ISM Grant Requests
Please see http://www.yale.edu/ism/academics/info.html for a copy of a grant form. Completed requests should be turned in to the Student Affairs Office, first floor ISM. Please submit original receipts/documentation for reimbursement.

Colloquium Grant Request (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 Ramabhadrnan, 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.

Budget Submission Due Date: ______________________

Actual Date of Submission: ______________________

Presenters: ____________________________________________

Presentation Date: ______________________

Degree/Concentration: ______________________

Reason for Request: ____________________________________________

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_______________________________________________________________

_______________________________________________________________

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

_______________________________________________________________   ______________________________________________________________

Completed requests should be turned in to the Student Affairs Office, first floor ISM. For a duplicate copy of this request, see http://www.yale.edu/ism/academics/info.html