



***Student Development Grant
Division of Student Affairs
California State University, Bakersfield
Academic Year 2021-2022***

1. Statement of Purpose

The Student Development Grant fund was created to offer a central source of funding for students. The primary purpose of this grant is to foster student development by providing supplemental support beyond the campus to activities, programs, conferences, publications, or other special events that offer opportunities for students to expand their educational development through co-curricular education at California State University, Bakersfield (CSUB).

2. Eligibility

This program is open to all University students and University student groups in good academic standing whose programs support student development opportunities. Funding priority will be given to students, student groups, and to programs that are inclusive, promote diversity, support student recruitment/retention initiatives and/or a sense of community.

3. Guidelines

Grants will be made only to programs to which all persons have equal access without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.

Grants will be awarded only to CSUB students or student groups at CSUB, or activities that are sanctioned by a CSUB department.

Grants will not exceed \$800 for individuals and \$1500 for groups; only one grant every two academic years for individuals; only one grant per academic year for groups.

Grants will not be awarded to support full funding of any event or activity except in very rare cases. Applicants must demonstrate efforts to secure funding beyond this student development grant.

A grant will not be funded for mere attendance at a conference. Applicants are strongly encouraged to present a paper or project. Priority will be given to person(s) who will be presenting or having an active role in a conference/seminar or working on a project that provides significant public service.

4. Selection Process

Applicants must submit a Student Development Grant Application Form to be considered for the Student Development Grant.

Only CSUB students may apply for and receive funds from this program.

Applications MUST be submitted electronically to the Office of the Vice President for Student Affairs at least 35 work days prior to the date of the related activity or event.

The application can be found by visiting:

<http://www.csub.edu/studentaffairs/Grant/index.html>.

Funding priority will be given to activities, programs, conferences, training workshops, public service activities and other events that are focused primarily on the educational development of students and to groups and individuals that have not received previous funding from this program.

Recommendation for grant funds will be made by a committee comprised of CSUB students, University faculty and staff, and a representative from the Office of the Vice President for Student Affairs.

Grant applications MUST be supported by a letter of recommendation from the faculty or staff advisor to the organization or the faculty/staff member coordinating the activity for which funds are requested.

The committee will meet approximately the second week of every month.

Applicants will be notified by e-mail regarding the decision for the awarding of grant funds.

5. Reimbursement

When grant funds are approved for travel expenses, the faculty/staff member responsible for the activity will prepare and submit travel forms to the Office of Vice President for Student Affairs. The grant account number and grant amount will be entered and initialed. After the travel has been completed, travel reimbursement forms should be routed to VPSA for approval.

When grant funds are approved to pay costs supported by an invoice or paid receipts, the VPSA office will process paperwork to pay the invoice or reimburse the student, student group, or faculty/staff advisor that presents receipt for payments of approved costs.

Reimbursement requests with appropriate receipts must be submitted within 30 days after the event or activity to the VPSA's Office. Documentation of participation in the funded event or activity should be submitted with the reimbursement request.