**ISM Student Grants: PROFESSIONAL EVENT**

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

***Professional Event Grants for Divinity School students in the ISM (up to $500.00/ year):*** Divinity students may use the grant to cover costs associated with professional conferences in which they are invited to present a paper. Students may use any remaining balance on a travel grant for other professional events; in this case the student should resubmit a grant request noting the remaining balance that can be applied. Please submit a copy of the organization’s invitation letter and conference/workshop regulations with this form. Grants will cover registration costs, travel, and accommodation expenses only. Please also attach a budget proposal to include an itemized description of each expense.

**Yale Institute of Sacred Music**

409 Prospect Street, New Haven, CT 06511

**ISM/YDS Professional Event Grant Request**

 ***(up to $500.00/ year)***

Divinity students may use the grant to cover costs associated with professional conferences

in which they are invited to present a paper. Students may use any remaining balance on a travel grant for other professional events; in this case the student should resubmit a grant request noting the remaining balance that can be applied.

Please submit a copy of the organization’s invitation letter and conference/workshop regulations with this form. Grants will cover registration costs, airfare, and accommodation expenses only. Please also attach a budget proposal to include an itemized description of each expense. Completed requests should be turned in to Kristen Forman in the ISM administrative office (N201).

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Local Address: Degree/Concentration:

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Reason for Request and Location of Event:

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

If yes, please describe level of support:

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If you have previously been awarded a grant by the ISM, please list the date and purpose of funding.

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Administrator Approval/ Date Director Approval/ Date

*Grant money will be processed as a reimbursement after the event has occurred.**Original receipts/documentation are required for reimbursement. If you are being reimbursed for a flight, please submit your boarding pass or credit card statement as documentation; an e-mail confirmation of the flight itinerary is not sufficient documentation.*