceptions will be granted by the committee on a case-by-case basis. Groups submitting requests less than four weeks before the event should expect to receive reimbursement of expenses upon their return.
- Students attending events during the summer are eligible for funds.
- One representative of the request must attend both the SGF Committee meeting and the SGA general meeting to discuss the application.
- The SGF Committee will make a recommendation, which must then be approved by the entire SGA at the next full SGA meeting. If an SGA member is requesting funds, he/she may not vote.
- SGA will not grant funds for activities of a political party.
- Following approval, all members are required to fill out a travel form and liability waiver and return them to the Director of the University Center and Student Activities.
- Receipts must be submitted to the SGA Vice President upon return from the conference.

## Criteria

- Students are permitted one grant allocation per semester.
- Funds will not be granted for activities in which school credit hours are gained.
- There is a maximum allocation of \$300 per individual. If more than six people are attending, the maximum allocation is \$1,800. Funds will be allocated with the following stipulations:
  - Up to \$150 per person will be provided for transportation.
  - A maximum of \$75 per person per night for lodging. No hotel expenses will be covered within a 40-mile radius of the Webster Groves campus.
  - Up to \$25 per day per student will be provided for food.
  - Registration fees are covered as long as the total per request does not exceed \$250/person.
  - Students will be responsible for all other expenses.

*Any misuse of funds will result in the billing of the student. He/she will not be able to register or receive a transcript until the situation has been remedied. If student(s) attended the event as part of a student organization, misuse of funds could endanger the group's status with SGA.*

## Student Report

**A written or oral report must be presented by the recipients(s) of the Grant Fund on or before the last SGA meeting during the semester in which the event takes place.**

Name of Event/Conference/Workshop:

Student(s) attending (list representative first):

Location:

Dates of event:

Below, please break down your costs under "requested". The Grant Fund Committee and SGA will use this as a worksheet.

	Requested Per Student	Amount Allowed	Requested Overall	Recommended by SGF Comm	SGA Final Decision
Registration:	_____	_____	_____	_____	_____
Travel:	_____	<u>150/student</u>	_____	_____	_____
Lodging:	_____	<u>75/day/stud</u>	_____	_____	_____
Food:	_____	<u>25/day/stud</u>	_____	_____	_____
Other:	_____	_____	_____	_____	_____
Totals:	_____	<b>300/student</b>	_____	_____	_____

On a separate sheet of paper:

- 1) Please give a brief summary as to the nature of the conference/workshop/event.
- 2) How will Webster University students benefit from your attendance at this event?
- 3) What other avenues have you pursued for help in financing your attendance at this event?
- 4) For what other reasons should the Student Grant Fund support your attendance?

Group Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Applicant/Representative: \_\_\_\_\_

Signature of SGA Vice President (following Recommendation): \_\_\_\_\_

Signature of SGA President (following SGA Approval): \_\_\_\_\_

Upon approval, the SGA Vice President will make a copy of this report. The recipients are then to meet with the Director of the University Center and Student Activities to discuss the payment