

# **Yale INSTITUTE OF SACRED MUSIC**

## **Student Collaborations Grant Request**

*(maximum of \$5,000 per project)*

**Purpose:** to foster interdisciplinary projects that extend the mission of the ISM to the New Haven region and foster integrated learning between Music and Divinity students in the ISM.

A group of ISM students can apply for funding that would support specific events/projects which they have conceived together. Projects could include a wide range of things: literary readings, film projects, hymn festivals, choral evensongs, art shows, educational events in local schools or churches, small symposia, etc. Since a limited number of slots are available, applications that relate to the ISM theme of the year will be most favored.

### **Stipulations:**

1. Each project must be planned by a minimum of 4 ISM students: at least 2 Divinity and 2 Music students. The proposal must show that the students are equal partners in planning and execution.
2. Each project must have a minimum of two faculty advisers, at least one of whom is in the ISM. Advisers are responsible for guiding the project at every level and must be consulted constantly throughout the project.
3. The Project must be completed within a 12-month period and before the students have graduated, and students must prove in their application that this work will not interfere with their other areas of study.
4. The Project may relate to the students' Colloquium presentations.
5. Students bear all the work for the development and publicity of the project, though staff will be needed to coordinate room reservations, calendar, and assist in budget preparation. The staff is not available for any further support than these items.
6. All publicity and use of the ISM name must be approved by the Director.
7. An application with a 350-word essay describing the nature of the project, the beneficiaries, and the way this relates to the ISM mission, along with a detailed budget and complete list of active participants, is due Nov. 15.
8. Should the project need to hire outside participants, ISM pay scales must be used. No part of the grant may be used as a donation to other people or organizations. As a rule, the grant will not cover travel for any of the grantees, nor can more than 10% of the grant be used for food or drink.

All proposals and budgets must be signed and approved by the Director 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.

## **ISM Student Collaborations Grant Request**

*(maximum of \$5,000 per project)*

Please submit this form along with the project proposal and detailed budget to Kristen Forman in the ISM administrative office (N201) or by email to [kristen.forman@yale.edu](mailto:kristen.forman@yale.edu). You will be notified when your request has been approved. Payment/reimbursement is initiated when receipts for all expenses are submitted following the event. Funds are generally not provided ahead of time.

---

**Date of Form Submission:** \_\_\_\_\_

**Project Team:**

ISM Divinity Student #1: \_\_\_\_\_

ISM Divinity Student #2: \_\_\_\_\_

ISM Music Student #1: \_\_\_\_\_

ISM Music Student #2: \_\_\_\_\_

**Planned Project Date:** \_\_\_\_\_

**Due November 15:** Along with this form, please attach a 350-word essay describing the nature of the project, the beneficiaries, and the way this relates to the ISM mission. Please also include a detailed budget and complete list of active participants.

Are you receiving funding from another entity? YES  NO

If yes, please describe level of support:

---

---

**Adviser #1 Approval/Date**

---

**Adviser #2 Approval/Date**

---

**Administrator Approval/Date**

---

**Director Approval/Date**

---