

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.

- Students must submit their request to the **SGA Vice President** no later than **4 weeks prior** to the actual event. Exceptions will be granted by the committee on a case by case basis. *Groups submitting requests less than 4 weeks prior to the event should not expect reimbursements of expenses upon return unless otherwise warranted by the committee.*
- One representative 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 body at the next full SGA meeting.
- Following the 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** prior to the event.
- Upon the return of the event, receipts must be submitted to the **SGA Vice President**.

Application Criteria and Restrictions

- Student attending events during the summer are eligible for funding.
- SGA will not grant funds for activities of a political party.
- SGA will not grant funds for activities in which school credit hours are gained.
- SGA Student Grant fund allocations are limited to Students of Webster University.
- Students are permitted one grant allocation per semester.
- There is a maximum allocation of \$250 per student. If more than six people are attending, the maximum allocation is \$1,500. Funds will be allocated with the following stipulations:
 - Up to **\$125** per person for **transportation**.
 - A maximum of **\$75** per person per night for lodging. *No hotel expenses will be covered within a 40 mile radius of Webster Groves campus.*
 - Up to **\$20** per day per student will be provided for food.
 - Registration fees are covered as long as the total per request does not exceed **\$250** per student.
 - **Students will be responsible for all other expenses not listed above.**

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:

Date:

Total Amount Requested:

On a separate sheet, please provide the following information:

- 1) Please provide a detailed cost breakdown (see excel spreadsheet). Highlight what the Grant Fund would cover.**
- 2) Please give a brief summary as to the nature of the conference/workshop/event.**
- 3) How will Webster University students benefit from your attendance at this event?**
- 4) What other avenues have you pursued for assistance in financing your attendance at this event?**
- 5) For what other reasons should the Student Grant Fund support your attendance?**
- 6) Please provide any other relevant information you deem important.**

Signature of Applicant/Representative: _____

Amount Recommended by SGA Student Grant Fund Committee:

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.