Student Development Grant Form

Want to attend a conference to learn how to improve campus? Apply for a Student Development Grant and get assistance from WSGA! With the help of WSGA you can attend conferences to further your own academic success and leadership abilities. There is a limited budget and requests may be evaluated on a first come, first serve basis. The Student Development Grant provides student(s) with the opportunity to apply for support both financially and otherwise to help students attend conferences. The Washburn Student Government Association has allocated $5,000 to provide support for such events.

**Rules for Grant Application:**   
  
1. Individual Washburn students are eligible to apply for Washburn Student Government Association Student Development Grants, up to $300 per student, to fund students attending conferences.

2. It is expected that student organizations eligible for WSGA funding seek funding through the regular Organizational Funding path prior to submitting a grant application. In these cases, the Student Development Grant is limited to individual students rather than organizations that already received funding through allocations of Washburn Student Government Association.  
  
3. Application must be submitted by 5 p.m. on the Monday preceding the Allocations Committee meeting that is at least 15 days in advance of the planned start day of the event.  
  
4. Upon submitting the application, the student(s) must attend the Allocations Committee meeting that is at least 15 days before the event. To set up your meeting date contact the WSGA Budget Director at [wsga.budget@washburn.edu](mailto:wsga.budget@washburn.edu).   
  
5. The Allocations Committee meetings occur every Wednesday evening in the Lincoln Room in the Upper Level of the Memorial Union immediately after the Full Senate adjourns.  
  
6. Before attending the Allocations Committee Meeting, the student(s) requesting the grant must have the following information prepared:

1) Prepared proposal of how this project will benefit the University or students’ experiences.

2) Prepared Budget of the event, including a categorized summary of all costs.

3) A prepared timeline for the event.

**Sincerely,**

**Washburn Student Government Association**

(Insert Application, Use beginning of Dev. Grant & Attachment for one document like Init. Grant)

DISCLAIMER: WSGA will not, under any circumstances, support projects that would constitute a misuse of student funds, violate the Washburn Student Code of Conduct, or bring discredit to Washburn University and/or promotes illicit or discriminatory behaviors.   
  
Applications will be processed as soon as they are received. To ensure considerations, applications should be turned in as soon as possible.   
  
Once the allocated funds have been used, applications will no longer be processed.   
  
Once applications have been processed, the Allocations Committee will make funding recommendations before the WSGA Senate.   
  
\*WSGA members are available to aid in and/or perform the implementation of each successful grant proposal.