

# Yale INSTITUTE OF SACRED MUSIC

## MAR Professional Event Grant Request

*(up to \$500 year)*

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MAR students in Liturgical Studies or Religion and the Arts may use the grant to cover costs associated with professional conferences in which they are invited to present a paper or participate on a panel. To apply, please complete this form and submit a copy of the organization's invitation letter at least two weeks before the event to Kristen Forman in Miller Hall (Rm. 201) or by email (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 not provided ahead of time.

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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 standard federal rate of \$.58/mile)

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.

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ISM Administrator Approval/ Date

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ISM Director Approval/ Date