



Conference Mini-Grant Guidelines 1/14/2008

Guidelines for disbursement of funds:

1. In order for funding to be approved:
 - a. A faculty or staff member must accompany each student or group of students.
 - b. The conference must be professional or academic (not a student conference)
2. Funding from the Callings Initiative is to support student attendance. Faculty and staff should use professional development funds to offset their costs.
 - a. (Faculty/staff costs will be considered for support from the Callings Initiative if the faculty/staff person typically would not attend this conference and no department professional development funds are available.)
3. Typically funding will be capped at \$300 per student.
 - a. (Exceptions may be considered under special circumstances.)
4. Funding is designated to offset the costs for:
 - a. Travel
 - b. Conference fees
 - c. Lodging
 - d. Not for meals
5. Funding will be approved prior to the conference, but will be disbursed when the student submits a reflection document following their return to campus. Students must submit receipts for anything they would like to be reimbursed for.
6. If a student is presenting research at the conference, Institutional Research funds should be requested prior to applying for funds from the Callings Initiative. Visit: <http://www.wartburg.edu/wcur/>.
7. An effort will be made to distribute funds equitably across disciplines.
8. A percentage of the funds will be reserved for distribution during each academic term.

To apply student attendees must submit all of the following electronically to michael.gleason@wartburg.edu:

1. Application - Please complete all three tabs. The tabs include:
 - a. Tab1 - Conference logistics and attendee information
 - b. Tab2 - Budget planning worksheet
 - c. Tab3 - Conference sessions that will be attended by each attendee
2. Written proposal that includes the following:
 - a. A description of the conference and its relationship to the student's major and/or professional interest for each student
 - b. A statement as to the value of the conference for the vocational discernment and preparation for each student
3. Additionally, the faculty or staff member who will accompany the student or group must submit a letter of recommendation.

Groups should submit a joint application and written proposal. Applications will be accepted on a rolling basis. (Please submit applications as early as possible to allow for distribution planning.)

Please refer to <http://www.wartburg.edu/discovering/conferencegrants.html> or contact Michael Gleason (michael.gleason@wartburg.edu or 319-352-8651) with any questions.