

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. Expenses which do not conform to the approved budget will not be reimbursed. Beginning 2025-26, incoming students are eligible for a maximum of one such grant per year.

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
