**ISM Student Grants: COLLOQUIUM**

Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201). Please submit original receipts/documentation for reimbursement.

***Colloquium Grants (up to $500.00 per person or $750 per project):*** All proposals and budgets must be signed and approved at least two months in advance. Please attach a budget proposal to your request to include a description and an itemized account of each expense. Grant money will be processed as a reimbursement after the presentation has occurred.

***Colloquium - Appropriate Expenditures:*** The following are appropriate expenses for reimbursement: transportation (air, train, taxi services, parking, and mileage) and accommodation expenses. The ISM will not reimburse students for textbooks / CDs, computer software, purchase of A/V equipment, or food. Students with A/V needs should contact the ISM A/V coordinator, Sachin Ramabhadran, for information regarding ISM equipment that may be used. Students may hire singers or instrumentalists, by the hour, for participation in rehearsals leading up to a presentation, and for participation in the presentation itself. Flat fees may not be negotiated. The singer / instrumentalist hourly rate for payment is $18/hr. ISM students cannot be paid for the actual performance in Colloquium.

**Yale Institute of Sacred Music**

409 Prospect Street, New Haven, CT 06511

**ISM Colloquium Grant Request**

 ***(up to $750.00 per project – solo presentations up to $500.00)***

Grant money will be processed as a reimbursement after the presentation is given. Reimbursements will not be awarded without approval one month in advance of the presentation date. Please submit original receipts/documentation for reimbursement. Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201)

Budget Submission Due Date:

Actual Date of Submission:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presenters:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree/Concentration:

Reason for Request:

**Please attach a budget proposal to include a description and an itemized account**

**of each expense.** The following are appropriate expenses for reimbursement: transportation (air, train, taxi services, parking, and mileage) and accommodation expenses. The ISM will not reimburse students for food, textbooks / CDs, computer programs or equipment.

Are you receiving funding from another entity? YES [ ]  NO [ ]

If yes, please describe level of support:

Administrator Approval/Date Faculty Advisor Approval/ Date