



**OFFICE OF CAREER STRATEGY & EMPLOYMENT – CAREER DEVELOPMENT MICRO-GRANT
APPLICATION STANDARDS & REQUIREMENTS**

Created: March 2015

In order to further support the professional and career development of Cleveland-Marshall students, the Office of Career Strategy & Employment has created a micro-grant program to provide financial assistance, in the form of reimbursements, to students who are attending job fairs or career-related conferences. All requests for financial support from the Office of Career Strategy & Employment shall be made in accordance with the provisions of this memorandum:

1. Requests must be submitted in writing to the Director of the Office of Career Strategy & Employment at least **one month prior** to the anticipated trip or program.
2. The Director will respond with a funding decision within one week of the request for funding.
3. The written request for funding must include all of the following:
 - a. A copy of the conference or job fair registration form, showing registration cost;
 - b. A copy of the schedule or agenda for the conference or job fair;
 - c. A statement describing how attendance at the conference or job fair will benefit the student's career development and job search; and
 - d. A statement of the level of financial support being provided by the student.
4. A Conference or Job Fair is eligible for financial assistance only if it includes opportunities for interviewing, formal opportunities for networking (such as networking receptions, breakfasts, or lunches), or programs/workshops that directly benefit a student's career development or job search.
5. A maximum of two reimbursements will be issued to an individual student during an academic year.
6. Students receiving financial assistance in the form of a micro-grant from the Office of Career Strategy & Employment must submit a typed one-page summary of the event and a final program agenda or schedule to the Director of the Office within two weeks of the program date. Reimbursements will only be processed once these requirements are met.
7. Students receiving reimbursements will be expected to provide the Office of Career Strategy & Employment with any waivers of liability or any personal information, such as address or taxpayer ID, that may be required in order to process the reimbursement.

For questions, please contact Heather DiFranco, Director, Office of Career Strategy & Employment at h.d.difranco@csuohio.edu or at 216-687-2540.