



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

Type of Funding requested

- Conference Attendance/Professional Development

Registration Due Date _____

Date of Conference _____

- Relocation Expenses

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 MRM:

Recommended

Not Recommended

Chair's Signature: _____ Date: _____

Chief Diversity Officer's Signature: _____ Date: _____