

Yale INSTITUTE OF SACRED MUSIC

ISM/YDS Professional Event Grant Request

(up to \$500 year)

ISM Divinity students may use this grant to cover travel costs associated with professional conferences in which they are invited to present a paper or participate on a panel and for which travel costs are not provided by the inviting agency. To apply, please complete this form and submit a copy of the organization's invitation letter at least two weeks before the event to Rachel Segger in Miller Hall (Rm. 201) or by email (rachel.segger@yale.edu). You will be notified when your request has been reviewed and adjudicated. Payment/reimbursement is initiated when receipts for all expenses are submitted following the event. Funds are not provided ahead of time.

Application date: _____

Event Date: _____

Name: _____

Degree/Concentration: _____

Email: _____

Phone: _____

Address: _____

Title of Professional Event: _____

Location of Event: _____

Title of Presentation or Panel: _____

Estimated Expenses (please itemize below)

Registration Fee: \$ _____

Accommodations: \$ _____

Travel: \$ _____ (Note: If you are driving, please indicate round-trip mileage. The ISM provides mileage reimbursement at the University's current rate (<https://your.yale.edu/policies-procedures/guides/controllers-office-factsheet>).

Total est. expenses: \$ _____

Total amount requested: \$ _____ (maximum grant amount is \$500)

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

ISM Administrator Approval/ Date

ISM Director Approval/ Date