



## **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 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 \$1,500 in a calendar year from this fund.** All grants require a written justification. Funds may be utilized for the following:

### **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.

### **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 CSCU system with a grade of C or above
  - b. Conferences and other professional development

### **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.



Applicants must complete the application below and submit with a completed travel authorization form from the Accounts Payable Office and supporting materials to the Minority Recruitment and Mentoring Program chairperson, Megane Watkins, no later than two weeks prior to travel.

Name \_\_\_\_\_

Department \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Type of funding being applied for:

- Diversity Enrichment Grant
Minority Professional Development Grant
Relocation Expenses

Please see guidelines to verify eligibility for the type of funding for which you are applying.\*

Do you have continuing appointment?

- Yes
No

If yes, and you have been in your current position more than three years, you are not eligible for this fund. Please contact Ajay Chhabra for Professional Development Funding information. Ext. 26852

Type of Funding requested

- Conference Attendance/Professional Development
Relocation Expenses
Registration Due Date
Date of Conference
Cost \$

Travel Expenses:

- Air/Rail \$
Taxi/Uber/Lyft \$
Rental Car \$
Mileage \$
Parking \$
Other \$

Lodging:

- Hotel \$
Meals \$



**Other Funding Resources:**

Department \$ \_\_\_\_\_

Division \$ \_\_\_\_\_

Individual \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Please attach all supporting materials describing how the training will support the University Mission and the Minority Recruitment and Mentoring Mission.**

**Minority is defined as historically African American (black), Hispanic/Latino, Asian/Pacific Islander, Alaskan/Aleutian.**

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**Recommendation of the SCSU-SUOAF AFSCME MRMC:**

Recommended

Not Recommended

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Diversity Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_