

Scholarship Application Guidelines for California Rape Crisis Centers Attending the Statewide Pre-Conference Training Institute and 2010 National Sexual Assault Conference



Scholarships are available for staff and volunteers from California rape crisis centers and rape prevention programs to help offset registration and travel costs to attend the CALCASA's Statewide Training Conference on August 30 – 31, 2010 and the 2010 National Sexual Assault Conference on September 1 – 3, 2010 at the Renaissance Hollywood Hotel in Los Angeles, California. An applicant can apply for the ONE scholarship to attend EITHER or BOTH events. *Please consult with your supervisor or Executive Director before submitting your scholarship application.*

CALCASA will provide conference scholarships for TWO (2) persons from each California Rape Crisis Center grantee through CalEMA's Sexual Assault Branch and current CALCASA member rape prevention programs.

I) APPLICANT ELIGIBILITY & AWARDS

Two scholarships are available *per CalEMA Grant*. Agencies that are funded by multiple CalEMA Rape Crisis Center Grants are eligible for multiple sets of scholarships. In the interest of increasing the diversity of the participants at CALCASA's Statewide Pre-Conference Training and the 2010 National Sexual Assault Conference, one (1) of the two (2) prospective scholarship recipients are required to meet the following criteria:

a) Required Qualifications

- Have life experience and skills that would enhance their agency's ability to serve or create meaningful connection to underserved communities.
- Earn an annual income under \$35,000** from the Rape Crisis Center if staff, or be a volunteer.
- Are attending the CALCASA training conference for the first time.

b) Valued Qualifications

- Are bilingual or multilingual.
- That both stipend recipients should work in different service areas of their agency.
- Have significant experience and skills serving underserved communities.

Before applying for a scholarship, please consult your supervisor or Executive Director to determine the appropriate scholarship applicants for your agency.

When registering, please designate the two (2) staff who will be receiving these travel scholarships for your agency. Participants may be eligible for a scholarship regardless of race, color, national origin, sex, sexual orientation, religion/faith, disability or age.

• Scholarships will be provided on a reimbursement basis, not a cash advance.

Therefore, the recipient must be willing to pay for their travel costs and wait for reimbursement from CALCASA (which will occur by October 15, 2010, provided the recipient submits the completed expense form along with appropriate receipts by the deadline). Scholarships will be awarded on first-come, first-serve basis, based on funding availability. All estimated costs on the scholarship applications are subject to

approval and not guaranteed. Partial scholarships may be awarded based on funding availability. **APPLICATION DEADLINE: JUNE 30, 2010 at 5pm PST (Pacific Coast Time).**

- Please **DO NOT REGISTER ONLINE** for the conference until you received the decision about your scholarship application from CALCASA. If you are awarded a scholarship, you will be given instructions on how to register.

II) ELIGIBLE EXPENSES AND REIMBURSEMENT PROCESS

- 1. Partial Scholarship for Registration Fee for the National Conference:** CALCASA's Board of Directors and Council has agreed to offer a one-time, partial scholarship of a maximum of **\$150 per recipient** off the conference registration fee to thank CALCASA members for their support. *In order to access this registration scholarship, the agency must be a current 2010 CALCASA member.* This amount will be reimbursed following the conference and can be noted on the reimbursement form.
- 2. Travel Costs:** We ask that participants find the most economical form of travel. *Attendance at all conference sessions is required in order to receive reimbursement for travel expenses.*

The following travel expenses are eligible for reimbursement:

- Airfare or Train fare (within California only) including baggage fees;
- Hotel / Airport parking (non-valet only);
- Airport shuttle or ground travel to/from the hotel;
- Mileage at \$0.50 per mile to and from their office to hotel --- Google map verification is required;
- Lodging at the California Government rate for \$110/night plus applicable taxes --- **lodging is only available for attendees whose office is more than 50 miles from the hotel per state government rules;** and
- Per diem at a maximum of \$40 per day per state government guidelines - receipts are NOT required for per diem. ***Per diem is not allowed if travel time is less than 24 hours per state government guidelines.***

Items that are NOT Eligible for reimbursements per funder restrictions:

- No rental cars or direct fuel/gasoline expenses are allowed.
- No sightseeing, recreational, or non-conference related travel expenses

Receipts are **required** for all expenses **except** for per diem costs.

Scholarships will be provided on a reimbursement basis, not a cash advance.

Reimbursement forms will be distributed upon approval of the scholarship via e-mail and must be submitted at the conclusion of the conference for reimbursement by **September 15, 2010, in order to be eligible for reimbursement. No late forms will be accepted or eligible for reimbursement.** Please submit all receipts together with the reimbursement form at one time to CALCASA for processing. Reimbursements will be sent within thirty (30) days after the completed forms and receipts are received and approved by CALCASA.

III) APPLICATION DEADLINE & APPROVAL PROCESS

Please submit this scholarship application to californiascholarships@calcasa.org or by fax at (916) 446-8166. **No scholarships will be accepted after the deadline of 5:00 pm PST (Pacific Coast Time on June 30, 2010).** For questions regarding the scholarship, please contact the following:

Kavin Black	kavin@calcasa.org	916.446-2520 x305
Cindy Marroquin	cindy@calcasa.org	916.446-2520 x313

When the scholarship is approved, the participant will be asked to sign and agree to the following:

Terms for Acceptance

- Recipient agrees to the CALCASA – approved amount of the scholarship. The approved scholarship amount is non-negotiable and non-transferable.
- Any costs exceeding the approved amounts of the scholarship will be the responsibility of the recipient, not CALCASA
- Recipient must sign the acceptance of the scholarship and then proceed in registering for the conference.
- CALCASA is not responsible for reimbursement of the scholarship if the attendee does not fully attend or cancels their registration to the conference
- Recipients agree to submit the reimbursement form with appropriate receipts to reimbursements@calcasa.org no later than September 15, 2010 in order to be eligible for reimbursement.

Once the participant has been approved and submitted their signed acceptance of the scholarships, she/he will be directed to register for the conference and make the appropriate travel arrangements. We would encourage the participant to keep all receipts and retain a copy of the scholarship application and approval forms for their records.

Following the conference, they will be directed to submit their completed expense reimbursement form along with the required receipts for reimbursement to CALCASA **no later than September 15, 2010**, in order to be eligible for reimbursement. **No late forms or receipts will be accepted for reimbursement. NO EXCEPTIONS WILL BE ALLOWED!**

CALCASA plans to process all reimbursement requests and issue checks to the recipients no later than **October 15, 2010**.