Capstone Grant Application Instructions
Students Enrolled in Capstone: Spring 2021 Semester

**Description**
The CSUMB Alumni Association Capstone Grant was created to financially assist the capstone projects of graduating seniors. Capstone grants are made possible by generous donations from the CSU Monterey Bay Alumni and the Alumni Association. Maximum possible grant amount is $500.

**Application Process**
*Online application* must be completed (itemized budget needs to be included). *If awarded, recipient must submit receipts to alumni@csumb.edu.* Not all applicants will receive financial support. Approved funds will be provided after the capstone class is completed and all requirements for approval have been fulfilled.

**Application Deadline:** March 22, 2021

**Application Requirements:**
1. Alumni Association Capstone Grant Online Application Form
   - https://forms.gle/GbNLMMFpetoMLVXN6
   - Brief description of capstone project
   - Reasons for choosing capstone project
   - Goals and outcomes for the capstone project
   - Faculty Capstone Reference
   - Financial Challenges

2. Itemized budget. All receipts (original or copy) for applicable expenses. *(Reimbursements will not be given without a receipt. Note: The Alumni Association retains the right to deny reimbursement of any items after your grant has been approved.)*

**Examples of Previously Funded Capstone Grants**
- College of Arts Humanities and Social Sciences: posters, music pieces, video production, sculptures, installations
- College of Business: printing professional reports for clients
- College of Education: materials to teach a lesson to students at a school in the community, plaque dedicating a garden created as part of a capstone, brought in speakers/presenter to teach students about other cultures
- College of Health Sciences and Human Services: printing costs, supplies to conduct research

**Exclusions**
- Electronic equipment
- Software, clothing
- Capital equipment (such as computers, desks, etc.)
- Food
- Test fees (such as NASM, CPA, etc)
- Illegal substances or alcohol
- Mileage, gas or travel time

If you are uncertain about possible expenses, ask for approval from Alumni Relations Staff.

**Alumni Association Contact**

Questions and submission of application should be directed to:
CSUMB Alumni Relations Office
alumni@csumb.edu